



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

March 12, 2009

Long Beach School District

Beginning on Wednesday, March 11, 2009, 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:

Harper McCaughan Elementary School 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:

Harper McCaughan Elementary School 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:

Harper McCaughan Elementary School is not following policy regarding student enrollment. 1 out of 21 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 Harper McCaughan Elementary School, 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. 2 out of 21 student's information was not in the student package and did not match the student's 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 Harper McCaughan Elementary School, 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:

Harper McCaughan Elementary School 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:

Harper McCaughan Elementary School 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 Harper McCaughan Elementary School, the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package does match the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS.

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 Long Beach School District superintendent is following policy regarding the reporting of unexcused absences.

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 Harper McCaughan Elementary School attendance officer is following policy regarding the reporting of unexcused absences.



Student Transfers

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

Harper McCaughan Elementary School 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:

Harper McCaughan Elementary School is following policy regarding withdrawals.

Report Submission

1. I determined whether all final student package reports were transmitted to MSIS by the deadline established by MS Department of Education. As a result, I found the following:

At Harper McCaughan Elementary School all final student package reports were submitted by the 10th of every month.

Mississippi Employment Protection Act (E-Verify)

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

I determined that Long Beach School District was 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— Clint Robinson, at P. O. Box 956, Jackson, MS 39205, 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.

Carolyn Hamelton
Superintendent Signature

3-12-09
Date

Long Beach School District

LONG BEACH, MISSISSIPPI 39560

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Carrolyn Hamilton
Superintendent of Education
Jim Hamilton
Asst. Superintendent
Jamie Harvey
Director of Finance

March 16, 2009

Mr. Clint Robinson
P. O. Box 956
Jackson, MS 39205

Dear Mr. Robinson:

I am writing this letter in response to your audit of March 12, 2009 of Harper McCaughan Elementary School in the Long Beach School District. In your audit, you found that Harper McCaughan Elementary did not follow policy in two areas: student enrollment records (one proof of residence was a P. O. Box) and student information in the cumulative folders (two phone numbers in the cumulative folders did not match the student information package).

We have a policy in place that should have prevented these errors from happening. Teachers, who are charged with updating the cumulative folders of their homeroom classes, are given a calendar of important dates at their first staff meeting of the year (See attached). Four times during the year, the office prints student rosters with addresses and phone numbers so that teachers can update cumulative folders. Teachers are given a checklist telling them the information that must be verified, and teachers initial beside each item as they complete their verification (See attached). For the specific items that were deficient in this audit, teachers had followed this process but were not careful in checking the information. The three teachers involved have received a reprimand for not carefully following these procedures.

While the district feels that we have a thorough plan in place to insure that policies and procedures are followed, we realize that careless work by some individuals will create deficits. We will institute an internal audit several times a year to make sure that teachers are fulfilling their duties. If you have any other suggestions, please let me know.

Sincerely,



Carrolyn Hamilton
Superintendent



Dept. of Student Services
111 Quarles St.
(228) 864-8085

Long Beach Sr. High School
300 East Old Pass Road
(228) 863-6945

Long Beach Middle School
204 N. Cleveland Avenue
(228) 864-3370

Harper McCaughan Elementary
113 Quarles Street
(228) 863-0478

W.J. Quarles Elementary
111 Quarles Street
(228) 864-3946

Thomas L. Reeves Elementary
214 St. Augustine Drive
(228) 864-9764

Important Dates

Date	Activity	Time & Place
8/1	District Staff Meeting	8:00/ HS GYM
8/1	Harper McCaughan Staff meeting	10:00/ meeting room
8/1	5 th grade meeting	1:15 /conference room
8/1	4 th grade meeting	1:45/ conference room
8/1	3 rd grade meeting	2:30/ conference
8/4	All staff will meet with Ms. Hamilton	8:15 /meeting room
8/4	2 nd grade meeting	10:00/conference room
8/4	1 st & Kindergarten teachers meeting	10:45/ conference room
8/4	activity/gifted/tutorial/counselor	1:00/conference room
8/5	all staff	8:30/meeting room
8/5	Duty people	Meeting room
8/5	All assistants	Meeting room
8/18	Cub scout orientation boys 1-2 ----time 8:30 3-4-5 -----time 8:45	Quarles cafeteria For both groups
8/18	Girl scout orientation k-1-2 ---- time 8:30 3-4-5 ----- time 8:45	Media room For both groups
(8/18	Thru 8/22) Cumulative Record & text book check	Office/class room
9/1	Labor Day Holiday	NA
9/2	Toms Shoes (project to provide shoes for our students)	Quarles times TBA
9/4	Progress Reports	NA
9/22	Star Base Atlantis orientation for 5 th grade teachers	2:00 to 2:45meeting rm
9/26	Star Base Atlantis program 1st group Johnson 9/26,10/3,10/10,10/17,10/24	Seabee base 8:00 to 1:30
9/29	Star Base Atlantis program for 5 th grade 2 nd group Hogue 9/29,10/6,10/20,10/27,11/3	Seabee base 8:00 to 1:30
9/30	Federal Cards go home	NA
10/13	Fall break no school	NA
10/14	Professional Development workday	TBA
10/16	Report cards go home	NA
10/24	Individual School Pictures	Media Room
October	Hot Dog Social 3 rd grade singing	TBA
11/7	Star Base Atlantis program for 5 th grade 1 st group Hasselmann 11/7,11/14,11/21,12/5,12/12	Seabee base 8:00 to 1:30
11/10	Star Base Atlantis program for 5 th grade 3 rd group Haynes 11/10,11/17,12/1,12/8,12/15	Seabee base 8:00 to 1:30
11/11	Progress reports 2 nd nine weeks	NA
11/14	Class Pictures & Make ups for individual pictures	Media room
(11/17	Thru 11/21) Cumulative record and text book check	Office/class room

Important dates page 2

Date	Activity	Time & Place
12/11	Christmas program for students	Time TBA Quarles cafeteria
12/19	60 % day	NA
(12/22	Thru 1/2) Christmas Holidays	NA
1/2	Professional Development workday	NA
1/13	2 nd 9 weeks report cards	
1/19	Martin Luther King Holiday	NA
2/4	3 rd nine weeks progress reports	NA
(2/23	& 2/24) Mardi Gras Break	NA
3/4	5 th Grade Science Test	classrooms
3/11	4 th grade writing assessment	classrooms
(3/16	Thru 3/20) Cumulative records check & text book check	office
3/19	3 rd nine weeks report cards	NA
3/27	Spring Pictures	Media room Time TBA
(3/23	Thru 3/30) Discovery Practice	TBA
3/31	Discovery Program for parents	Times TBA Quarles cafeteria
(4/6	Thru 4/10) Spring Break	NA
4/17	4 th nine weeks progress reports	NA
4/23	Kindergarten & 1 st grade field day	K morning 1 st afternoon
4/24	2 nd & 3 rd grade field day	2 morning 3 rd afternoon
(4/24	Thru 4/27) 1 st grade program practice	Time TBA 1 st United Methodist
4/27	4 th & 5 th grade field day	4 morning afternoon
4/28	Parent Program	Time TBA 1 st United Methodist
4/30	Student program	Time TBA 1 st United Methodist
5/1	Pancake Breakfast	Masonic Lodge
5/12	MCT 2 Test	Grades 3 thru 5
Thru 5/15		
5/15	5 th grade luncheon	Masonic Lodge
5/18	5 th grade field trip	Mobile
5/20	60 % day last day for students	Yee Haw
5/21	Final Cumulative record check	Office

Student's Name: John [redacted]

CUMULATIVE FOLDER/INSERT SHEET CHECKLIST

Cumulative records are to be checked/initialed four times in a school year. Students receiving SPED Services (Gifted, Speech, Inclusion, Sped, etc) should be documented at the bottom of the grade section for that year.

	Aug	Nov	Mar	May
Birth Information				
* Birth Certificate File Number	BB	BB	BB	
* Verification of Copy & Initials	BB			
* Date of Birth	BB			
* Name – Last , First, Middle	BB			
* Race	BB			
* Sex	BB			
* Place of Birth	BB			
* Father's Name	BB			
* Mother's Maiden Name	BB			
* Guardian's Name				
ADDRESS (Must match residency- in pencil)	BB			
PHONE (in pencil)	BB			
ENTRANCE RECORDS (Done by office)				
ATTENDANCE RECORD (end of year)				
GRADES (end of year)				
* School Year				
* Length of Year(180)				
* Final Grades Information				
* Promoted (Yes/No)				
* Teacher's Name and School				
IN RED FOLDER:				
SOCIAL SECURITY CARD OR NUMBER	BB			
IMMUNIZATION (date recorded)	BB			
CURRENT RESIDENCY	BB			
BIRTH CERTIFICATE	BB			
LEGAL DOCUMENTS(CUSTODY PAPERS)				
GUARDIANSHIP PAPERWORK				
HOME LANGUAGE SURVEY	BB			
SIGN AND DATE ACCESS SHEET	BB	BB	BB	