



**MISSISSIPPI OFFICE OF THE STATE AUDITOR**  
**STACEY E. PICKERING, AUDITOR**

PERFORMANCE AUDIT DIVISION  
DISTRICT EXIT CONFERENCE

*November 20, 2008*

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**Benoit School District**

Beginning on Monday, November 17, 2008, the Office of the State Auditor's Performance Audit Division (PAD) performed a limited review of the accuracy and reliability of student data transmitted to the Mississippi Department of Education for the purpose of determining funding for local school districts. OSA reviewed the following:

**Student Enrollment**

1. I determined whether there is a written policy on enrollment requirements and procedures at each school. As a result, I found the following:

Ray Brooks Attendance Center does have a written policy on enrollment requirements and procedures.

2. I determined whether the number of students enrolled in school is being accurately reported. As a result, I found the following:

Ray Brooks Attendance Center is reporting the number of students enrolled accurately.

3. I determined whether the school is following policy regarding student enrollment records. As a result, I found the following:

Ray Brooks Attendance Center is not following policy regarding student enrollment. 4 out of 14 records were missing, had incomplete, or invalid proof of residency.

4. I determined whether the selected student's information is in the student package and is the same as the information kept in the student's record. As a result, I found the following:

At Ray Brooks Attendance Center, the selected student's information is not in the student package and is not the same as the information kept in the student's record. 1 out of 14 student's information in the student package was not the same as the information in the student record.



5. I determined whether the total number of students enrolled on the enrollment report from the student package matches the total number of students on the Student Roster Holding Area Report from MSIS. As a result, I found the following:

At Ray Brooks Attendance Center the total number of students enrolled on the enrollment report from the student package matches the total number of students on the Student Roster Holding Area Report from MSIS.

**Student Attendance/Absenteeism**

1. I determined whether there is a written policy on monitoring and reporting student absences. As a result, I found the following:

Ray Brooks Attendance Center does have a written policy on monitoring and reporting student absences.

2. I determined whether the school is following policy regarding attendance and absenteeism. As a result, I found the following:

Ray Brooks Attendance Center is following policy regarding attendance and absenteeism.

3. I determined whether the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package matches the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS. As a result, I found the following:

At Ray Brooks Attendance Center the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package matches the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS.

**Graduation – THIS IS ONLY PERFORMED AT SCHOOLS WITH A 12<sup>TH</sup> GRADE**

1. I determined whether graduation requirements are being met. As a result, I found the following:

All students selected at Ray Brooks Attendance Center met graduation requirements.

2. I determine whether all graduation forms were complete. As a result, I found the following:

At Ray Brooks Attendance Center all graduation records were complete.



**Report Submission**

1. I determined whether all final student package reports are transmitted to MSIS by the 10th of every month. As a result, I found the following:

At Ray Brooks Attendance Center, all final student package reports were submitted to MSIS by the deadline established by MS Department of Education.

**Student Transfers**

1. I determined whether the school is following policy regarding transfers. As a result, I found the following:

Ray Brooks Attendance Center is following policy regarding transfers.

**Student Withdrawals**

1. I determined whether the school is following policy regarding withdrawals. As a result, I found the following:

Ray Brooks Attendance Center is following policy regarding withdrawals.

**School Attendance Reporting**

1. I determined whether the school superintendent is following policy regarding reporting of unexcused absences. As a result, I found the following:

I determined that Benoit School District superintendent is not following policy regarding the reporting of unexcused absences. 1 out of 1 student reviewed was not reported to the school attendance officer within 2 school days or 5 calendar days, as required by law.

2. I determined whether the school attendance officer is following policy regarding the reporting of unexcused absences. As a result, I found the following:

I determined that Ray Brooks Attendance Center attendance officer is following policy regarding the reporting of unexcused absences.

**Mississippi Employment Protection Act (E-Verify)**

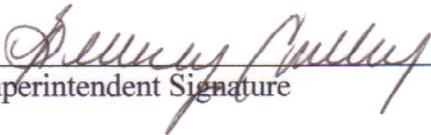
1. I determined whether the school district is following policy regarding the Mississippi Employment Protection Act. As a result, I found the following:

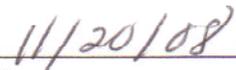
Benoit School District is not in compliance with the Mississippi Employment Protection Act as of July 1, 2008.



I would like to thank you for taking time out of your busy schedule to discuss the results of the review in your district. Copies of all audit exceptions are available upon your request. Please submit formal comments regarding the audit to me, at P.O. Box 11183, Jackson, MS 39283-1183, within one week from today. If you have questions or comments, please feel free to contact myself or Keyla Bradford, Project Manager, at 601-576-2800.

**By signing below you agree that you have received a copy of this report and a brief explanation of the exceptions.**

  
\_\_\_\_\_  
Superintendent Signature

  
\_\_\_\_\_  
Date

# *Benoit School District*

*Children First*

*Beverly Culley, Ph. D.  
Superintendent of Education*

December 4, 2008

Ms Earlene Stewart  
P.O. Box 11183  
Jackson, MS 39283-11183

Dear Ms Stewart:

I appreciate the professional manner in which, you conducted the Average Daily Attendance Audit at the Ray Brooks School during the week of November 17, 2008. I concur with the findings that were presented to me in your report during the District Exit Conference. Therefore, the following corrective action has been taken or will be taken in the future for the noncompliance areas:

- Ray Brooks Attendance Center is not following the policy regarding student enrollment. Four (4) of 14 records were missing, had incomplete, or invalid proof of residency.

Corrective Action: Since this was a correctable item regarding proof of residency, the school has gotten additional documentation for compliance. The district is in the process of updating the policy manual that would allow for more acceptable documentation that is in compliance with state law.

- At Ray Brooks Attendance Center, the selected student's information is not in the student package and is not the same as the information kept in the student's record. One (1) of 14 student's information in the student package was not the same information in the student record.

Corrective Action: Since this was a correctable item, the school has updated the student's phone number on the cumulative record to match the updated phone number in the student package (SAM6i).

- It was determined that Benoit School District Superintendent is not following policy regarding the reporting of unexcused absences. One of One student reviewed was not reported to the school attendance officer within 2 school days or 5 calendar days, as required by law.

Corrective Action: Although this is not a correctable item, the Benoit School District will follow policy in the reporting of unexcused absences as required by law.

- Benoit school District is not in compliance with the Mississippi Employment Protection Act as of July 1, 2008.

Corrective Action: Although the Benoit School District was not in compliance with the Mississippi Employment Act as of July 1, 2008, the district has been in compliance since October 22, 2008.

Sincerely,



Beverly Culley, Ph.D.  
Superintendent