



Texas Education Agency

Commissioner Mike Morath

1701 North Congress Avenue • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • [tea.texas.gov](http://tea.texas.gov)

June 7, 2017

Student Review DA16-053  
#108-802

Mr. Alim U. Ansari, Superintendent  
Horizon Montessori Public Schools  
2402 East Business Highway 83  
Weslaco, Texas 78596

Dear Mr. Ansari:

Subject: Preliminary Report on 2014–2015 Limited-Scope Student Attendance Review

The Division of Financial Compliance recently conducted a limited scope review of your district's reporting of 2014–2015 school year student attendance data, as authorized by Title 19 Texas Administrative Code (TAC) §129.21(d) and Section 1.5 of the *Student Attendance Accounting Handbook*, adopted by reference through 19 TAC §129.1025. This letter is a preliminary report on that review. It describes errors in your district's attendance accounting and reporting identified during the review, the adjustments in attendance data that we have made as a result, and the action your district must now take.

The attendance records we examined during the review were for the school year ended August 31, 2015, and the findings and comments in this report pertain to that accounting period.

### **Review Objective**

The objective of the limited-scope student attendance review was to determine whether students were correctly reported for attendance accounting purposes. Our auditors reviewed records related to the following:

Students reported as eligible that were shown to reside outside of the charter school's approved geographic boundaries,

The information in this letter relates only to these records and does not extend to the district's attendance accounting records as a whole.

### **Findings and Adjustments**

During the review, our auditors found discrepancies between your district's attendance accounting records and the information the district reported through the Public Education Information Management System (PEIMS). Our auditors also identified instances in which attendance was reported in a manner that did not meet reporting requirements. Following is a list of these discrepancies and errors:

Attendance was incorrectly reported for two students. Documentation on file with the district indicated that these students were residing outside of the charter school's approved geographical boundaries.



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We adjusted the attendance data for these students accordingly. The adjustment resulted in a decrease of:

- a. 1.939 refined average daily attendance (ADA), and
- b. 0.345 bilingual/English as a second language (ESL) ADA.

The enclosed schedules show how these attendance adjustments were calculated. Estimates of financial adjustments can be made using funding templates located at the State Funding Division's web page. Actual adjustments in funding will be made by the State Funding Division based on factors in the funding formula at the time of calculation.

### Required Action

As a result of the exception disclosed above, **we are requiring your charter school adopt the attached "Geographic Boundary Corrective Action Plan Assurance."** The plan was developed by the Division of Charter Schools. This plan requires the signature of both the superintendent of schools and the local charter holder board president. Please return a signed copy of the plan by mail or email to:

Mail: Division of Financial Compliance  
Texas Education Agency  
1701 N. Congress Ave.  
Austin, TX 78701

Email: [david.loseke@tea.texas.gov](mailto:david.loseke@tea.texas.gov)

We will incorporate your responses to this preliminary report in our final report. Copies of the final report will be sent to you and the president of the local school board.

We appreciate the courtesy and cooperation extended us by school district personnel. **If you have any questions about this preliminary report or the required corrective action plan, please contact David Loseke by phone at (512) 475-2155 or by email.**

Sincerely,



Brent Droll  
Manager Financial and FSP Compliance Reviews  
Division of Financial Compliance

BD/jm

Enclosures

c: Ms. Tina Garza, District PEIMS Coordinator



SCHEDULE OF STUDENT ATTENDANCE AND ADJUSTMENTS  
AVERAGE ADA/FTE FOR THE SIX SIX-WEEKS 2014-2015

	Reported 4/19/2016	Review Results	Difference
Refined ADA (All Grades)	934.384	932.445	(1.939)
Less:			
Special Education FTE	15.009	15.009	0.000
Career and Technical Education FTE	0.000	0.000	0.000
Regular Refined ADA	919.375	917.436	(1.939)
High School ADA	0.000	0.000	0.000
Bilingual/ESL ADA	323.138	322.793	(0.345)
Pregnancy Related Services FTE	0.000	0.000	0.000
Special Education FTE			
Homebound	0.000	0.000	0.000
Hospital Class	0.000	0.000	0.000
Speech Therapy	1.366	1.366	0.000
Resource Room	13.182	13.182	0.000
Self Contained Mild & Moderate/Severe, Reg Campus	0.461	0.461	0.000
Off Home Campus	0.000	0.000	0.000
Vocational Adjustment Class	0.000	0.000	0.000
State School	0.000	0.000	0.000
Residential Care & Treatment	0.000	0.000	0.000
Mainstream ADA	7.610	7.610	0.000
Total Special Education FTE	15.009	15.009	0.000
Total Weighted Special Education FTE	47.759	47.759	0.000
Non-Public Contract FTE	0.000	0.000	0.000
State Compensatory Education (NSLP)	862.000	862.000	0.000
Gifted and Talented Enrollment	0.000	0.000	0.000



REFINED AGGREGATE DAYS

Student Name	First Six Weeks	Second Six Weeks	Third Six Weeks	Fourth Six Weeks	Fifth Six Weeks	Sixth Six Weeks	Totals
Summary of Total Adjusted Refined Days							
Total Adj. Refined Days	57.0	57.0	57.0	58.0	61.0	59.0	349.0
Total Adj. Refined Days	57.0	57.0	57.0	58.0	61.0	59.0	349.0
Total Adj. High School Days	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Days Taught	30	29	30	30	31	30	
Total Adj. Refined ADA	1.900	1.966	1.900	1.933	1.968	1.967	1.939
Total Adj. High School ADA	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Figures shown as positive on this schedule may (and usually do) cause a negative financial impact to district funding.



REFINED AGGREGATE DAYS

Student Name	First Six Weeks	Second Six Weeks	Third Six Weeks	Fourth Six Weeks	Fifth Six Weeks	Sixth Six Weeks	Totals
<b>Two Students Reported in Error (Survey of Charter School Geographic Boundaries)</b>							
<b>Grade EE-8</b>							
Campus of Residence: #031911103, CORONADO, ADALYN, Gr. 04	27.0	28.0	28.0	30.0	30.0	30.0	173.0
Campus of Residence: #108912115, PUGA, ISABELLA, Gr. 04	30.0	29.0	29.0	28.0	31.0	29.0	176.0
<b>Total Adj. Grade EE-8 Refined Days</b>	<b>57.0</b>	<b>57.0</b>	<b>57.0</b>	<b>58.0</b>	<b>61.0</b>	<b>59.0</b>	<b>349.0</b>
<b>Days Taught</b>	<b>30</b>	<b>29</b>	<b>30</b>	<b>30</b>	<b>31</b>	<b>30</b>	
<b>Total Adj. Grade EE-8 Refined ADA</b>	<b>1.900</b>	<b>1.966</b>	<b>1.900</b>	<b>1.933</b>	<b>1.968</b>	<b>1.967</b>	<b>1.939</b>

Confidential



BILINGUAL/ESL DAYS

Student Name	Campus	First Six Weeks	Second Six Weeks	Third Six Weeks	Fourth Six Weeks	Fifth Six Weeks	Sixth Six Weeks	Totals
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Summary of Total Adjusted Bilingual/ESL Days

<b>Total Adj. Bilingual/ESL Days</b>	0.0	0.0	0.0	3.0	30.0	30.0	63.0
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<b>Total Adj. Bilingual/ESL Days</b>	0.0	0.0	0.0	3.0	30.0	30.0	63.0
Days Taught	30	29	30	30	31	30	
<b>Total Adj. Bilingual/ESL ADA</b>	0.000	0.000	0.000	0.100	0.968	1.000	0.345

Figures shown as positive on this schedule may (and usually do) cause a negative financial impact to district funding.



BILINGUAL/ESL DAYS

Student Name	Campus	First Six Weeks	Second Six Weeks	Third Six Weeks	Fourth Six Weeks	Fifth Six Weeks	Sixth Six Weeks	Totals
<b>One Student Reported in Error            (Survey of Charter School Geographic Boundaries)</b>								
CORONADO, ADALYN		0.0	0.0	0.0	3.0	30.0	30.0	63.0
<b>Total Adj. Bilingual/ESL Days</b>		0.0	0.0	0.0	3.0	30.0	30.0	63.0
Days Taught		30	29	30	30	31	30	
<b>Total Adj. Bilingual/ESL ADA</b>		0.000	0.000	0.000	0.100	0.968	1.000	0.345

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Charter School Name \_\_\_\_\_ CDN \_\_\_\_\_

Charter Holder Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

### Geographic Boundary Corrective Action Plan Assurance

As a result of discrepancies identified in the 2014-2015 Survey of Geographic Boundaries Audit regarding student enrollment and approved districts, effective immediately, your charter school is hereby required to implement the following Geographic Boundaries Corrective Action Plan (CAP).

**Please read the following CAP. Print, sign, scan, and return this form by August 1, 2017 to Texas Education Agency's Division of Financial Compliance at [david.loseke@tea.texas.gov](mailto:david.loseke@tea.texas.gov). Once this completed form is received, the audit will be finalized and closed.**

#### 1. Approved Boundary

Staff responsible for admitting, enrolling, or registering students must first verify that each student lives in the charter's approved geographic attendance boundary prior to enrolling the student. This procedure shall be reflected in the charter school's standard operating procedures. A list of the traditional independent school districts that the charter school is approved to serve may be accessed at the following link: [http://castro.tea.state.tx.us/charter\\_apps/production/applications.html](http://castro.tea.state.tx.us/charter_apps/production/applications.html). All confirmation of residency shall be documented and maintained in each individual student's permanent record.

#### 2. Data Validation

PEIMS data shall be reviewed for completeness and accuracy by at least two qualified charter school employees prior to submission to the superintendent for review, approval, and submission. The names and roles of the employees shall be submitted to the agency in a separate attachment along with this attestation. All students from unapproved districts must be reported as ineligible for funding beginning with the 2016-2017 summer submission.

#### 3. Support Training

The superintendent, charter school PEIMS personnel, and all campus-level registrars responsible for student enrollment and PEIMS submissions shall attend a summer summit presentation on Geographic Attendance Boundaries or access the training through a video module. The video module may be accessed at the following link: <http://www.txcharternetwork.org/domain/21>. (Attendance will be recorded for all trainings.)

I attest that (Name of Charter School) \_\_\_\_\_  
will implement all requirements of the Geographic Boundaries Corrective Action Plan.

I understand that enrolling students from outside the charter school's approved geographic boundary is a material violation of the charter and may lead to further agency action up to and including the recapture of state funds allocated to the charter school for serving students who reside outside the charter's approved geographic boundary.

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For questions concerning this audit, please contact the following personnel in the Division of Financial Compliance:

[David.Loseke@tea.texas.gov](mailto:David.Loseke@tea.texas.gov) or (512) 475-2155.

For questions concerning the approved geographic boundary of your charter school, please contact the following personnel in the Division of Charter School Administration:

**Charter Schools A-L:** [Nina.Gonzalez@tea.texas.gov](mailto:Nina.Gonzalez@tea.texas.gov) or (512) 936-9279; or

**Charter Schools M-Z:** [DrueAnn.Wise@tea.texas.gov](mailto:DrueAnn.Wise@tea.texas.gov) or (512) 463-3419.