



**Ministry of Education  
Resource Management Division**

**2019/20 Summer Learning Enrolment Audit**

**AUDIT REPORT**

**SCHOOL DISTRICT No. 41 (Burnaby)**

## **2019/20 SUMMER LEARNING ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 41 (Burnaby)**

### **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.41 (Burnaby) reported 6,994 students taking 17,218 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 41 (Burnaby) during the week of January 27, 2020. The sample consisted of 110 students, reported as 141 courses in Kindergarten to Grade 12 including nine student supplemental claims for indigenous supports and 20 student supplemental claims for special needs. The review was extended to include all reported students for analysis when school-wide issues were identified by the audit team.

An entry meeting combining the audit review considerations for both Summer Learning and K-12 Regular Enrolment was held on January 27, 2020 with the Superintendent, two Assistant

Superintendents, Assistant Superintendent-Human Resources, each School's Principal, Manager of Information Technology, Summer School Operations Manager, Secretary-Treasurer, three Directors of Instruction and the District Principal-Learning Pathways, to review the purpose of the audits and the criteria for funding as outlined in the Form 1701 Instructions.

An exit meeting was held on January 31, 2020 with the Superintendent, two Assistant Superintendents, School Principals, four Directors of Instruction and the Manager of Information Technology. 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). Five teachers were verified as not certified with the TRB.

### **Observations**

The auditors found that:

- Student attendance in the Summer Learning program was notable with positive completion rates for the Elementary program. In the Grade 1 to 7 courses 2,526 students had perfect attendance; 960 students missed one day and 85 students missed eight or more days.
- The Summer Learning Grade 1 to 7 courses began on July 8, 2019 rather than July 1, 2019. Adjustments for non-attending students were finalized at the Form 1701 July 12, 2019 deadline.
- The District created a new data system for tracking Summer Learning which contained all of the relevant information with the exception of the alignment with secondary student schedules and course enrollment.
- 4.0000 Grade 1 to 7 and 0.1250 Grade 10 to 12 school age FTEs were verified as not enrolled and attending.
- 0.3750 Grade 10 to 12 school age FTEs were not undertaking Grade 10 to 12 level courses that met all of the provincial or board/authority authorized learning outcomes within the provincial curriculum as per the Form 1701 Instructions: "*Number of Courses Leading to Graduation – 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/standards within the provincial curriculum offered for a minimum of 80 hours*". It was verified that the students were 'auditing' courses (not taken for course credit with no evaluation).
- 39.0000 Grade 1 to 7 school age FTEs and 7.1250 Grade 10 to 12 school age FTEs claimed for funding were enrolled and attending Summer Learning classes taught by non-certified individuals. It was verified that five instructors were without certification by the TRB which led to a systemic review of all FTE claims. It was confirmed that none of the individuals received their certification during the Summer Learning timeline nor at the time of the audit. In accordance with the [School Act](#) Sec19: "*a board must not employ a person as a teacher, principal, vice principal, director of instruction, superintendent of schools or assistant superintendent of schools unless that person (a) holds a certificate of qualification as a teacher, or (b) holds a letter of permission to teach issued under the Teachers Act*" and the [K-12 Funding-General Policy](#): *To be eligible for provincial funding, Boards of Education*

*must ensure that students are under the supervision of, assessed and evaluated by an employee of the Board of Education who is certified by the Teacher Regulation Branch”.*

- One individual was eligible to teach only in the Independent School System and did not have certification/approval to teach in the public school system.
- One individual had not completed the designated number of courses required for their certification and remained uncertified to teach in public schools. When this information was identified through the audit process the individual, currently employed by the Burnaby School District, was removed from their position until such time that they were certified.
- Two individuals were waiting for their TRB certifications. The District became aware of this through the audit process and worked with the individuals to obtain current evidence for the status of their applications. The individuals provided updated email confirmations but were awaiting certification at the time of the audit. These individuals were not certified at the time of their employment with the Summer Learning program. At the time of the audit, both individuals were employed in the District without the appropriate certification. Documentation provided indicated one teacher applied for certification in 2018 and in November of 2018 the District was aware the individual was not certified. As at September 2019 the individual was informed the application was incomplete requiring a reference. By January 28, 2020 an email noted that certification information would be confirmed once payment was received. The other individual had no evidence of their application until January 2020 when the application fee was paid.
- One individual had a restriction on their certification. The District produced an email from the “Attorney General's Office” from February 26, 2018 - stating *"the term non-enrolling was initially used in the district discipline letter, and, in this case and given the circumstances, it's application is a matter between (name withheld) and the district"*. Based on this email the District made the determination that the individual could teach Summer Learning as an enrolling teacher contrary to the TRB restriction. At the time of the audit, it was confirmed by the TRB that the restriction still applied, was not removed and the individual's status remained without appropriate certification.
- Nine indigenous supplemental claims were reported when there was no evidence of student attendance/participation, nor any other evidence students received these supplemental services.
  - three claims were for non-attending students who did not receive any supplemental program and/or support services.
  - six students reported as receiving Indigenous Education Programs and/or Services were verified not to have received any services and/or support in accordance with the [Form 1701 Data Collection Instructions](#) and the [K-12 Funding-Indigenous Education policy](#).
- During the audit it was identified that summer learning options are offered to students with special needs after a review of their IEP goal attainment each Spring. The Director of Instruction for Student Support Services meets and consults with parents regarding summer learning options aligned with their IEP goals. For secondary students in low incidence categories the servicing is a continuation of a district program with the goal to supporting students at the same level they receive during the school year.
  - One Grade 10 to 12 school-age student reported for 0.1250 FTE with a Code A designation had no evidence of attending nor of special needs servicing.

## **Recommendations**

The auditors recommend that:

- The District ensure the Data Collection requirements detailed in the Form 1701 Instructions for Summer Learning are followed, including the enrolled and in attendance date.
- The Summer Learning staff ensure only those students who are enrolled and in attendance at the claim date are reported for funding.
- The District ensure that all reported FTEs are eligible for funding, reflect the *School Act*, and related policy directives including certification or maintaining the appropriate educator authorization from the TRB for their teachers.
- The District refrain from reporting FTEs that do not meet the Summer Learning Data Collection determinates for eligible courses leading to graduation.
- The District ensure that all students claimed for Indigenous supplemental programs/services have evidence of the additional services received, as identified in the Summer Learning Data Collection Instructions and the K-12 Funding-Indigenous Services Policy.

## **Auditors' Comments**

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