



**Ministry of Education  
Resource Management Division**

**2020/21 Summer Learning Enrolment Audit**

**AUDIT REPORT**

**SCHOOL DISTRICT No. 43 (Coquitlam)**

## 2020/21 SUMMER LEARNING ENROLMENT AUDIT REPORT SCHOOL DISTRICT No. 43 (Coquitlam)

### **Background**

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, 2020 and August 31, 2020.

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 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 2020 for the 2020/21 school year, boards of education reported a total of 96,329.50 summer learning enrolments for Grade 1 to 12 students. School District No.43 (Coquitlam) reported 311 students taking 318 summer learning options for the reporting period of July 1, 2020 to August 31, 2020.

Workplace and travel restrictions resulting from the Covid-19 pandemic provided an opportunity for the Ministry of Education and school boards/independent school authorities to transition to digital remote evidence verification during the 2020/21 school year. Due to the remote procedures undertaken, much of the evidence was based on anecdotal explanations when evidence submitted by the District required further clarification.

### **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 eligible students including ordinarily resident in British Columbia; 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. 43 (Coquitlam) during the week of February 16, 2021. The sample consisted of 160 students, reported as taking 165 courses in Grade 1 to Grade 12 including 47 supplemental claims for special needs.

An entry meeting was held on February 16, 2021 with the Superintendent/CEO, Secretary-Treasurer/CFO, Principal-Learning Innovations Network, Principal-Summer Learning, four

Assistant Superintendents, an IEP Coordinator, Assistant Secretary-Treasurer, Director of Instruction, and Director of Instruction for Learning Services 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 February 18, 2021 with the Superintendent/CEO, Secretary-Treasurer/CFO, District Principal-Learning Innovations Network, Principal-Summer Learning, four Assistant Superintendents, Director of Instruction, and Director of Instruction for Learning Services. 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 summer learning-assigned teachers' status with the Teacher Certification/Regulation Branch (TRB).

## **Observations**

The auditors found that:

- The District was well prepared for the remote summer learning audit. The audit information was provided in a consistent manner that generally allowed the auditors to confirm necessary elements and criteria in accordance with the Summer Learning Policy, the Summer Learning Form 1701 Instructions, and other related Ministry directives.
- The District prepared a document entitled “Summer Learning Overview Handbook” which provided useful information for the audit team.
- The District followed COVID-19 protocols in adherence with the Ministry Stage 3 Guidelines to offer a summer learning program for the 2020/21 school year.
- Summer learning instruction was offered in a variety of ways; in-person, on-line and blended.
- Summer learning targeted services for students the District staff considered their most vulnerable learners and those believed to have been most impacted by Covid-19 health and safety measures.
- It was verified that the District does offer Ministry authorized curriculum in the 40-hour minimum summer learning options. There were no BAA courses for any of the course options.
- The three summer learning options were:
  - **Elementary** - Grade 1 to Grade 5 courses. The 40-hour options were for in-class learning at two different sites. The students were placed in the grade level completed in the 2019/20 school year and offered literacy and numeracy related curriculum.
  - **Middle** - Grade 6 to Grade 9 courses. These 40-hour courses were provided at one site. This was a hybrid program with students attending in-person for two days per week (Tuesday and Thursday or Wednesday and Friday) utilizing a remote on-line learning option for the remaining instructional days.
  - **Secondary** - Grades 10 to Grade 12. These 40-hour courses were done on-line. The on-line course incorporated daily synchronous classes. All participants were referred by their school of record. These courses were only available for students who failed a course during the previous school year (scoring between 40% and 49%) as a completion option to provide an

opportunity to be successful in the course. Students were given a C- letter grade/50% if they successfully completed the course.

- In most instances, the summer learning report card comments gave a summary of what the student had accomplished and what the student needed to continue working on.
- Most of the secondary report cards used standardized comments/templates with the same letter grade. Some examples did have personal comments.
- Even though students were participating in Ministry authorized curriculum, many student reports did not use provincial learning standards language (competencies and content) when referring to the student's progress toward meeting those standards.
- The student's school of record retroactively changed each student's mark, received in June, to the letter grade (C-) which was attained through summer learning during the July/August timeline. Some marks were changed but retained the original June 2020 transcript date. Most changes were dated July 24, 2020.
- District claims for summer learning occur at the start of each school year (in this instance as at July 1 of the 2020/21 school year) yet in this instance was identified by the District on the previous school year's report cards. This is contrary to the reporting requirements for the 2020/21 school year and does not align with the [Summer Learning Policy](#) requirement that "*All students attending summer school must be assessed and assigned a mark. The courses/programs and marks must be reported to the Ministry in the October SADE submission*".
- Students reported with special needs designations were reviewed to verify attendance, confirmation of a current IEP, the planning and delivery of service, as well as the validity of the designation in addition to their summer learning course(s).
  - The summer learning plans, as provided, aligned with the student's IEP and focused on the individual student needs, strengths and supports.
  - The summer learning plans presented detailed information about the student's unique learning needs.
  - In some instances, the summer learning plan included methods of assessment.
- One Elementary Grade student claim and one Middle Grade student claim with a special education supplemental claim were verified as not attending at the Data Collection claim date of July 10, 2020.

## **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 cease the practice of altering any student record for courses and the related letter grades attained in the previous year.
- District staff ensure all claimed courses are reported in the correct school year with reporting done in accordance with the Summer Learning Data Collection Instructions and the Summer Learning policy including the SADE reporting requirement.

**Auditors' Comments**

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