



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

March 25, 2009

Vicksburg Warren School District

Beginning on Thursday, March 5, 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:

Bowmar Avenue Elementary School does have a written policy on enrollment requirements and procedures.

Beechwood Elementary School does have a written policy on enrollment requirements and procedures.

Dana Road Elementary School does have a written policy on enrollment requirements and procedures.

Vicksburg Intermediate 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:

Bowmar Avenue Elementary School is reporting the number of students enrolled accurately.

Beechwood Elementary School is reporting the number of students enrolled accurately.

Dana Road Elementary School is reporting the number of students enrolled accurately.

Vicksburg Intermediate 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:

Bowmar Avenue Elementary School is not following policy regarding student enrollment. 3 out of 21 records were missing, had incomplete, or invalid proof of residency.

Beechwood Elementary School is not following policy regarding student enrollment. 8 out of 28 records were missing, had incomplete, or invalid proof of residency. 1 out of 28 records were missing or had incomplete proof of immunization. 1 out of 28 records were missing, had incomplete, or invalid proof of age.

Dana Road Elementary School is not following policy regarding student enrollment. 2 out of 33 records were missing, had incomplete, or invalid proof of residency. 2 out of 33 records were missing or had incomplete proof of immunization.

Vicksburg Intermediate School is not following policy regarding student enrollment. 15 out of 32 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 *Bowmar Avenue Elementary School*, the selected student's information in the student package is not the same as the information kept in the student's record. 4 out of 21 student's information in the student package did not match the student's record.

At *Beechwood Elementary School*, the selected student's information in the student package is not the same as the information kept in the student's record. 1 out of 28 student's information in the student package did not match the student's record.

At *Dana Road Elementary School*, the selected student's information in the student package is not the same as the information kept in the student's record. 1 out of 33 student's information in the student package did not match the student's record.

At *Vicksburg Intermediate School*, the selected student's information in the student package is not the same as the information kept in the student's record. 20 out of 32 student's information in the student package 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 *Bowmar Avenue 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.



At *Beechwood 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.

At *Dana Road 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.

At *Vicksburg Intermediate 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:

Bowmar Avenue Elementary School does have a written policy on monitoring and reporting student absences.

Beechwood Elementary School does have a written policy on monitoring and reporting student absences.

Dana Road Elementary School does have a written policy on monitoring and reporting student absences.

Vicksburg Intermediate 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:

Bowmar Avenue Elementary School is following policy regarding attendance and absenteeism.

Beechwood Elementary School is not following policy regarding attendance and absenteeism. 2 out of 20 excuses **did not attain prior approval for a doctor or dental appointment.**

Dana Road Elementary School is following policy regarding attendance and absenteeism.

Vicksburg Intermediate School is not following policy regarding attendance and absenteeism. 5 out of 15 students with excused absence(s) on the student package report **did not have a valid excuse on file.** 2 out of 15 excuses **did not attain prior approval for a doctor or dental appointment.**



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 Bowmar Avenue Elementary School, 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.

At Beechwood Elementary School, 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.

At Dana Road Elementary School, 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.

At Vicksburg Intermediate School, 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.

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 *Bowmar Avenue Elementary School* is not following policy regarding the reporting of unexcused absences. 2 out of 2 students' files reviewed were not reported to the school attendance officer by the superintendent as specified by law. 1 out of 2 students reviewed was not reported to the school attendance officer after accumulating five (5) or more unexcused absences in a timely manner as specified by law. 1 out of 2 students reviewed was not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

I determined that *Beechwood Elementary School* is not following policy regarding the reporting of unexcused absences. 1 out of 1 student's files reviewed was not reported to the school attendance officer by the superintendent as specified by law. 1 out of 1 student's reviewed was not reported to the school attendance officer after accumulating five (5) or more unexcused absences in a timely manner as specified by law.



I determined that *Dana Road Elementary School* is not following policy regarding the reporting of unexcused absences. 2 out of 2 students' files reviewed were not reported to the school attendance officer by the superintendent as specified by law. 2 out of 2 students reviewed was not reported to the school attendance officer after accumulating five (5) or more unexcused absences in a timely manner as specified by law.

I determined that *Vicksburg Intermediate School* is not following policy regarding the reporting of unexcused absences. 3 out of 3 students' files reviewed were not reported to the school attendance officer by the superintendent as specified by law. 3 out of 3 students reviewed was not reported to the school attendance officer after accumulating five (5) or more unexcused absences in a timely manner as specified 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 *Bowmar Avenue Elementary School* attendance officer is following policy regarding the reporting of unexcused absences.

I determined that *Beechwood Elementary School* attendance officer is following policy regarding the reporting of unexcused absences.

I determined that *Dana Road Elementary School* attendance officer is following policy regarding the reporting of unexcused absences.

I determined that *Vicksburg Intermediate 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:

Bowmar Avenue Elementary School is following policy regarding transfers.

Beechwood Elementary School is following policy regarding transfers.

Dana Road Elementary School is following policy regarding transfers.

Vicksburg Intermediate 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:

Bowmar Avenue Elementary School is following policy regarding withdrawals.

Beechwood Elementary School is following policy regarding withdrawals.

Dana Road Elementary School is following policy regarding withdrawals.

Vicksburg Intermediate 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 *Bowmar Avenue Elementary School*, all final student package reports were submitted by the deadline established by MS Department of Education.

At *Beechwood Elementary School*, all final student package reports were submitted by the deadline established by MS Department of Education.

At *Dana Road Elementary School*, all final student package reports were submitted by the deadline established by MS Department of Education.

At *Vicksburg Intermediate School*, all final student package reports were submitted by the deadline established by MS Department of Education.

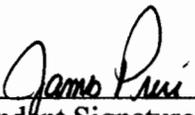
Mississippi Employment Protection Act (E-Verify)

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

Vicksburg Warren 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, 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

March 25, 2009

Date

Vicksburg Warren School District

1500 Mission 66 • P. O. Box 820065

Vicksburg, Mississippi 39182

601/638-5122

FAX: 601/631-2819

John E. Walls, Ph. D.
Deputy Superintendent

James G. Price, Ph. D.
Superintendent

Debra Hullum
Assistant Superintendent

TO: Earlene Stewart
Office of the State Auditor
P.O. Box 11183
Jackson, MS 39283

FROM: Dr. James Price, Superintendent
Vicksburg Warren School District
1500 Mission 66
Vicksburg, MS 39180

RE: Month 5, 2009 Audit

DATE: March 25, 2009

RECEIVED APR 06 2009

Dear Mrs. Stewart:

Please find below our responses to our Month 5, 2009 audit. This includes our Superintendent entrance interview, Bowmar Avenue Elementary School, Beechwood Elementary School, Dana Road Elementary School and Vicksburg Intermediate School.

Superintendent Entrance Interview, March 5, 2009

It was determined that the Vicksburg Warren School District started using the E-Verify system on November 13, 2008. MDE notified districts on 11-13-08 that they were to begin using the E-Verify system as of July 1, 2008. **We will continue to use the E-Verify system.**

Bowmar Avenue Elementary School, March 6, 2009

Student Enrollment

#3 – It was determined that Bowmar Avenue Elementary School had 3 out of 21 missing, incomplete, or invalid proofs of residency in their cumulative records. **The school has contacted these parents and they are waiting on these documents.**

#4 – It was determined that the school had 4 out of 21 cumulative records that had information not matching what was in Innovak. These were telephone numbers. **The school has corrected those records.**

School Attendance Reporting

#1 – It was determined that the school is not following policy regarding the reporting of unexcused absences. Two out of 2 files reviewed were not reported to the school attendance officer by the superintendent as specified by law. One out of 2 students reviewed was not reported to the SAO after accumulating five or more unexcused absences in a timely manner as specified by law. One out of 2 students reviewed was not reported to the SAO after accumulating five or more unexcused absences. **The school is now running an unexcused absentee report daily to determine students that need to be reported to the SAO within 48 hours. Schools submit their unexcused absences to the Deputy Superintendent's office then the Superintendent comes to that office to sign the forms. These forms are then delivered directly to the School Attendance Officers. We have heard that this law is being reviewed for possible change.**

Beechwood Elementary School, March 9, 2009

Student Enrollment

#3 – It was determined that Beechwood Elementary School had 8 out of 28 missing, incomplete, or invalid proofs of residency in their cumulative records. One out of 28 records was missing or had an incomplete proof of immunization. One out of 28 records was missing, had incomplete, or had an invalid proof of age. **The school has contacted these parents they and are waiting on these documents.**

#4 – It was determined that the school had 1 out of 28 cumulative records that had information not matching what was in Innovak. This was a telephone number. **The school has corrected this record.**

Student Attendance/Absenteeism

#2 – It was determined that the school is not following policy regarding attendance and absenteeism. Two out of 20 excuses did not attain prior approval for a doctor or dental appointment. **The school will attempt to gain prior approval for doctor and dental appointments. We have heard that this law is being reviewed for possible change.**

School Attendance Reporting

#1 – It was determined that the school is not following policy regarding the reporting of unexcused absences. One out of 1 files reviewed was not reported to the school attendance officer by the superintendent as specified by law. One out of 1 student reviewed (same child) was not reported to the SAO after accumulating five or more unexcused absences in a timely manner as specified by law. **The school is now running an unexcused absentee report daily to determine students that need to be reported to the SAO within 48 hours. Schools submit their unexcused absences to the Deputy Superintendent's office then the Superintendent comes to that office to sign the forms. These forms are then delivered directly to the School Attendance Officers. We have heard that this law is being reviewed for possible change.**

Dana Road Elementary School, March 10, 2009

Student Enrollment

#3 – It was determined that Dana Road Elementary School had 2 out of 33 missing, had incomplete, or invalid proofs of residency in their cumulative records. Two out of 33 records were missing or had an incomplete proof of immunization. **The school has contacted these parents they and are waiting on these documents.**

#4 – It was determined that the school had 1 out of 33 cumulative records that had information not matching what was in Innovak. This was an address. **The school has corrected this record.**

School Attendance Reporting

#1 – It was determined that the school is not following policy regarding the reporting of unexcused absences. Two out of 2 files reviewed were not reported to the school attendance officer by the superintendent as specified by law. Two out of 2 students reviewed were not reported to the SAO after accumulating five or more unexcused absences in a timely manner as specified by law. **The school is now running an unexcused absentee report daily to determine students that need to be reported to the SAO within 48 hours. Schools submit their unexcused absences to the Deputy Superintendent's office then the Superintendent comes to that office to sign the forms. These forms are then delivered directly to the School Attendance Officers. We have heard that this law is being reviewed for possible change.**

Student Enrollment

#3 – It was determined that Vicksburg Intermediate School had 15 out of 32 missing, incomplete, or invalid proofs of residency in their cumulative records. **The school has contacted these parents they and are waiting on these documents.**

#4 – It was determined that the school had 20 out of 32 cumulative records that had information not matching what was in Innovak. These were parent names and telephone numbers. **The school is contacting these parents they and then they will make the appropriate corrections.**

Student Attendance/Absenteeism

#2 – It was determined that the school is not following policy regarding attendance and absenteeism. Five out of 15 students with excused absences on the Innovak report did not have a valid excuse on file. Two out of 15 excuses did not attain prior approval for a doctor or dental appointment. **The students without excuses were suspended students. We have changed our method of reporting suspensions to MSIS from excused absences to unexcused absences. The school will attempt to gain prior approval for doctor and dental appointments. We have heard that this law is being reviewed for possible change.**

Student Attendance Reporting

#1 – It was determined that the school is not following policy regarding the reporting of unexcused absences. Three out of 3 files reviewed were not reported to the school attendance officer by the superintendent as specified by law. Three out of 3 students reviewed were not reported to the SAO after accumulating five or more unexcused absences in a timely manner as specified by law. **The school is now running an unexcused absentee report daily to determine students that need to be reported to the SAO within 48 hours. Schools submit their unexcused absences to the Deputy Superintendent's office then the Superintendent comes to that office to sign the forms. These forms are then delivered directly to the School Attendance Officers. We have heard that this law is being reviewed for possible change.**

We want to thank Mrs. Stewart for her time and efficiency during our audit. She was very helpful and we learned a great deal. If you have any questions, please feel free to contact me.

Sincerely,



Dr. James Price