



Washington State Auditor's Office

Independence • Respect • Integrity

Special Report

Alternative Learning Experience

Vashon Island School District No. 402

King County

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

Published September 24, 2015

Report No. 1015082





Washington State Auditor's Office

September 24, 2015

Board of Directors
Vashon Island School District No. 402
Vashon, 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 blue ink, reading "Jan M. Jutte".

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

TABLE OF CONTENTS

Audit Summary	4
Status Of Prior Audit Findings	6
Information About The District	7
About The State Auditor’s Office	8

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 \$8 million in combined enrollment and staff mix funding; \$381,894 of this was related to its ALE programs.

- Family Link – The program reported 53.38 average annual full-time equivalent (AAFTE). Procedures performed over this program were limited to considering internal controls the District has in place to assure compliance with reporting requirements. Nothing came to our attention to cause us to believe the District did not comply with reporting requirements.
- Student Link – The program reported 18.70 AAFTE. Procedures performed over this program were limited to considering internal controls the District has in place to assure compliance with reporting requirements. Nothing came to our attention to cause us to believe the District did not comply with reporting requirements.

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 two ALE programs, which accounted for 4.95 percent of its total basic student enrollment:

- Family Link is a parent-partnership program serving students in grades K-12. Students receive most of their instruction off the school campus. Instruction is provided in combination with parents and District certificated teachers. The program has operated for 16 years and does not serve any nonresident students.
- Student Link is a self-directed, contract-based learning program serving students in grades 9-12. Students work independently, off the District campus for most of their courses. The program has operated for 15 years and does not serve any nonresident students.

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 Vashon Island School District No. 402 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.

STATUS OF PRIOR AUDIT FINDINGS

Vashon Island School District No. 402

King County

September 1, 2013 through August 31, 2014

This schedule presents the status of findings reported in prior audit periods. The status listed below is the representation of Vashon Island School District No. 402. The State Auditor's Office has reviewed the status as presented by the District.

Audit Period: 9/1/2009 - 8/31/2011	Report Ref. No: 1008063	Finding Ref. No: 1				
Finding Caption: The District lacked adequate controls over enrollment reporting in its Alternative Learning Experience program, resulting in over payment.						
Background: Alternative Learning Experience (ALE) is an individualized course of study conducted by a school district that can be claimed for basic education funding provided it complies with state regulations. The Office of Superintendent of Public Instruction (OSPI) establishes rules and provides guidance through classes and outreach on ALE enrollment reporting for state funding. District management is responsible for designing and following internal controls that provide reasonable assurance regarding the reliability of documentation supporting ALE enrollment reported to OSPI.						
Status of Corrective Action: (check one) <table><tr><td><input checked="" type="checkbox"/> Fully Corrected</td><td><input type="checkbox"/> Partially Corrected</td><td><input type="checkbox"/> No Corrective Action Taken</td><td><input type="checkbox"/> Finding is considered no longer valid</td></tr></table>			<input checked="" type="checkbox"/> Fully Corrected	<input type="checkbox"/> Partially Corrected	<input type="checkbox"/> No Corrective Action Taken	<input type="checkbox"/> Finding is considered no longer valid
<input checked="" type="checkbox"/> Fully Corrected	<input type="checkbox"/> Partially Corrected	<input type="checkbox"/> No Corrective Action Taken	<input type="checkbox"/> Finding is considered no longer valid			
Corrective Action Taken: <i>The District worked with OSPI's Audit Resolution Office to resolve the issues identified and repaid apportionment funding of \$30,215 related to this finding. The audit issues listed above have been resolved.</i>						

INFORMATION ABOUT THE DISTRICT

Vashon Island School District No. 402 serves approximately 1,500 students from kindergarten through 12th grade. The District is located west of Seattle on Vashon Island. The District operates one high school, one middle school and one elementary school and offers two alternative learning programs.

An elected, five-member Board of Directors oversees the District. The Board appoints a Superintendent and Business Manager who approves budgets and handles other fiscal duties.

Contact information related to this report	
Address:	Vashon Island School District No. 402 P.O. Box 547 Vashon, WA 98070
Contact:	Matt Sullivan, Business Manager
Phone:	(206) 463-2121
Website:	www.vashonsd.org

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.

Contact information for the State Auditor's Office	
Deputy Director for Communications	Thomas Shapley Thomas.Shapley@sao.wa.gov (360) 902-0367
Public Records requests	PublicRecords@sao.wa.gov
Main telephone	(360) 902-0370
Toll-free Citizen Hotline	(866) 902-3900
Website	www.sao.wa.gov