

CHARTING THE COURSE

To Excellence in the Monroe County Schools

School Board of Monroe County

Operational Audit

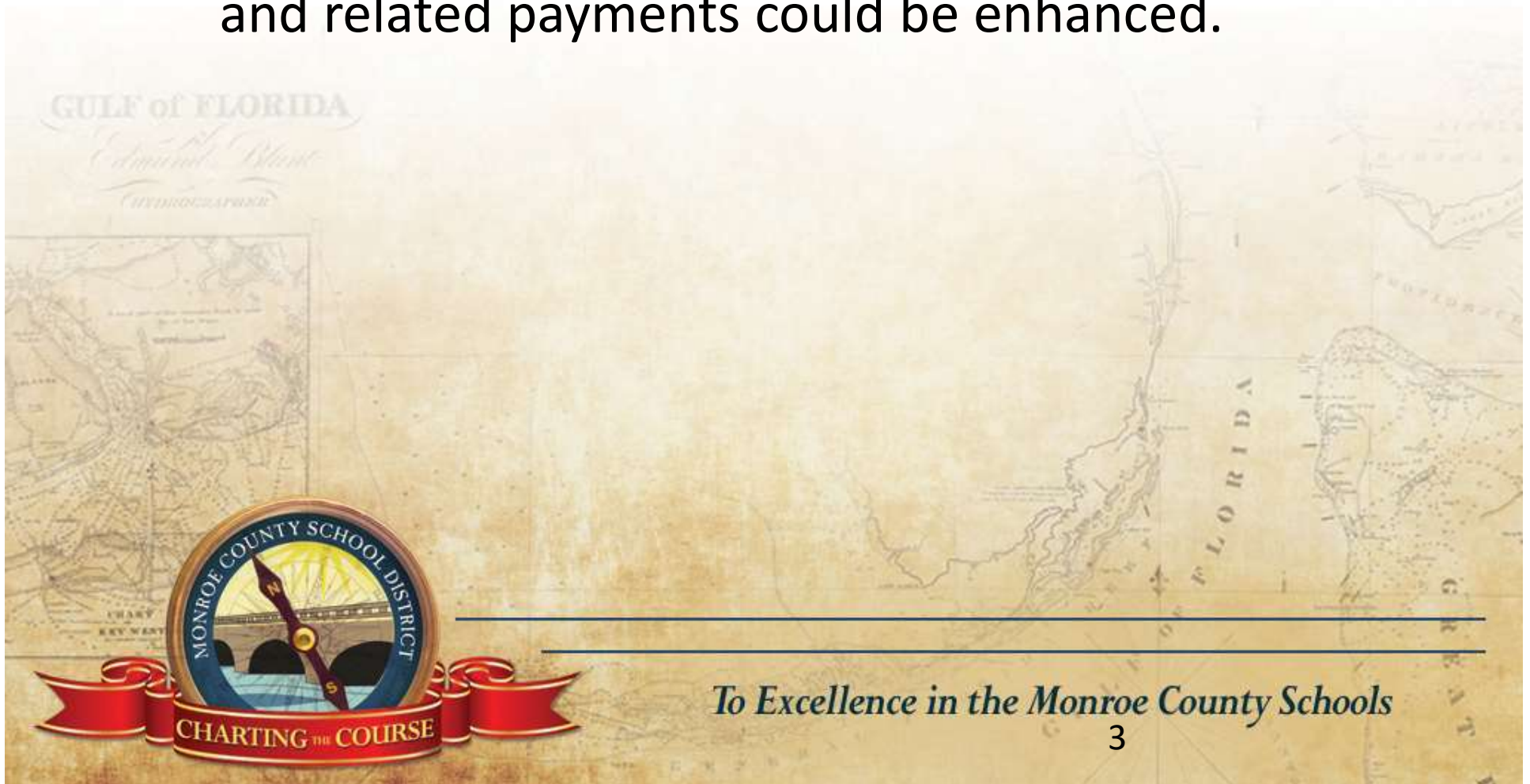
April 13, 2021



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Operational Audit

- Finding No 1:
 - District controls over safe-school officer services and related payments could be enhanced.



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- Response Finding No 1:
 - The contracts with both Law Enforcement Agencies (LEAs) require only 2/12ths of the contract cost to be pre-paid. Neither Monroe County School District nor its supporting Law Enforcement Agencies (LEAs) interpreted the contract language for the remaining monthly payments to be pre-payments but we realize that the language could be interpreted differently. During upcoming SY21-22 contract negotiations with both LEAs, MCSD will seek clarification on this language removing any pre-payment for services rendered.
 - With regard to SROs qualifications, MCSD will seek verification from both LEAs that all SROs have received the required mental health crisis intervention training.



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- Response Finding No 1:
 - As for verification of SRO service times, MCSD Administration has always required School Principals to ensure that the SRO/SSO assigned to their facility are present during school hours. That said, beginning with the 2020-2021 school year, MCSD also requested and have been provided with documentation, via the LEAs respective payroll systems, of the specific dates and times that each SRO/SSO is present at each school facility. This practice has proven to be an effective way of verifying that all contracted services have been provided, and will continue in the future. To the extent that more detailed verification of SRO/SSO services must be obtained, MCSD will address this issue during contract negotiations for the 21-22 school year to see if our LE partners are able to provide such verification.



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- Finding No 2:
 - District schools did not always conduct required emergency drills.



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- Response Finding No 2:
 - A review of the Drill Analytical Reports for the period of August 14, 2019 to February 29, 2020 was conducted and the results are provided below. These results include table top drills that are routinely used in emergency management training worldwide. No specific guidance was given for the 2019-20 school year on what defines a drill or how they should be conducted. Further, for the 2020-21 school year, table top drills and other trainings will be counted toward the requirement once the requisite number of movement drills (4) have been conducted per Chief Financial Officer Directive 2020-13. MCSD believes table top drills met the statutory requirement in the 19-20 school year. We will continue to work with all schools to ensure drills are conducted and documented properly.



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- Response Finding No 2:

SCHOOL	EGRESS	ACT ASSAILANT	TABLE TOP
Big Pine Academy	7	7	0
Coral Shores High School	7	6	0
Gerald Adams Elem. School	7	7	0
Horace O'Bryant School	7	6	2
Key Largo School	5	6	0
Key West High School	4	5	2
Marathon Middle/High School	6	2	3
May Sands Montessori	7	7	0
Ocean Studies Charter	7	5	2
Plantation Key School	9	5	0
Poinciana School	8	6	5
Sigsbee Charter	5	6	1
Somerset Island Prep	8	8	2
Stanley Switlik	8	8	0
Sugarloaf School	6	5	2
Treasure Valley Montess.	7	6	2
TOTALS	108	95	21



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- Finding No 3:
 - Contrary to State Board of Education rules, the District did not always provide for required mental health awareness personnel training, student instruction, and reports to the Florida Department of Education (FDOE).



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- Response Finding No 3:
 - Thank you for the thorough examination of our records relating to Mental Health. As you know, we are a very small district and based on that fact our staff wears many hats, we were not able to hire additional personnel to provide the Mental Health Training for staff, however, we sent members of our Teaching and Learning Department staff to be trained to provide training to the rest of the staff. Then, we very carefully implemented the requirements of Statute 1012.584, where the District has developed a timeline based on training beginning in December 2018. We had 200 staff members trained by June 30, 2019 and from August 19, 2019 – March 2020, an additional 184 staff were trained which in total is 55% of the staff.



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- Response Finding No 3:
 - We anticipate that the rest of the staff will be trained by June 30 of this year. The Mental Health First Aid Training that was recommended by the Department of Education and that we adopted is a six hour training. Since we have very few professional days available for training, we must remove teachers from the classroom to participate in the training. With a substitute pool which is less than our needs on a daily basis pulling teachers out of the building for training puts an undue burden on schools and students. We believe that we moved forward with the training with all speed possible and we hope that this explanation of our process and drawbacks explains our earnest pursuit of completing the training as soon as possible.



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- Response Finding No 3:
 - Also, we submitted to the Department of Education as was requested the documentation of our implementation of the five hour mental health requirement for students in grades 6-12 on June 30 of 2020 prior to the due date of July 1. The document which we submitted is attached to this response together with a link herein <https://flrequiredinstruction.org/Home/SearchPlansAndReports> to document our compliance with this statutory requirement.
 - We do, however, realize that our reporting did not provide specific evidence on whether the 5 hours of instruction was completed by students in grades 6 through 12. To improve the district's data collection, the District purchased a management system to manage the program and allow for more accurate and verifiable reporting going forward.



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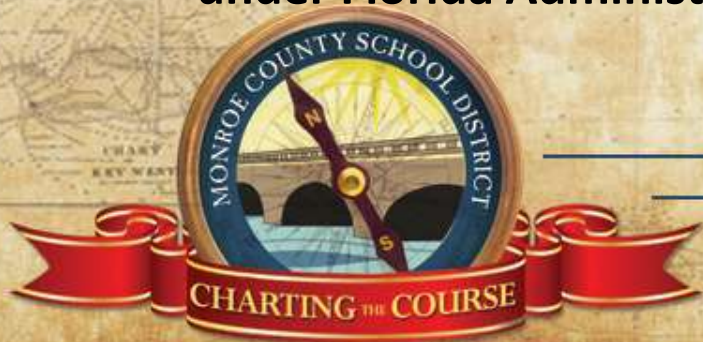
- Finding No 4:
 - The District needs to strengthen controls to ensure the accurate reporting of instructional contact hours for adult general education classes to the FDOE. A similar finding was noted in our report No. 2018-183.



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- Response Finding No 4:
 - Please allow this correspondence to serve as a response to Finding No. 4 from the Preliminary and Tentative Findings of the 2020 Operational Audit of the Monroe County School District. As you know, this finding indicated that the District had overreported instructional contact hours for students enrolled in adult education programs due to a misunderstanding of Florida Department of Education (“FDOE”) Procedures governing the reporting of said hours. Specifically, you indicated that the discrepancy in hours reported appeared to be due to District personnel improperly reporting hours from the date of initial enrollment for students who had incurred six consecutive absences after re-enrolling in the course within the thirty (30) day period permitted under Florida Administrative Code § 6A-10.0381(9)(a).



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- Response Finding No 4:
 - We have been in communication with the FDOE regarding this issue the FDOE did agree with your analysis that the District should have written procedures for monitoring and applying this rule. We will continue to work with the FDOE on recommendations related to developing and implementing the necessary policies and procedures as it relates to withdrawing students for non-attendance.



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- Finding No 5:
 - District facilities management procedures could be enhanced to better assist District management in assessing the operating effectiveness and efficiency of the District Facilities Department.



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- **Response Finding No 5:**
 - **The District will update their Facility Department Management Plan in 2021 for School Board approval and implementation.**
 - **Specific items to be updated and addressed in the new plan include:**
 - **Making operational procedures up to date and accessible to school personnel and the public.**
 - **Updating existing performance standards for personnel, communicating them with staff and making them available for viewing by all stakeholders.**
 - **Expand existing benchmarking to incorporate reporting items available through the School Dude work order system (e.g. time for open work orders).**
 - **Expand existing department goals to incorporate additional benchmarking items. Track and make results available for viewing by all stakeholders.**
 - **Updated staffing guidelines.**
 - **Written energy management plan.**



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- Finding No 6:
 - The District did not timely comply with State law requiring, effective July 1, 2019, the District to post on its Web site graphical representations of summary financial efficiency data and fiscal trend information.



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- Response Finding No 6:
 - The District became compliant with the fiscal transparency requirement on November 12, 2020. The link is located on the District's website.

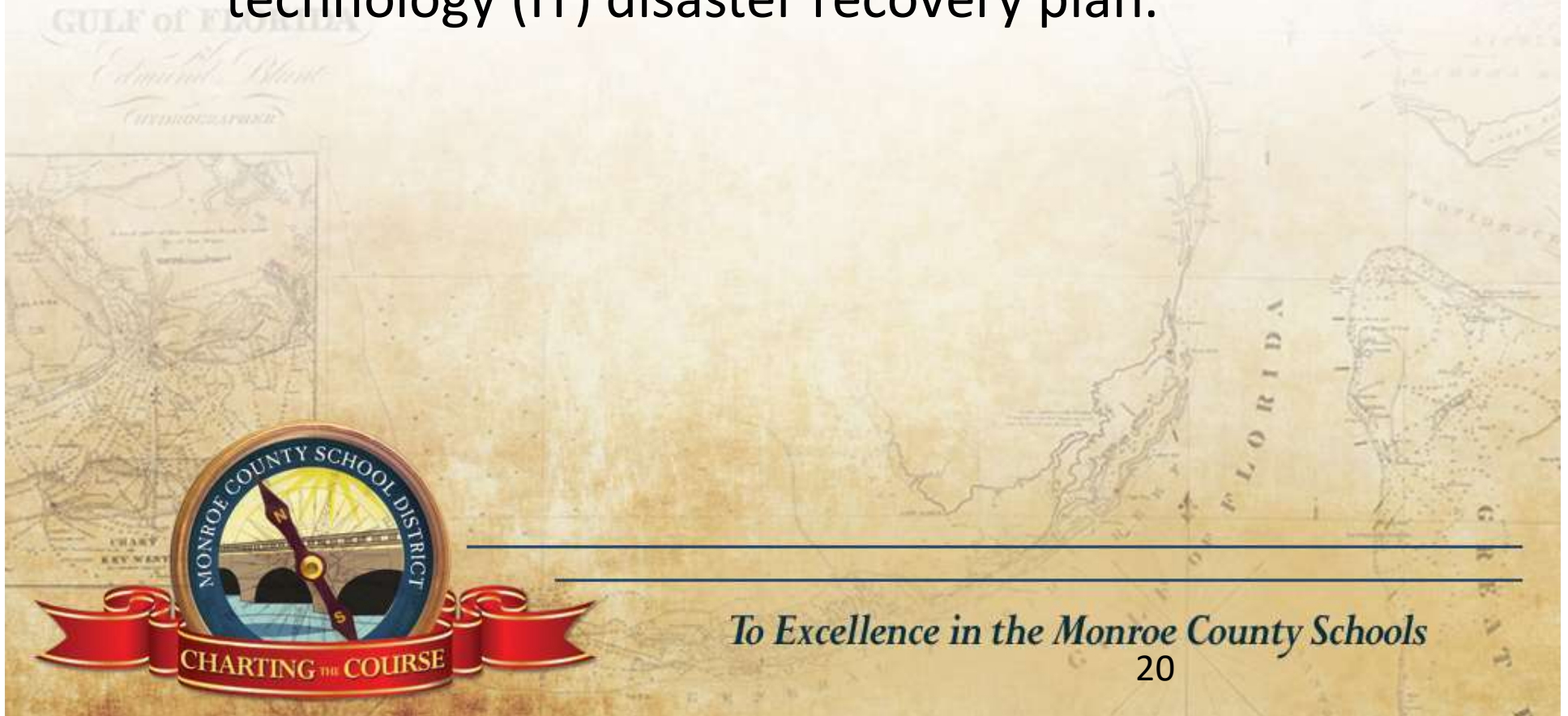
<https://www.keysschools.com/Page/491>



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- Finding No 7:
 - As similarly noted in our report No. 2018-183, the District did not have a comprehensive information technology (IT) disaster recovery plan.



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- Response Finding No 7:
 - The District will complete the development of its comprehensive disaster recovery plan by July 1, 2021 that includes annual testing to provide assurance of successful recovery of operations in the event of a disaster.



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- Finding No 8:
 - The District had not conducted a comprehensive IT risk assessment. A similar finding was noted in our report No. 2018-183.



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- Response Finding No 8:
 - The District has solicited proposals from potential vendors and will establish a contract with one by July 1, 2021 to provide annual comprehensive IT risk assessments which will include documentation for managing IT related risk.



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Questions



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