

**DIXIE COUNTY
DISTRICT SCHOOL BOARD**

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

and

Student Transportation

For the Fiscal Year Ended
June 30, 2013



BOARD MEMBERS AND SUPERINTENDENT

Dixie County District School Board members and the Superintendent of Schools who served during the 2012-13 fiscal year are listed below:

<u>Member</u>	<u>District No.</u>
Cheryl C. Pridgeon, Vice Chair	1
Charles K. Farmer	2
Paul N. Gainey	3
Timothy W. Alexander, Chair	4
Dwayne Rollison	5

Mark A. Rains, Superintendent

The examination team leader was Jennifer Taylor, CPA, and the examination was supervised by Aileen B. Peterson, CPA, CPM. Please address inquiries regarding this report to J. David Hughes, CPA, Audit Manager, by e-mail at 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; by telephone at (850) 412-2722; or by mail at G74 Claude Pepper Building, 111 West Madison Street, Tallahassee, Florida 32399-1450.

Dixie 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, 2013

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

Dixie County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students and Student Transportation
TABLE OF CONTENTS
For the Fiscal Year Ended June 30, 2013

	PAGE NO.
EXECUTIVE SUMMARY	i
FULL-TIME EQUIVALENT (FTE) STUDENTS	
INDEPENDENT AUDITOR’S REPORT	1
SCHEDULE A – POPULATIONS, SAMPLES, AND TEST RESULTS	5
SCHEDULE B – EFFECT OF PROPOSED ADJUSTMENTS ON WEIGHTED FTE.....	7
SCHEDULE C – PROPOSED ADJUSTMENTS BY SCHOOL.....	8
SCHEDULE D – FINDINGS AND PROPOSED ADJUSTMENTS.....	10
SCHEDULE E – RECOMMENDATIONS AND REGULATORY CITATIONS.....	15
NOTES TO SCHEDULES.....	19
STUDENT TRANSPORTATION	
INDEPENDENT AUDITOR’S REPORT.....	23
SCHEDULE F – POPULATIONS, SAMPLES, AND TEST RESULTS.....	26
SCHEDULE G – FINDINGS AND PROPOSED ADJUSTMENTS.....	28
SCHEDULE H – RECOMMENDATIONS AND REGULATORY CITATIONS	30
NOTES TO SCHEDULES.....	31
MANAGEMENT’S RESPONSE	
EXHIBIT A – MANAGEMENT’S RESPONSE.....	33

EXECUTIVE SUMMARY

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 ESE Support Levels 4 and 5 and Career Education 9-12 (OJT), the Dixie 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, 2013:

- Of the 20 teachers in our sample, 6 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. There were no teachers who taught at the District's charter school reported in our population for testing.
- Seven of the 20 students in our ESE Support Levels 4 and 5 sample and 3 of the 16 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. None of the students who attended the charter school were reported in the ESE Support Levels 4 and 5 or Career Education 9-12 (OJT) samples.

Noncompliance related to reported FTE resulted in 13 findings. The resulting proposed net adjustment to the District's reported, unweighted FTE totaled to a negative .9984 but has a potential impact on the District's weighted FTE of a negative 12.7541 (negative 12.7541 is all applicable to District schools other than charter schools as there were no proposed adjustments for the charter school). Noncompliance related to student transportation resulted in 3 findings and a proposed net adjustment of a negative 14 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 Dixie County District School Board, the estimated gross dollar effect of our proposed adjustments to reported FTE is a negative \$45,698 (negative 12.7541 times \$3,582.98), of which all is applicable to District schools other than charter schools.

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 DIXIE COUNTY

The District was established pursuant to Section 1001.30, Florida Statutes, to provide public educational services for the residents of Dixie 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 Dixie 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, 2013, State funding through FEFP was provided to the District for 4 District schools other than charter schools, 1 charter school, and 2 virtual education cost centers serving prekindergarten through twelfth grade students. The District reported 2,035.75 unweighted FTE for those students which included 44.50 unweighted FTE for charter school students and received approximately \$8 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, including charter schools, 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 brick and mortar school students, 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). For virtual education students, one student would be reported as one FTE if the student has successfully completed six courses or credits or the prescribed level of content that counts toward promotion to the next grade. A student who completes less than six credits will be a fraction of an FTE. Half-credit completions will be included in determining an FTE. Credits completed by a student in excess of the minimum required for that student for graduation are not eligible for funding.

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. Additionally, Section 1002.33(20)(c), Florida Statutes, provides that the governing board of the charter school may provide transportation through an agreement or contract with the district school board, a private provider, or parents. The charter school and the sponsor shall cooperate in making arrangements that ensure that transportation is not a barrier to equal access for all students residing within a reasonable distance of the charter school as determined in its charter. The District received approximately \$567,000 for student transportation as part of the State funding through FEFP.



DAVID W. MARTIN, CPA
AUDITOR GENERAL

AUDITOR GENERAL STATE OF FLORIDA

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



PHONE: 850-412-2722
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 DIXIE COUNTY DISTRICT SCHOOL BOARD FLORIDA EDUCATION FINANCE PROGRAM (FEFP) FULL-TIME EQUIVALENT (FTE) STUDENTS

We have examined the Dixie County District School Board's compliance 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, 2013. 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 2012-13* 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.

Our examination procedures disclosed the following material noncompliance:

1. Teachers

Of the 20 teachers in our sample, 6 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.¹ There were no teachers who taught at the District's charter school reported in our population for testing.

2. Students

Seven of the 20 students in our ESE Support Levels 4 and 5 sample² and 3 of the 16 students in our Career Education 9-12 (OJT) sample³ had exceptions involving reporting errors or records that were not properly or accurately prepared or were missing and could not be located. None of the students who attended the charter school were reported in the ESE Support Levels 4 and 5 or Career Education 9-12 (OJT) samples.

In our opinion, except for the material noncompliance mentioned above involving teachers and reporting errors or records that were not properly or accurately prepared or were missing and could not be located for students in ESE Support Levels 4 and 5 and Career Education 9-12 (OJT), the Dixie 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, 2013.

¹For teachers, see SCHEDULE D, Finding Nos. 3, 4, 7, and 12.

²For ESE Support Levels 4 and 5, see SCHEDULE D, Finding Nos. 1, 5, 6, 9, and 10.

³For Career Education 9-12 (OJT), see SCHEDULE D, Finding No. 2.

In accordance with attestation standards established by the AICPA and *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the District's compliance with State requirements and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the subject matter. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. The purpose of our examination was to express an opinion on the District's compliance with State requirements and did not include expressing an opinion on the District's related internal controls. Accordingly, we express no such opinion. Due to its limited purpose, our examination would not necessarily identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses.⁴ However, the material noncompliance mentioned above is indicative of significant deficiencies considered to be material weaknesses in the District's internal controls related to teacher certification and reporting errors or records that were not properly or accurately prepared or were missing and could not be located for students in ESE Support Levels 4 and 5 and Career Education 9-12 (OJT). Our examination disclosed certain other findings that are required to be reported under *Government Auditing Standards* and those findings, along with the views of responsible officials, are described in SCHEDULE A and EXHIBIT A, respectively. The impact of this noncompliance on the District's reported FTE is presented in SCHEDULES A, B, C, 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.

⁴ A control deficiency in the entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance on a timely basis. A significant deficiency is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that material noncompliance will not be prevented, or detected and corrected, on a timely basis.

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
Tallahassee, Florida
August 18, 2014

SCHEDULE A

Dixie 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, 2013

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 (OJT). 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 2,035.75 unweighted FTE, which included 44.50 unweighted FTE for the charter school, at 4 District schools other than charter schools, 1 charter school, and 2 virtual education cost centers to the Department of Education for the fiscal year ended June 30, 2013.

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, 2013. (See NOTE B.) The population of schools (7) consisted of the total number of brick and mortar schools in the District that offered courses, including the charter school, as well as the designated District virtual education cost centers in the District that offered virtual instruction in FEFP-funded programs. The population of students (2,142) consisted of the total number of students in each program at the schools and virtual education cost centers 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 at Schools Sampled</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	7	7	1,591	57	4	1,463.7500	47.5725	2.8130
Basic with ESE Services	6	6	510	34	1	520.8800	31.0000	1.3542
ESE Support Levels 4 and 5	4	4	22	20	7	18.3800	14.3800	(4.7498)
Career Education 9-12	1	1	<u>19</u>	<u>16</u>	<u>3</u>	<u>32.7400</u>	<u>3.5684</u>	<u>(.4158)</u>
All Programs	7	7	<u>2,142</u>	<u>127</u>	<u>15</u>	<u>2,035.7500</u>	<u>96.5209</u>	<u>(.9984)</u>

The accompanying notes are an integral part of this schedule.

SCHEDULE A (Continued)

Dixie 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, 2013

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 taught courses to ELL students and of the total number of teachers reported under virtual education cost centers in our sample who taught courses in Basic, Basic with ESE Services, ESE Support Levels 4 and 5, or taught courses to ELL students. From the population of teachers, we sampled 20 and found exceptions for 6 of those teachers. There were no teachers who taught at the District's charter school reported in our population for testing.

PROPOSED ADJUSTMENTS

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

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

The accompanying notes are an integral part of this schedule.

SCHEDULE B

Dixie 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, 2013

<u>No. Program</u> ¹	<u>Proposed Net Adjustment</u> ²	<u>Cost Factor</u>	<u>Weighted FTE</u> ³
101 Basic K-3	2.0135	1.117	2.2491
102 Basic 4-8	.6331	1.000	.6331
103 Basic 9-12	.1664	1.020	.1697
111 Grades K-3 with ESE Services	.8542	1.117	.9541
112 Grades 4-8 with ESE Services	.5000	1.000	.5000
254 ESE Support Level 4	(4.6798)	3.524	(16.4916)
255 ESE Support Level 5	(.0700)	5.044	(.3531)
300 Career Education 9-12	(.4158)	.999	(.4154)
Total	(.9984)		(12.7541)*

** There were no proposed adjustments for the charter school. Thus, there was no effect on the District's weighted FTE.*

¹ See NOTE A6.

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

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

The accompanying notes are an integral part of this schedule.

SCHEDULE C

Dixie 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, 2013

<u>No. Program</u>	<u>Proposed Adjustments¹</u>			<u>Balance Forward</u>
	<u>#0021</u>	<u>#0041</u>	<u>#0101</u>	
101 Basic K-36634	1.4000	2.0634
102 Basic 4-80000
103 Basic 9-12	.16641664
111 Grades K-3 with ESE Services8542	.8542
112 Grades 4-8 with ESE Services0000
254 ESE Support Level 4	(.1664)	(.6634)	(2.6500)	(3.4798)
255 ESE Support Level 5	(.2000)2500	.0500
300 Career Education 9-12	<u>(.4158)</u>	<u>.....</u>	<u>.....</u>	<u>(.4158)</u>
Total	<u>(.6158)</u>	<u>.0000</u>	<u>(.1458)</u>	<u>(.7616)</u>

There were no proposed adjustments for the charter school.

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

The accompanying notes are an integral part of this schedule.

SCHEDULE C (Continued)

Dixie 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, 2013

<u>No.</u>	<u>Brought Forward</u>	<u>Proposed Adjustments¹</u>			<u>Total</u>
		<u>#0111</u>	<u>#7004</u>	<u>#7023</u>	
101	2.0634	(.0499)	2.0135
102	.00008331	(.2000)	.6331
103	.16641664
111	.85428542
112	.0000	.50005000
254	(3.4798)	(1.2000)	(4.6798)
255	.0500	(.1200)	(.0700)
300	<u>(.4158)</u>	<u>(.4158)</u>
Total	<u>(.7616)</u>	<u>(.8200)</u>	<u>.8331</u>	<u>(.2499)</u>	<u>(.9984)</u>

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

The accompanying notes are an integral part of this schedule.

SCHEDULE D

Dixie 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, 2013

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 2012-13* issued by the Department of Education. Except for the material noncompliance involving teachers and reporting errors or records that were not properly or accurately prepared or were missing and could not be located for students in ESE Support Levels 4 and 5 and Career Education 9-12 (OJT), the Dixie 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, 2013. All noncompliance disclosed by our examination procedures is discussed below and requires management’s attention and action, as recommended on page 15.

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

Our examination included the July and October 2012 surveys and the February and June 2013 surveys (see NOTE A5). Unless otherwise specifically stated, the Findings and Proposed Adjustments presented herein are for the October 2012 survey or the February 2013 survey or both. Accordingly, our Findings do not mention specific surveys unless necessary for a complete understanding of the instances of noncompliance being disclosed.

Dixie County High School (#0021)

1. [Ref. 2101] One ESE student in the Hospital and Homebound Program did not receive any homebound instruction during the October 2012 reporting survey period and should not have been reported for State FEFP funding. We also noted that there was no evidence that the student’s Matrix of Services form was reviewed and updated when the student's new IEP was developed. We propose the following adjustment:

255 ESE Support Level 5	(.2000)	(.2000)
-------------------------	---------	---------

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Dixie 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, 2013

<u>Findings</u>	<u>Proposed Net Adjustments (Unweighted FTE)</u>
2. [Ref. 2102] <u>The timecards for three Career Education 9-12 (OJT) students indicated that the students were not working during the October 2012 reporting survey period. We propose the following adjustment:</u>	
300 Career Education 9-12	(.4158)
	(.4158)
3. [Ref. 2170] <u>One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher held certification in English but taught a course that required certification in Math. We noted that the School Board approved the teacher out of field on March 12, 2013, which was after the February 2013 reporting survey period. We also noted that the parents of the ESE student were not notified of the teacher's out-of-field status. We propose the following adjustment:</u>	
103 Basic 9-12	.1664
254 ESE Support Level 4	(.1664)
	.0000
	(.6158)
<u>Old Town Elementary School (#0041)</u>	
4. [Ref. 4170] <u>One teacher was not properly certified and was not approved by the School Board to teach out of field. The teacher held certification in Specific Learning Disabilities but taught a course that also required the Reading Endorsement. We also noted that the parents of the ESE students were not notified of the teacher's out-of-field status. We propose the following adjustment:</u>	
101 Basic K-3	.6634
254 ESE Support Level 4	(.6634)
	.0000
	.0000

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Dixie 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, 2013

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

James M. Anderson Elementary School (#0101)

5. [Ref. 10101] One ESE student was not reported in accordance with the student's Matrix of Services form. We propose the following adjustment:

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

6. [Ref. 10102] There was no evidence that the Matrix of Services forms for two ESE students were reviewed and updated when the students' IEPs were revised. Additionally, the weekly instructional minutes for one of the students were overstated. The student received 850 instructional minutes weekly (or .3542 FTE) but was reported for 1,500 instruction minutes (or .5000 FTE) in the February 2013 survey. We propose the following adjustment:

111 Grades K-3 with ESE Services	.8542	
254 ESE Support Level 4	<u>(1.0000)</u>	(.1458)

7. [Ref. 10170] 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 also required certification in Elementary Education. We noted that Elementary Education was added to the teacher's certificate on April 1, 2013, which was after the October 2012 and February 2013 reporting survey periods. We also noted that the parents of the ESE students were not notified of the teacher's out-of-field status. We propose the following adjustment:

101 Basic K-3	1.4000	
254 ESE Support Level 4	(1.1500)	
255 ESE Support Level 5	<u>(.2500)</u>	.0000
		<u>(.1458)</u>

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Dixie 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, 2013

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

Ruth Rains Middle School (#0111)

8. [Ref. 11101] One ESE student withdrew from school prior to the February 2013 reporting survey period and should not have been included with the survey's results. We propose the following adjustment:

112 Grades 4-8 with ESE Services	(.5000)	(.5000)
----------------------------------	---------	---------

9. [Ref. 11102] The Matrix of Services form for one ESE student in Program No. 254 (ESE Support Level 4) did not indicate the individual services authorized under Domain E. Consequently, we recalculated the Matrix of Services form to reflect only the services specified and determined that the student was eligible for reporting in Program No. 112 (Grades 4-8 with ESE Services). We propose the following adjustment:

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

10. [Ref. 11103] The reported number of homebound instructional minutes for two students in the Hospital and Homebound Program was overstated. The two students were reported for 720 and 600 instructional minutes; however, the homebound instructors' contact logs supported only 360 instructional minutes for each student. We also noted that one of the students was incorrectly reported in Program No. 254 (ESE Support Level 4) rather than Program No. 255 (ESE Support Level 5). We propose the following adjustment:

254 ESE Support Level 4	(.2000)	
255 ESE Support Level 5	(.1200)	(.3200)
		(.8200)

The accompanying notes are an integral part of this schedule.

SCHEDULE D (Continued)

Dixie 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, 2013

**Proposed Net
 Adjustments
 (Unweighted FTE)**

Findings

Dixie Virtual Franchise of Florida Virtual School (#7004)

11. [Ref. 700402] The course schedules for two Basic virtual education students were incorrectly reported. One of the students was reported for .0834 FTE for each of five completed year-long courses but should have been reported for .1667 FTE for each course. The other student completed six half-year courses (or .5000 FTE) but was reported for only one of these courses (or .0834 FTE). We propose the following adjustment:

102 Basic 4-8	<u>.8331</u>	<u>.8331</u>
		<u>.8331</u>

Dixie Virtual Instruction Program (#7023)

12. [Ref. 702370/71/72] Three virtual education teachers were not properly certified and were not approved by the School Board to teach out of field. The teachers held certification in Elementary Education but taught courses that required certification in Art (Ref. 702370 and Ref. 702372) or Art and Music (Ref. 702371). 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 adjustment.

.0000

13. [Ref. 702301] The course schedules for two Basic virtual education students were incorrectly reported. The students did not successfully complete five of their scheduled courses (one student one course and one student four courses); consequently, these courses should not have been reported for State FEFP funding. We propose the following adjustment:

101 Basic K-3	(.0499)	
102 Basic 4-8	(.2000)	(.2499)
		(.2499)

Proposed Net Adjustment

(.9984)

The accompanying notes are an integral part of this schedule.

SCHEDULE E

Dixie 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, 2013

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 of the 11 days of a survey window are reported for FEFP funding; (2) reported FTE for students in the Hospital and Homebound Program is based on the homebound instructors’ contact logs and time authorized on the students’ IEPs; (3) there is evidence of review on the *Matrix of Services* forms when students’ IEPs are revised or developed to ensure that the *Matrix of Services* forms accurately reflect the IEP services in effect at that time; (4) students are reported in accordance with the students’ *Matrix of Services* forms that are properly completed; (5) reported instructional time reflects the actual instructional time received during the reporting survey week; (6) students in Career Education 9-12 (OJT) are reported in accordance with timecards that are accurately completed, signed, dated, and the students’ work hours are listed on a daily basis; (7) FTE is accurately reported for students enrolled in virtual education courses; (8) teachers are properly certified or, if out of field, are timely approved to teach out of field by the School Board; and (9) parents of students taught by an out-of-field teacher are notified of the teacher’s out-of-field status.

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 2012 -13*

The accompanying notes are an integral part of this schedule.

SCHEDULE E (Continued)

Dixie 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, 2013

REGULATORY CITATIONS (Continued)

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 2012-13*

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, and Programmatic Assessments of English Language Learners
- Rule 6A-6.09021, FAC Annual English Language Proficiency Assessment for English Language Learners (ELLs)
- Rule 6A-6.09022, FAC Extension of Services in English for Speakers of Other Languages (ESOL) Program
- Rule 6A-6.0903, FAC Requirements for Exiting English Language Learners from the English for Speakers of Other Languages Program
- Rule 6A-6.09031, FAC Post Reclassification of English Language Learners (ELLs)
- Rule 6A-6.0904, FAC Equal Access to Appropriate Instruction for English Language Learners

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 2012-13*

The accompanying notes are an integral part of this schedule.

SCHEDULE E (Continued)

Dixie 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, 2013

REGULATORY CITATIONS (Continued)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
Rule 6A-6.0361, FAC	Contractual Agreement with Nonpublic Schools and Residential Facilities
<i>Matrix of Services Handbook (2012 Revised Edition)</i>	

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.

SCHEDULE E (Continued)

Dixie 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, 2013

REGULATORY CITATIONS (Continued)

Virtual Education

- Section 1002.321, FS Digital Learning
- Section 1002.37, FS The Florida Virtual School
- Section 1002.45, FS Virtual Instruction Programs
- Section 1002.455, FS Student Eligibility for K-12 Virtual Instruction
- Section 1003.498, FS School District Virtual Course Offerings

Charter Schools

- Section 1002.33, FS Charter Schools

The accompanying notes are an integral part of this schedule.

Dixie County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2013

NOTE A – SUMMARY

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

1. School District of Dixie County

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

For the fiscal year ended June 30, 2013, State funding through FEFP was provided to the District for 4 District schools other than charter schools, 1 charter school, and 2 virtual education cost centers serving prekindergarten through twelfth grade students. The District reported 2,035.75 unweighted FTE for those students which included 44.50 unweighted FTE for charter school students and received approximately \$8 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, including charter schools, 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.

Dixie County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2013

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. For brick and mortar school students, 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). For virtual education students, one student would be reported as one FTE if the student has successfully completed six courses or credits or the prescribed level of content that counts toward promotion to the next grade. A student who completes less than six credits will be a fraction of an FTE. Half-credit completions will be included in determining an FTE. Credits completed by a student in excess of the minimum required for that student for graduation are not eligible for funding.

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 2012-13 school year were conducted during and for the following weeks: survey one was performed for July 9 through 13, 2012; survey two was performed for October 8 through 12, 2012; survey three was performed for February 11 through 15, 2013; and survey four was performed for June 17 through 21, 2013.

Dixie County District School Board
 Florida Education Finance Program (FEFP)
 Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
 For the Fiscal Year Ended June 30, 2013

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, 2013. 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:

Dixie County District School Board
Florida Education Finance Program (FEFP)
Full-Time Equivalent (FTE) Students
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2013

NOTE B - SAMPLING (Continued)

<u>School Name/Description</u>	<u>Finding Number(s)</u>
1. Dixie County High School	1 through 3
2. Old Town Elementary School	4
3. Kinder Cub School Inc.*	NA
4. James M. Anderson Elementary School	5 through 7
5. Ruth Rains Middle School	8 through 10
6. Dixie Virtual Franchise of Florida Virtual School	11
7. Dixie Virtual Instruction Program	12 and 13

* Charter School



DAVID W. MARTIN, CPA
AUDITOR GENERAL

AUDITOR GENERAL STATE OF FLORIDA

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



PHONE: 850-412-2722
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 DIXIE COUNTY DISTRICT SCHOOL BOARD FLORIDA EDUCATION FINANCE PROGRAM (FEFP) STUDENT TRANSPORTATION

We have examined management's assertion, included in its representation letter dated May 13, 2014, that the Dixie 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, 2013. 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 2012-13* 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.

In our opinion, management's assertion that the Dixie County District School Board complied with State requirements governing the determination and reporting of the number of students transported under the FEFP for the fiscal year ended June 30, 2013, is fairly stated, in all material respects.

In accordance with attestation standards established by the AICPA and *Government Auditing Standards*, we are required to report all deficiencies that are considered to be significant deficiencies or material weaknesses in internal control; fraud and noncompliance with provisions of laws or regulations that have a material effect on the District's compliance with State requirements and any other instances that warrant the attention of those charged with governance; noncompliance with provisions of contracts or grant agreements, and abuse that has a material effect on the subject matter. We are also required to obtain and report the views of responsible officials concerning the findings, conclusions, and recommendations, as well as any planned corrective actions. 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. Our examination disclosed certain findings that are required to be reported under *Government Auditing Standards* and those findings, along with the views of responsible officials, are described in SCHEDULE G and EXHIBIT A, respectively. Due to its limited purpose, our examination would not necessarily identify all deficiencies in internal control over compliance that might be significant deficiencies or material weaknesses.¹ The noncompliance mentioned above, while indicative of certain control deficiencies,¹ is not considered indicative of material weaknesses in the District's internal controls related to their reported ridership classification or eligibility for State transportation funding. The impact of this noncompliance on the District's reported number of transported students is presented in SCHEDULES F and G.

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

¹ A *control deficiency* in the entity's internal control over compliance exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect noncompliance on a timely basis. A *significant deficiency* is a deficiency or a combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that material noncompliance will not be prevented, or detected and corrected, on a timely basis.

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
Tallahassee, Florida
August 18, 2014

SCHEDULE F

Dixie County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
POPULATIONS, SAMPLES, AND TEST RESULTS
 For the Fiscal Year Ended June 30, 2013

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, 2013. (See NOTE B.) The population of vehicles (49) consisted of the total of the number of vehicles (buses, vans, or passenger cars) reported by the District for each survey. For example, a vehicle that transported students during the July and October 2012 and February and June 2013 surveys would be counted in the population as four vehicles. Similarly, the population of students (2,736) consisted of the total number 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	50
IDEA (PK), Weighted	2
IDEA (PK), Unweighted	73
Two Miles or More	<u>2,611</u>
Total	<u>2,736</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)

Dixie County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
POPULATIONS, SAMPLES, AND TEST RESULTS
 For the Fiscal Year Ended June 30, 2013

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 126 of the 2,736 students reported as being transported by the District.	12	(12)
We also noted certain issues in conjunction with our general tests of student transportation that resulted in the addition of 2 students.	<u>2</u>	<u>(2)</u>
Total	<u>14</u>	<u>(14)</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

Dixie County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2013

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 2012-13* issued by the Department of Education. The Dixie 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, 2013. All noncompliance disclosed by our examination procedures is discussed below and requires management’s attention and action, as recommended on page 30.

**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 2012 surveys and the February and June 2013 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 2012 survey and once for the February 2013 survey) will be presented in our Findings as two sample students.

1. [Ref. 51] Our general tests disclosed that two PK students were incorrectly reported in the Two Miles or More ridership category. The students were not IDEA students and were not enrolled in a Teenage Parent Program; consequently, the students were not eligible for State transportation funding. We propose the following adjustment:

October 2012 Survey
90 Days in Term
 Two Miles or More

(2) (2)

The accompanying notes are an integral part of this schedule.

SCHEDULE G (Continued)

Dixie County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
FINDINGS AND PROPOSED ADJUSTMENTS
 For the Fiscal Year Ended June 30, 2013

**Students
 Transported
 Proposed Net
Adjustments**

Findings

2. [Ref. 52] Five students in our sample were either not listed on the bus drivers' reports or the bus drivers' reports indicated that the students were not transported during the 11-day survey window. We also noted that one of the students was reported in the Two Miles or More ridership category but lived less than two miles from school. We propose the following adjustments:

October 2012 Survey

90 Days in Term

IDEA (PK), Unweighted (4)

February 2013 Survey

90 Days in Term

Two Miles or More (1) (5)

3. [Ref. 53] Seven students in our sample were reported incorrectly in the Two Miles or More ridership category. The students lived less than two miles from school and were otherwise not eligible for State transportation funding. We propose the following adjustments:

October 2012 Survey

90 Days in Term

Two Miles or More (6)

February 2013 Survey

90 Days in Term

Two Miles or More (1) (7)

Proposed Net Adjustment (14)

The accompanying notes are an integral part of this schedule.

SCHEDULE H

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

RECOMMENDATIONS AND REGULATORY CITATIONS

For the Fiscal Year Ended June 30, 2013

RECOMMENDATIONS

We recommend that management exercise more care and take corrective action, as appropriate, to ensure that: (1) students are reported in the ridership categories that are appropriate for the students' grade levels; (2) only those students documented as riding a bus during the 11-day survey window are reported for State transportation funding; and (3) the distance from home to school is verified prior to students being reported in the Two Miles or More ridership category.

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 1002.33, FS 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
- Student Transportation General Instructions 2012-13*

The accompanying notes are an integral part of this schedule.

Dixie County District School Board
 Florida Education Finance Program (FEFP)
 Student Transportation
NOTES TO SCHEDULES
 For the Fiscal Year Ended June 30, 2013

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 Dixie County

For the fiscal year ended June 30, 2013, the District received approximately \$567,000 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 2012	0	0
October 2012	24	1,326
February 2013	25	1,410
June 2013	<u>0</u>	<u>0</u>
Total	<u>49</u>	<u>2,736</u>

3. Statutes and Rules

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

- Chapter 1002.33, FS Charter Schools
- 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

Dixie County District School Board
Florida Education Finance Program (FEFP)
Student Transportation
NOTES TO SCHEDULES
For the Fiscal Year Ended June 30, 2013

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, 2013. 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**

DIXIE DISTRICT SCHOOLS

16077 NE 19 Highway
Cross City, Florida 32628-0890
Phone (352) 498-6131
FAX (352) 498-1308
Mark A. Rains, Superintendent
www.dixie.k12.fl.us

Our schools will provide a quality learning environment by providing opportunities through educational planning and community partnerships that ensures student success.

Chairman of Board
Timothy Alexander
Vice Chairman of Board
Cheryl Pridgeon



Board Members
Chuck Farmer
Paul Gainey
Dwayne Rollison

August 18, 2014

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

Dear Mr. Martin:

Listed below are the responses to the report on the examination of full-time equivalent (FTE) students and student transportation as reported by Dixie District Schools under the Florida Education Finance Program (FEFP) for the fiscal year ended June 30, 2013.

Response to Findings

Schedule D
Dixie County High School – 0021
Reference Number 2101 – Finding 1 – We agree with the findings.
Reference Number 2102- Finding 2 – We agree with the findings.
Reference Number 2170 - Finding 3 - We agree with the findings.

Old Town Elementary School – 0041
Reference Number 4170 - Finding 4 – We agree with the findings.
James M. Anderson Elementary School – 0101
Reference Number 10101 – Finding 5 – We agree with the findings.
Reference Number 10102 - Finding 6 – We agree with the findings.
Reference Number 10170 - Finding 7 – We agree with the findings.

Ruth Rains Middle School – 0111
Reference Number 11101 - Finding 8 – We agree with the findings.
Reference Number 11102 - Finding 9 – We agree with the findings.
Reference Number 11103 - Finding 10 – We agree with the findings.
Dixie Virtual Franchise of Florida Virtual School – 7004
Reference Number 700402 - Finding 11 – We agree with the findings.

Dixie Virtual Instruction Program – 7023
Reference Number 702370/71/72 Finding 12 – We agree with the findings.
Reference Number 702301 – Finding 13 – We agree with the findings.

No person shall on the basis of race, color, religion, gender, age, marital status, sexual orientation, disability, political or religious beliefs, national or ethnic origin, or genetic information, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by the School District, except as provided by law.

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

*Audit Reponse, Page 2
August 18, 2014*

Transportation

Reference Number 51 – Finding 1 – We agree with the findings.
Reference Number 52 – Finding 2 – We agree with the findings.
Reference Number 53 – Finding 3 – We agree with the findings.

After review of the audit criticisms the management has implemented the following corrective action. ESE Hospital/Homebound students will be reviewed by MIS to ensure that minutes are reported accurately and that those courses eligible for FTE will be marked accordingly and all others will be marked as ineligible for funding. Guidance offices at each school and staffing coordinator will be certain that all appropriate documentation is in place prior to placing a student on hospital/homebound. Matrix of services will be reviewed on all students. ESE has developed a form for use by guidance counselors to give to secretary for entering data to be transmitted to DOE accurately.

Career Education staff will verify that OJT students are working and that documentation is in the file to reflect hours worked.

MIS will remind data entry to either notify MIS of a student that was withdrawn from school prior to the end of the survey week or data entry will mark the student ineligible for FTE at the time of withdrawal. MIS will verify with Virtual that all students are eligible for virtual instructional based on statute. MIS will verify that all virtual students have grades as completion of the course. MIS will ensure that all virtual records are reported accurately. MIS will verify with certification that all teachers are certified in the subject that they are teaching. MIS will notify certification of any teacher not certified as soon as schedules are completed so that parents can be notified and board can approve as out of field.

Transportation Coordinator will verify and note buses that have bus stops occurring less than 2 miles. MIS will provide reports to transportation of students that are withdrawn from school prior to the end of the 11 day window. Transportation and MIS will verify that PK students are reported accurately.

If you need additional information, please contact my office.

Respectfully,



Mark A. Rains, Superintendent
Dixie District Schools