



**Ministry of Education
Resource Management Division**

2019/20 Summer Learning Enrolment Audit

AUDIT REPORT

SCHOOL DISTRICT No. 36 (Surrey)

2019/20 SUMMER LEARNING ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 36 (Surrey)

Background

The Ministry of Education provided funding to Boards of Education to refund individuals who paid for courses that led to graduation during the summer of 2007. Since that time the Ministry, in on-going consultation with education partners determined that a policy would be put in place as at 2008.

The Ministry committed to provide funding for school age non-graduate students for any course that led to graduation based upon a set funding schedule. The current funded amounts are dependent upon the three categories of summer course claimed. Boards of Education reported the number of course enrolments for those courses offered, attended and completed by eligible students between July 1, 2019 and August 31, 2019.

The audits are based on [*Form 1701: Student Data Collection Completion Instructions for Summer Learning*](#) and related [*Ministry policies*](#). The outcome of these audits provides assurance to the Ministry of Education and boards of education that these policies, legislation and related directives are being followed.

Funding recoveries are expanded to include FTEs outside of the sample when the auditors make a clear link between the audit findings in the sample and those FTEs outside the sample.

In the summer of 2019 boards of education reported a total of 57,721 summer learning courses. School District No.36 (Surrey) reported 11,301 students taking 12,990 Summer Learning options for the reporting period of July 1, 2019 to August 31, 2019.

Purpose

The purpose of the Summer Learning audit is to determine for the Ministry of Education and boards of education the accuracy and appropriateness of the student and school data reported to the Ministry by school districts through the verification of course enrolment reported on Form 1701; confirmation all students claimed for funding are ordinarily resident in B.C.; and, assurance that students claimed for supplemental funding are receiving those additional services.

Description of the Audit Process

A Summer Learning audit was conducted in School District No 36 (Surrey) during the week of March 9, 2020. The sample consisted of 210 students, reported as 211 courses in Kindergarten to Grade 12 including ten student supplemental claims for indigenous supports, 33 student supplemental claims for English Language Learning supports and 31 student supplemental claims for special needs. The review was extended to include all reported students for analysis when a school-wide issue was identified by the audit team.

An entry meeting was held on March 9, 2020 with the Superintendent, Assistant Superintendent, Administrative Assistant, Director of Instruction, two District Principals, District School Psychologist, Secretary-Treasurer, Career Facilitator (school-based) and a Teacher-in-Charge to review the purpose of the audit and the criteria for funding as outlined in the Form 1701 Instructions.

The audit team reviewed the summer learning student data, interviewed staff, and concluded on their observations. The audit team followed a process which gave staff the opportunity to locate and present additional evidence when evidence was not available in the data presented.

An exit meeting was held on March 13, 2020 with the Superintendent, Director of Instruction, Secretary Treasurer and District Principal. At the exit meeting the auditors presented their preliminary results and clarified any outstanding issues.

Prior to the audit visit, the auditors undertook a verification of the school-assigned teachers' status with the Teacher Certification/Regulation Branch (TRB).

Observations

The auditors found that:

- The Summer Learning Program offered four credit courses to Grade 10 to Grade 12 students through different sites in various regions within the District. Each four credit course was scheduled for three hours and twenty-one minutes per day.
 - Courses were run during morning or afternoon sessions between July 3, 2019 and August 2, 2019.
 - Grade 10 to 12 courses were publicised through the secondary schools and through community advertising.
- For Grade 8 and 9 students there were opportunities in the core academic subject areas such as French Immersion, Math, Science and Physical Education programs.
- Students enrolled in Elementary Summer Learning were limited to Grade 1 to Grade 7 students referred by elementary schools. The courses offered were four hours per day for an equivalent of 40 hours of instruction.
 - Teachers, principals and school learning support staff identified students they thought would benefit from additional learning service and consulted with parents to explore referrals to the Elementary Summer Learning program. Parents were required to sign off on any referrals.
 - Elementary courses were learning enhancement courses focused on literacy and numeracy.
- 18 school-age Grade 1 to Grade 7 claims, two school-age Grade 8 course claims and ten Grade 10 to 12 four-credit courses claimed for Summer Learning funding were reported for students verified as not enrolled or attending at the Data Collection claim date.
- Seven Grade 10 to Grade 12 Summer Learning four-credit course claims were reported for school-age students verified as enrolled and attending fewer courses than claimed.
- 72 Grade 10 to Grade 12 Summer Learning course claims were adjusted to reflect two-credit courses reported as four-credit course options.

- The Summer Learning Secondary school stated that they did not have a process to ensure appropriate course credit was reflected on their Form 1701 submissions. The Form 1701 Instructions clearly identifies the process for reporting Grade 10 to 12 course options. *“Fundable FTE for students in grades 10, 11, and 12 is calculated at 0.125 FTE for each four credit course that meets all of the provincial or board/authority authorized learning outcomes within the provincial curriculum offered for a minimum of 80 hours. Report the course as a four credit course by entering 0100 in this field...For students taking partial courses in grades 10, 11 and 12 that align with the provincial or board/authority authorized curriculum and offered for a minimum of 40 hours, report the course as a partial credit course by entering the appropriate portion of a course in this field. For example, a 2 credit course would be entered as 0050”.*
- As there were numerous “preview” courses, the scope of the review was expanded to include all students claimed for two credit course options reported as four credits.
- English Language Learning and Indigenous supplemental services/programs were reviewed and adjustments represent students not in attendance and without the required supplementary service.
- Students reported with special needs designations were reviewed to verify attendance and confirmation of a current IEP. The adjustments represent students not in attendance. The validity of their designation or the planning and delivery of service was not reviewed.

Recommendations

The auditors recommend that:

- District staff ensure all Summer Learning students claimed for funding are enrolled and attending at the Data Collection claim date.
- District staff establish a process for ensuring all two-credit course options are correctly reported and in accordance with Form 1701 Instructions.
- District staff adhere to the eligibility of all Summer Learning options to ensure the courses align with the provincial curriculum. For eligible students enrolled and attending Grade 1 to Grade 9 courses, these must align with the provincial curriculum and are a minimum of 40 hours. Grade 10 to Grade 12 level courses are either four credit courses that meet all the provincial or board/authority authorized learning outcomes within the provincial curriculum offered for a minimum of 80 hours or partial credit courses that align with the provincial or board/authority authorized curriculum and are offered for a minimum of 40 hours.

Auditors’ Comments

The auditors extend their appreciation to the District and school-based staff.

Funding and Financial Accountability Branch
Resource Management Division
Ministry of Education
April 17, 2020
