



Washington State Auditor's Office

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Special Report

Alternative Learning Experience

Yelm Community School District No. 2

Thurston County

For the period September 1, 2013 through August 31, 2014

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Washington State Auditor's Office

July 6, 2015

Board of Directors
Yelm Community School District No. 2
Yelm, Washington

Report on Alternative Learning Experience

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The State Auditor's Office takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for District operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

The attached comprises our report on the District's compliance with alternative learning experience enrollment reporting rules. Our independent audit report describes the overall results and conclusions for areas we examined. We appreciate the opportunity to work with your staff and we value your cooperation during the audit.

Sincerely,

A handwritten signature in cursive script, reading "Jan M. Jutte".

JAN M. JUTTE, CPA, CGFM
ACTING STATE AUDITOR
OLYMPIA, WA

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AUDIT SUMMARY

Results in brief

District operations complied with applicable state laws and regulations and its own policies and procedures regarding alternative learning experience (ALE) enrollment. For the year ending, August 31, 2014 the District received approximately \$28.8 million in combined enrollment and staff mix funding; approximately \$698,162 of this was related to its ALE programs.

- Yelm Extension School – The program reported 131.81 average annual full-time equivalents (AAFTE). Our audit tested a sample of eight students and found 8.8 monthly FTE over reported, and 4.8 monthly FTE under reported. We estimate the errors resulted in \$2,120 in over funding to the District.

We communicated these matters to the District management in a letter dated June 10, 2015 related to documentation and FTE calculation. We appreciate the District's commitment to resolving those matters.

About alternative learning experience programs

ALE programs are a form of basic K-12 public school education in Washington State. While students in traditional basic education attend classes on campus and have face-to-face contact with teachers and other staff, ALE students may spend most, or even all, of their time outside of a regular classroom setting.

Districts may build Internet-based educational programs that enroll students from anywhere in the state. Besides Internet programs, ALE can be accomplished through a contract between a student and district instructors, or through a parent-partner program in which parents participate in the design and teaching of the student's courses. These programs are different from homeschooling in that students remain part of the public school system and districts claiming funding are responsible for supervision, monitoring, assessing and evaluating the student's education.

Districts may count ALE students for funding when they report enrollment to the Office of Superintendent of Public Instruction (OSPI). In order to claim ALE students for funding, ALE programs must satisfy OSPI's requirement for courses of study leading to a high school diploma. Districts must: prepare detailed plans for each student, maintain regular contact with students, and evaluate student progress on a monthly basis. Districts must also keep detailed records to show they have met all of these requirements.

During the period under review, the District operated one ALE program, which accounted for 2.5 percent of its total basic student enrollment:

- Yelm Extension School - Yelm's ALE program is split into two different sections under the Yelm Extension School name: Yelm Extension School and HomeLink. Yelm Extension School as a whole is an on-line/site-based program serving 131.81 student AAFTE in grades 7-12. The program has 13 percent non-resident student enrollment.

The Yelm Extension School section of the program is on-line and site-based, with time split equally between the District campus and on-line. The school year is split into six terms, each of which is six weeks long. Each student is enrolled in two courses per term. Weekly attendance for goal setting and detailed review of the previous week's work is mandatory.

The HomeLink section of the program is primarily online, with mandatory attendance onsite two times per week for two and a half hours each. The school year is split into two semesters. Students are enrolled in up to six classes per semester.

About the audit

Per RCW 28A.232.010, school districts must receive biennial audits of their ALE program. This report contains the results of our independent audit of ALE enrollment at Yelm Community School District No. 2 from September 1, 2013 through August 31, 2014.

Management is responsible for ensuring compliance with applicable ALE requirements. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

Our audit involved performing procedures to obtain evidence about the District's compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters, with regard to its ALE program.

In keeping with general auditing practices, we do not examine every transaction, activity or area. Instead, the areas examined were those representing the highest risk of noncompliance.

INFORMATION ABOUT THE DISTRICT

Yelm Community School District No. 2 serves approximately 5,400 students in kindergarten through 12th grade. The District serves students in northeast Thurston County and the surrounding area by providing basic education along with janitorial, transportation and school lunch services.

An elected, five-member Board of Directors is the primary policy-making body and oversees budget and finances for the District. The Superintendent and Deputy Superintendent, along with staff, administer day-to-day operations of the District and carry out decisions made by the Board. For fiscal year 2014, the District operated on a \$53 million budget. The District has 335 certified and 213 classified employees.

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Audit history

You can find current and past audit reports for the District at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the state's Constitution and is part of the executive branch of state government. The State Auditor is elected by the citizens of Washington and serves four-year terms.

We work with our audit clients and citizens to achieve our vision of government that works for citizens, by helping governments work better, cost less, deliver higher value, and earn greater public trust.

In fulfilling our mission to hold state and local governments accountable for the use of public resources, we also hold ourselves accountable by continually improving our audit quality and operational efficiency and developing highly engaged and committed employees.

As an elected agency, the State Auditor's Office has the independence necessary to objectively perform audits and investigations. Our audits are designed to comply with professional standards as well as to satisfy the requirements of federal, state, and local laws.

Our audits look at financial information and compliance with state, federal and local laws on the part of all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits of state agencies and local governments as well as [fraud](#), state [whistleblower](#) and [citizen hotline](#) investigations.

The results of our work are widely distributed through a variety of reports, which are available on our [website](#) and through our free, electronic [subscription](#) service.

We take our role as partners in accountability seriously, and provide training and technical assistance to governments, and have an extensive quality assurance program.

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