



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

December 9, 2009

Senatobia Public School District

Beginning on Tuesday, December 08, 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:

Senatobia 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:

Senatobia 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:

Senatobia Elementary School is not following policy regarding student enrollment. Of the records reviewed, 25 out of 25 records had missing, 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 Senatobia Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 25 student's address and 6 out of 25 student's telephone numbers **did not match** information in the student package.

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 Senatobia 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:

Senatobia 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:

Senatobia 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 Senatobia 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.

School Attendance Reporting

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

Senatobia Elementary School is following policy regarding the reporting of unexcused absences.

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

Senatobia Elementary School's attendance officer is following policy regarding the reporting of unexcused absences.

Reporting of Suspensions

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

Senatobia Elementary School is following policy regarding the reporting of suspensions.

Student Transfers

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

Senatobia 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:

Senatobia Elementary School is following policy regarding withdrawals.

2. I determined whether the school is following policy regarding transfer requests. As a result, I found the following:

Senatobia Elementary School is not following policy regarding transfer requests. Of the records reviewed, 5 out of 6 transfer requests did not have a official request on school district letterhead as required by MDE.

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

Fixed Assets

1. I determined whether the school/district is following policy regarding the management of fixed assets. As a result, I found the following:

District Fixed Assets

Senatobia Public School District is not following policy regarding the management of fixed assets. Of the records reviewed, 1 out of 8 items selected were not located.

School Fixed Assets

Senatobia Elementary School is following policy regarding the management of fixed assets.

Data Collection Policy

1. I determined whether the school district has a formal data collection policy manual that is reflective of the policies and procedures of its district. As a result, I found the following:

Senatobia Public School District does have a formal data collection policy manual that is reflective of the policies and procedures of its district.

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:

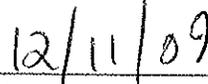
Senatobia Public School District was not in compliance with the Mississippi Employment Protection Act as of July 1, 2008.

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 956, Jackson, MS 39205, **within one week from today**. If you have questions or comments, please feel free to contact me, 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

SENATOBIA MUNICIPAL SCHOOL DISTRICT

104 McKie Street
Senatobia, MS 38668

Michael Hood
Superintendent of Education



Debbie B. Murphy
Assistant Superintendent

Bernice T. Jackson
Assistant Superintendent

Date: December 16, 2009

Keyla Bradford
Office of the State Auditor
Performance Auditor

Keyla,

It was a pleasure meeting and working with you during the recent audit for Senatobia Municipal School District and Senatobia Elementary School. Whenever you are up this way, please stop by to visit with us.

In response to the items listed in the State Audit Report of December 9, 2009, we agree with findings. However, we would like to offer additional information concerning two items:

1. **Student Enrollment – Item #3** Senatobia Elementary School is not following policy regarding student enrollment. Of the records reviewed 25 out of 25 records had missing, incomplete, or invalid proof of residency.

Response: We acknowledge that the District has not required new residency forms to be brought in each year. At the beginning of this year, we started identifying Residency Forms that did not match current information obtained from Registration cards that were completed by parents for current school year. We are in the process of contacting parents where there are discrepancies between the current address and the Residency form on file. Also, plans are being made to verify residency of students at the beginning of each year.

2. **Mississippi Employment Protection Act (E-Verify) – Item #1** Senatobia Public School District was not in compliance with the Mississippi Employment Protection Act as of July 1, 2008.

Response: We acknowledge that we were not in compliance with the Mississippi Employment Protection Act as of July 1, 2008. We started using E-Verify on May 26, 2009, and are currently using the program for all new employees.

Once again, it was a pleasure working with you. If you need any other information, please let us know.

Sincerely,



Michael Hood
Superintendent
Senatobia Municipal School District



Phil Mote
Technology Administrator
Senatobia Municipal School District