

AGENDA

SPECIAL SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA

March 4, 2014

3:00 P.M.

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER

2. AGREEMENTS/CONTRACTS

- a. Approval of purchase orders issued for grant project 1190200 to worker equipment and services required by the Technology Transformation Grants for Rural School Districts (purchase order numbers 186261 and 186262. **SEE PAGE #3**

Fund Source: State Grant Funds received for this grant that are accounted for in the General Fund

Amount: PO #186262 - \$185,899.00  
PO #186261 - \$20,000.00

**ACTION REQUESTED:** The Superintendent recommends approval.

- b. Approval of the purchase order 186260 to encumber the funds for the Microsoft Office Certification Assessment License for test taking. Vendor's total will exceed the \$15,000 threshold. **SEE PAGE #15**

Fund Source: Race To The Top

Amount: \$6,700.00

**ACTION REQUESTED:** The Superintendent recommends approval.

- c. Approval of 2013 – 2014 purchase order 186237 to encumber the funds for the third year of the three year contract. **SEE PAGE #18**

Fund Source: General Fund

Amount: PO #186237 - \$96,225.33

**ACTION REQUESTED:** The Superintendent recommends approval.

3. STUDENT MATTER – **SEE ATTACHMENT**

- a. Student Expulsion – See back-up material

Case #48-1314-0071

**ACTION REQUESTED:** The Superintendent recommends approval.

4. Discussion of the AG preliminary and tentative findings and the district’s status and responses to the AG; the workshop will also answer the FDOE request regarding the prior year Auditor’s General report No. 2013-167, which cover the same material is will be discussed in the current year preliminary and tentative findings. **SEE PAGE #29**

5. EDUCATIONAL ITEMS BY THE SUPERINTENDENT

6. SCHOOL BOARD REQUESTS AND CONCERNS

7. ADJOURNMENT

**SUMMARY SHEET**

**RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA**

**AGENDA ITEM NO.** 2a

**DATE OF SCHOOL BOARD MEETING:** March 4, 2014

**TITLE OF AGENDA ITEMS:** Approval of Purchase Orders Required By The Technology Transformation  
**DIVISION:** Finance Department Grants for Rural School Districts

**PURPOSE AND SUMMARY OF ITEMS:** To approve purchase orders 186261 and 186262 to facilitate the implementation of wireless access points in the district and perform the duties required by the grant award for project number 1190200 Technology Transformation Grants for Rural School Districts

**FUND SOURCE:** State grant funds received for this grant that are accounted for in the general fund

**AMOUNT:** PO 186262 \$185,899  
PO 186261 \$ 20,000

**PREPARED BY:** Kim Ferree

**POSITION:** Assistant Superintendent for Business Services

**INTERNAL INSTRUCTIONS TO BE COMPLETED BY PREPARER**

\_\_\_\_\_ Number of ORIGINAL SIGNATURES NEEDED by preparer.

**SUPERINTENDENT'S SIGNATURE:** page(s) numbered \_\_\_\_\_

**CHAIRMANS'S SIGNATURE:** page(s) numbered \_\_\_\_\_

Be sure that the Comptroller has signed the budget page.

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

02/25/14

PURCHASE ORDER NO.

186261

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651

FAX (850) 627-2760

[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

**VENDOR**

VB06260000

**SHIP TO THIS ADDRESS**

BETTER BUILDERS OF TALL., LLC  
1108 EAST TENNESSEE ST  
TALLAHASSEE FL 32308

ADMIN-W SCHOOL BOARD GADSDEN  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTENTION: SHEANTIKA WIGGINS

1

INSTALLATION OF ACCESS POINTS

20000.00 20000.00

*FDDE proj# 200-90000-45001  
assigned pj# 1190200*

PAY TERMS: NET 30

TOTAL 20,000.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	6500	310	9001	1190200		20000.00	

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE  
02/25/14

PURCHASE ORDER NO.  
186262

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

<b>VENDOR</b>	VH06760000	<b>SHIP TO THIS ADDRESS</b>
HAYES E-GOVERNMENT RESOURCES 2473 CARE DR., STE 201 TALLAHASSEE FL 32308		ADMIN-W SCHOOL BOARD GADSDEN 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351

PRINCIPAL / SUPERVISOR	COMPTROLLER	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
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ATTENTION: SHEANTIKA WIGGINS

1		400 WIRELESS ACCESS POINTS- ACCESS PTS WILL BE PLACED ONE ACCESS PT PER CLASSROOM	150000.00	150000.00
1		2 WIRELESS AP CONTROLLER-WILL BE USED TO MANAGE/CONTROL ACCESS THROUGH WAP'S	29579.76	29579.76
1		INSTALLATION AND CONFIGURATION OF WIRELESS CONTROLS	6319.24	6319.24

*FDOE proj# 200-90060-45001  
assigned pj# 1190200*

TOTAL 185,899.00

PAY TERMS: NET 30

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	185,899.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
110	6500	644	9001	1190200		150000.00	
110	6500	643	9001	1190200		29579.76	
110	6500	310	9001	1190200		6319.24	

# Better Builders of Tallahassee LLC

## Vendor # B0626

(850) 508-8074 fax 850) 224-7379

1108 E Tennessee St. Tallahassee, FL

11-7-2013

## QUOTE FOR REQUESTED SERVICES

#20110776

### TO:

The Gadsden County School District  
35 Martin Luther King Jr. Blvd.  
Quincy, FL. 32351  
ATTN: Mrs. Sheantika Wiggins

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### Scope of work to be completed:

Install 400 Access Points in the district.

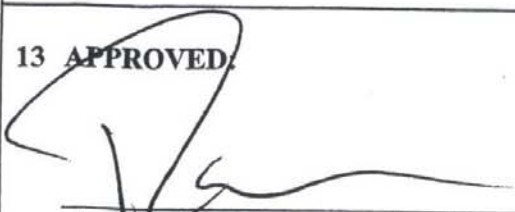
\$50.00 per classroom

**TOTAL BID**

**\$20,000.00**

**Florida Department of Education  
Project Award Notification**

Proj 1190200

<b>1 PROJECT RECIPIENT</b> Gadsden County School District	<b>2 PROJECT NUMBER</b> 200-90060-4S001
<b>3 PROJECT/PROGRAM TITLE</b> Technology Transformation Grants for Rural School Districts  <p align="center">TAPS 14A106</p>	<b>4 AUTHORITY</b> L.I. 102A General Appropriations Act
<b>5 AMENDMENT INFORMATION</b> Amendment Number: Type of Amendment: Effective Date:	<b>6 PROJECT PERIODS</b>  Budget Period: 10/01/2013 - 06/30/2014 Program Period: 10/01/2013 - 06/30/2014
<b>7 AUTHORIZED FUNDING</b> Current Approved Budget: \$ 208,299.00 Amendment Amount: Estimated Roll Forward: Certified Roll Amount: Total Project Amount: \$ 208,299.00	<b>8 REIMBURSEMENT OPTION</b> Quarterly Advance to Public Entity
<b>9 TIMELINES</b> <ul style="list-style-type: none"> <li>• Last date for incurring expenditures and issuing purchase orders: <span style="float: right;"><u>06/30/2014</u></span></li> <li>• Date that all obligations are to be liquidated and final disbursement reports submitted: <span style="float: right;"><u>08/20/2014</u></span></li> <li>• Last date for receipt of proposed budget and program amendments: <span style="float: right;"><u>06/30/2014</u></span></li> <li>• Refund date of unexpended funds; mail to DOE Comptroller, 325 W. Gaines Street, 944 Turlington Building, Tallahassee, Florida 32399-0400:</li> <li>• Date(s) for program reports:</li> </ul>	
<b>10 DOE CONTACTS</b> Program: Ron Nieto Phone: (850) 245 - 9855 Email: <a href="mailto:Ron.Nieto@fldoe.org">Ron.Nieto@fldoe.org</a> Grants Management: Unit A (850) 245-0496	<b>11 DOE FISCAL DATA</b>  DBS: 01 90 10 EO: 60 Object: 720000
<b>12 TERMS AND SPECIAL CONDITIONS</b> <ul style="list-style-type: none"> <li>• This project and any amendments are subject to the procedures outlined in the <u>Project Application and Amendment Procedures for Federal and State Programs</u> (Green Book) and the General Assurances for Participation in Federal and State Programs.</li> <li>• Any unexpended general revenue funds must be returned by check issued to the Florida Department of Education, with the final expenditure report. The check must clearly identify the project number for which funds are being returned.</li> <li>• In the event that the Governor and Cabinet are required to impose a mandatory reserve on the current year appropriation, this Agreement shall be amended to place in reserve the amount determined by the Department of Education to be necessary because of the mandatory reserve in the appropriation.</li> <li>• For quarterly advances of non-federal funding to state agencies and LEAs made in accordance within the authority of the General Appropriations Act. Expenditures must be documented and reported to DOE at the end of the project period. If audited, the recipient must have expenditure detail documentation supporting the requested advances.</li> </ul>	
<b>13 APPROVED</b>   _____ Authorized Official on behalf of Pam Stewart Commissioner of Education	<div style="font-size: 2em; font-weight: bold; opacity: 0.5; transform: rotate(-5deg);">COPY</div>  _____ Date of Signing



# FLORIDA DEPARTMENT OF EDUCATION PROJECT APPLICATION

TAPS Number  
14A106

<b>Please return to:</b> Florida Department of Education Office of Grants Management Room 332 Turlington Building 325 West Gaines Street Tallahassee, Florida 32399-0400 Telephone: (850) 245-0496	<b>A) Program Name:</b> <h3 style="text-align: center;">Technology Transformation Grants for Rural School Districts</h3>	<p style="text-align: center;"><b>DOE USE ONLY</b></p> Date Received <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">BUREAU OF GRANTS MANAGEMENT</div> <div style="text-align: center;">                     RECEIVED                      2013 NOV 22 PM 2:04                 </div> </div>						
<b>B) Name and Address of Eligible Applicant:</b> School Board of Gadsden County 35 MLK JR BLVD Quincy FL 32351		Project Number (DOE Assigned)  <div style="font-size: 1.5em; font-family: cursive;">200-90060-45001</div>						
<b>C) Total Funds Requested:</b> \$ 208,299.00 ✓  <hr/> <p style="text-align: center;"><b>DOE USE ONLY</b></p> Total Approved Project: \$ 208,299.00	<b>D) Applicant Contact Information</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">                     Contact Name:  <b>Sheantika Wiggins</b> </td> <td style="width: 50%;">                     Mailing Address:                      35 MLK JR BLVD                      Quincy FL 32351                 </td> </tr> <tr> <td>                     Telephone Number:  <b>850-627-9651 x1234</b> </td> <td>                     SunCom Number:                 </td> </tr> <tr> <td>                     Fax Number:  <b>850-627-2760</b> </td> <td>                     E-mail Address:  <b>wiggins@gcpsmail.com</b> </td> </tr> </table>		Contact Name: <b>Sheantika Wiggins</b>	Mailing Address: 35 MLK JR BLVD Quincy FL 32351	Telephone Number: <b>850-627-9651 x1234</b>	SunCom Number:	Fax Number: <b>850-627-2760</b>	E-mail Address: <b>wiggins@gcpsmail.com</b>
Contact Name: <b>Sheantika Wiggins</b>	Mailing Address: 35 MLK JR BLVD Quincy FL 32351							
Telephone Number: <b>850-627-9651 x1234</b>	SunCom Number:							
Fax Number: <b>850-627-2760</b>	E-mail Address: <b>wiggins@gcpsmail.com</b>							

### CERTIFICATION

I, Reginald James, (Please Type Name) do hereby certify that all facts, figures, and representations made in this application are true, correct, and consistent with the statement of general assurances and specific programmatic assurances for this project. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

Further, I understand that it is the responsibility of the agency head to obtain from its governing body the authorization for the submission of this application.

E) Reginald C. James *By Reginald C. James*  
 Signature of Agency Head





# Section D

## Florida Department of Education General Assurances, Terms, and Conditions for Participation in Federal and State Programs

**Authority for Data Collection:** 20 USC 1232e(a)

**Planned Use of Data:** The requirements established in United States Code Annotated, Title 20, Education, Chapter 31, Subchapter III, Section 1232(e), stipulate that "[e]ach local education agency which participates in an applicable program under which federal funds are made available to such agency through a state agency shall submit, to such an agency, a general application containing the assurances set forth in subsection [1232e](b)." The application shall cover the participation by the local education agency and all other organizations participating in state and federal programs administered by the Florida Department of Education. These assurances are set forth below in the "General Assurances" section.

**Instructions:** These general assurances will be in effect for the duration of the project it covers. The state agencies or boards administering the projects covered by the application shall not require the submission or amendment of such an application unless required by changes in federal or state law, or by other significant change in the circumstances affecting an assurance in such application. The superintendent, agency head, or other authorized officer must sign the certification and return it to the following address. No payment for project/grant awards will be made by this agency without a current signed General Assurances form on file. For further information, contact the Florida Department of Education, Bureau of the Comptroller, at (850) 245-0401.

### Certification:

I, the undersigned authorized official for the named agency/organization of the State of Florida, hereby apply for participation in federally funded and/or state-funded education programs on behalf of the named agency/organization below. I certify that the agency will adhere to and comply with the General Assurances and all requirements outlined in the "Project Application and Amendment Procedures for Federal and State Programs" (Green Book).

Gadsden Co. Sch. District

Typed Agency Name

20

Agency Number

Reginald C. James  
SUPERINTENDENT

Typed Name and Title of Authorized Official  
(Agency Head)

I certify that the agency will adhere to each of the assurances contained in this set of *General Assurances, Terms, and Conditions for Participation in Federal and State Programs* as applicable to the project(s) for which this agency is responsible.

Reginald C. James  
Signature (must be original)

11/21/13

Date


850-627-9651

Area Code/Telephone Number




**DOE USE ONLY (Program)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name Ted Dunagan  
Signature   
Title Deputy CIO  
Date 12/18/13

**DOE USE ONLY (Grants Management)**

I certify that the cost for each line item budget category has been evaluated and determined to be allowable as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Name James Hargreaves  
Signature   
Title CS #  
Date 12/20/13

**Definitions**

- **Scope of Work-** specific tasks that the grantee is required to perform.
- **Tasks-** Specific activities that are required to be performed to complete the Project Narrative/ Scope of Work.
- **Deliverables-** Products and/or services that directly relate to a task specified in the Scope of Work. Deliverables must be quantifiable, measurable, and verifiable.
- **Evidence-** Tangible proof.
- **Due Date-** Date for completion of tasks.

<b>Project Performance and Accountability</b>				
<b>Scope of Work</b>	<b>Tasks/Activities</b>	<b>Deliverables (product or service)</b>	<b>Evidence (verification)</b>	<b>Due Date (completion)</b>
Conduct Wireless assessment at all schools	Hayes Computer Systems will conduct a wireless assessment at all schools to determine how many access points are needed	Hayes Computer Systems will provide documentation showing coverage and needs	Reports will be provided for each location	December 2013
Order Wireless Access Points	Order 400 Wireless Access Points that are needed to supply the wireless coverage at all schools	400 Enterasys 3610 Wireless Access Points	Invoice for Access Points	January 2014
Order Wireless Controllers	Order Wireless Controllers to allow for increased numbers of Access Points and provide management of Access Points and monitor the network	Two Enterasys 5210 Controllers	Invoice for Access Points	January 2014

Order Network Cables for Installation	Order network cables to install access points	400 25' Category 6 Patch Cables	Invoice for Patch Cables	January 2014
Install Wireless Controller	Install Enterasys Wireless Controllers, move all existing licenses from old controllers to new controllers, verify operation	2 Enterasys 5210 Controllers installed and configured	Controller Reports showing hardware and configuration of Controllers	February 2014
Wireless Access Points Configured for Installation	Configure Wireless Access Points for installation, document for inventory and label for installation	400 Enterasys 3610 Wireless Access Points ready for installation at schools	Inventory Reports and Wireless Controller reports showing Access Points with correct names and mac addresses in wireless management system	February 2014
Install Wireless Access Points at all schools	Vendor will install Wireless Access Points at all locations in classrooms, mounting the WAP's to the ceiling and connecting to existing network with CAT6 cables.	Wireless Access Points will be installed in every classroom, attached to the ceiling and connected to the existing network.	Invoice for installation and documentation of Wireless Access Points including location installed and network connection used.	February - April 2014

Florida Department of Education  
 2013 - 2014 Technology Transformation

District	Technology Transformation Allocation
Alachua	0
Baker	181,627
Bay	0
Bradford	118,309
Brevard	0
Broward	0
Calhoun	84,436
Charlotte	0
Citrus	0
Clay	0
Collier	0
Columbia	377,838
Miami-Dade	0
DeSoto	183,192
Dixie	77,728
Duval	0
Escambia	0
Flagler	490,297
Franklin	41,530
Gadsden	208,299
Gilchrist	93,911
Glades	56,300
Gulf	70,637
Hamilton	58,864
Hardee	198,029
Hendry	259,736
Hernando	0



THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

02/25/14

PURCHASE ORDER NO.

186260

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351  
 PHONE (850) 627-9651 FAX (850) 627-2760  
[www.gcps.k12.fl.us](http://www.gcps.k12.fl.us)

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

<b>VENDOR</b> VL01670000 LEARNKEY, INC. ATTEN: SCOTT WALKER 35 NORTH MAIN STREET ST GEORGE UT 84770	<b>SHIP TO THIS ADDRESS</b> GADSDEN COUNTY PUBLIC SCHOOLS 35 MARTIN LUTHER KING JR BLVD QUINCY FL 32351
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PRINCIPAL / SUPERVISOR	COMPTROLLER <i>Kim Ferree</i>	SUPERINTENDENT
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QUANTITY	PRODUCT NO.	DESCRIPTION	UNIT PRICE	TOTAL
2		MICROSOFT OFFICE CERTIFICATION ASSESSMENT LICENSE FOR: EAST GADSDEN HIGH AND WEST GADSDEN HIGH	3350.00	6700.00

PAY TERMS: NET 30 TOTAL 6,700.00

- All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
- If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
- Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR					TOTAL	6,700.00	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT	
<del>110</del>	5100	360	0051	<del>1109990</del>	100	3350.00	
<del>110</del>	5100	360	0071	<del>1109990</del>	100	3350.00	
434				434RLI			
For testing certifications as agreed to between the program directors. See attached quote.							

VENDOR





P.O Box 2317, St. George, UT 84771  
 (800) 865-0165 Toll Free or (435) 674-9733  
 (866) 574-0485 Fax to Email Delivery

## Quotation / Invoice

Date: 5-Feb-2014

LK Acct. #:  
 Rep: Scott Walker  
 Original SC: 7283  
 Order SC:

### Bill To:

Attn:  
 Company:  
 Address:  
 Address:  
 Address:  
 City:  
 State/Prov:  
 Zip/Postal:  
 Country:  
 Phone:  
 Email:

### Ship To:

Attn: Debra Rackley  
 Company: Gadsden County School Dst  
 Address: 35 Martin Luther King Jr. Blvd  
 Address:  
 Address:  
 City: Quincy  
 State/Prov: FL  
 Zip/Postal: 32351  
 Country:  
 Phone: 850-875-8324  
 Email: rackleyd@mail.gcps.k12.fl.us

### Shipping Method

Quantity	Code	Product Description / Comment	Unit Price	TOTAL
1	52950	MOS Certiport Site License Havana Middle School 90050939	\$ 3,350.00	\$ 3,350.00
1	521950	MOS Certiport Site License James A Shanks Middle School 90050941	\$ 3,350.00	\$ 3,350.00
1	521950	MOS Certiport Site Licenses 500 tests (East Gadsden)90043873	\$ 3,350.00	\$ 3,350.00
1	521950	MOS Certiport Site Licenses 500 tests (West Gadsden) 90034071	\$ 3,350.00	\$ 3,350.00
1	522070	Adobe Suite Certiport Site License (West Gadsden) 90034071	\$ 3,350.00	\$ 3,350.00

Subtotal \$ 16,750.00  
 Adjustment  
 Total \$ 16,750.00

CC # \_\_\_\_\_

Expiration: \_\_\_\_ / \_\_\_\_

Name:

CCV # \_\_\_\_ / \_\_\_\_

PO #

Check #

Sales Tax\*  
 Shipping  
 Other  
 GRAND TOTAL \$ 16,750.00

\*Sales Tax applies to TX and UT.





# International Business Machines Corporation

Please direct inquiries and correspondence to

Customer Number

Invoice Number

Invoice date

Page

Page

IBM CORPORATION  
275 VIGER EAST CANADA

2868315-A1

I2638FK

JAN. 1, 2014

1

01/14

1

Or call IBM at: (877) 426-6006  
EMAIL: ASKAR@US.IBM.COM



Installed at

GADSDEN COUNTY SCHOOL  
DISTRICT  
35 MARTIN LUTHER KING RD  
JR BLVD  
QUINCY FL 32351-4411

GADSDEN COUNTY SCHOOL  
DISTRICT  
35 MARTIN LUTHER KING  
JR BLVD  
QUINCY FL 32351-4411

*I0022*

Customer reference  
LD0027556

*13-14 FY*

*=*

Please remit payments to  
IBM CORPORATION  
P.O. BOX 534151  
ATLANTA, GA 30353-4151

Terms

PAYMENT IS DUE BY THE FIRST  
DAY OF THE MONTH FOLLOWING  
THE INVOICE DATE

FIRST  
DUE

INVOICED SUBJECT TO THE TERMS OF THE AGREEMENT BETWEEN YOU AND IBM CREDIT LLC

TYPE/DESCRIPTION MOD/SERIAL	OPT	FROM DATE	THRU DATE	PERIODIC CHARGE	AMOUNT DUE	AMOUNT DUE
REGULAR PERIODIC INVOICE-PAYMENT IN ARREARS						
1723 17-INCH FLAT-PANEL CONSOLE KIT 17X 23F5449	IG	01/01/14	01/31/14	1,156.20	1,156.20	1,156.20
1746 IBM SYSTEM STORAGE DS3512 MODEL E2A A2E 13K0Z56	IG	01/01/14	01/31/14	7,708.01	7,708.01	7,708.01
7871 BLADECENTER HS22 XEON 6 CORE 2.53GHZ 12GB 12M B6U 06NND06	IG	01/01/14	01/31/14	6,311.15	6,311.15	6,311.15
B6U 06NND13	IG	01/01/14	01/31/14	6,311.15	6,311.15	6,311.15
B6U 06NND16	IG	01/01/14	01/31/14	6,311.15	6,311.15	6,311.15
8406 BLADECENTER PS700 70Y 060CA9B	IG	01/01/14	01/31/14	2,382.91	2,382.91	2,382.91
8852 BLADECENTER H CHASSIS 4TU 0697687	IG	01/01/14	01/31/14	10,723.76	10,723.76	10,723.76
9308 IBM 42U ENTERPRISE RACK 4PX 23KN690	IG	01/01/14	01/31/14	1,351.11	1,351.11	1,351.11
9992 REMARKTD IBM SW/SW BRAND SVCS 003 H039622	S'	01/01/14	01/31/14	6,749.51	6,749.51	6,749.51
003 H040071	S'	01/01/14	01/31/14	1,465.88	1,465.88	1,465.88
9994 VENDOR SOURCED PRODUCTS/SVCS 001 H039624	T'	01/01/14	01/31/14	45,754.50	45,754.50	45,754.50
<b>TOTALS</b>					<b>96,225.33</b>	<b>96,225.33</b>

**RECEIVED**

JAN 02 2014

GADSDEN CO. SCHOOL BC AF I  
ACCOUNTS PAYABLE

NT BETWEEN US.

THIS IS ISSUED PURSUANT TO THE IBM CUSTOMER AGREEMENT OR THE EQUIVALENT AGREEMENT BETWEEN US.

\$96,225.33

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8,483

Original Invoice

PLEASE PAY THIS AMOUNT

96,225.33

THE SCHOOL BOARD OF GADSDEN COUNTY

DATE

01/14/13

PURCHASE ORDER NO.

184350

35 MARTIN LUTHER KING, JR., BLVD. QUINCY, FLORIDA 32351

PHONE (850) 627-9651 FAX (850) 627-2760

www.gcps.k12.fl.us

FL SALES TAX EXEMPTION # 85-8012621915C-2

FEDERAL ID # 59-6000615

VENDOR

V100220000

SHIP TO THIS ADDRESS

INTERN'L BUSINESS MACHINES  
P O BOX 534151  
ATLANTA GA 303534151

MEDIA/TECH GADSDEN CO SCHL BRD  
35 MARTIN LUTHER KING JR BLVD  
QUINCY FL 32351

**12-13 FY COPY**

PRINCIPAL / SUPERVISOR

COMPTROLLER

SUPERINTENDENT

QUANTITY

PRODUCT NO.

DESCRIPTION

UNIT PRICE

TOTAL

YOUMANS / ITS

Bd. Approved: 2/26/13 EC.

1 3/5/13

PAYMENT 2 OF 3 FOR IBM:

- 1746 IBM SYSTEM STORAGE
- 7871 BLADECENTER HS22 XEON
- 8406 BLADECENTER PS700
- 8852 BLADECENTER H CHASSIS
- 9308 IBM 42U ENTERPRISE RACK
- 9992 IBM SW/SW BRAND SVCS
- 9994 SOURCED PRODUCTS

96225.33 96225.33

PAY TERMS: NET 30

1. All correspondence/shipments must reflect the PO number. For prompt payment mail invoice to Accounts Payable address above.
2.  If box checked and you accept this PO, goods/services & invoice must be received by the District no later than June 15 of the CURRENT YEAR. NO FINANCIAL OBLIGATION continues after June 30 of the CURRENT YEAR if the box is checked. This PO is void after one year.
3. Notice to Vendor/Contractor: By acceptance of the contract/order in excess of \$10,000 and involving Federal Funds, the Vendor/Contractor agrees to comply with Title 34 Section 80.36 Code of Federal Regulations. Termination for cause and for convenience by the grantee or sub-grantee including the manner by which it will be affected and the basis for settlement will be decided by the School Board of Gadsden County. In addition, the Vendor/Contractor agrees to comply with Florida Statute 257.36 regarding retention of records for 5 years.

DISTRIBUTION TO BE COMPLETED BY ORIGINATOR						TOTAL	96,225.33	FINANCE DEPT USE EXPENDITURE
FUND	FUNCTION	OBJECT	CENTER	PROJECT	PROGRAM	AMOUNT		
110	8200	093	9001	1109990	42,255.44	45754.50	42,255.44	
110	8200	300	9001	1109990	53969.89	50470.83	53,969.89	
							96,225.33	
				3/7/13	Denton			
				3/7/13	Stacy			

RECEIVING

SUMMARY SHEET

RECOMMENDATION TO SUPERINTENDENT FOR SCHOOL BOARD AGENDA

AGENDA ITEM NO. 8c

DATE OF SCHOOL BOARD MEETING: February 26, 2013

TITLE OF AGENDA ITEMS: Purchase Orders

DIVISION: Media and Technology Department

12-13 FY

PURPOSE AND SUMMARY OF ITEMS:

Board approval is requested for the following purchase orders:

<u>Vendor</u>	<u>PO #</u>	<u>Amount</u>	<u>Fund</u>
IBM (Action Deferred from 1/22/13 Mtg)	184350	\$96,225.33	110
Skyward Inc.	184508	3,128.00	110

FUND SOURCE: General Fund

AMOUNT: \$99,353.33

PREPARED BY: Bonnie Wood

POSITION: Assistant Superintendent for Business Services



**International Business Machines Corporation**

IBM CORPORATION  
275 VIGOR EAST CANADA

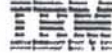
2868315-A1

Invoice Number  
I4191EY

01/01/13

1

(877) 426-6006  
ASKAR@US.IBM.COM



Addressed to:

GADSDEN COUNTY SCHOOL  
DISTRICT  
35 MARTIN LUTHER KING RD  
JR BLVD  
QUINCY FL 32351-4411

GADSDEN COUNTY SCHOOL  
DISTRICT  
35 MARTIN LUTHER KING  
JR BLVD  
QUINCY FL 32351-4411

Customer reference  
LD0027556

**12-13 FY**

Please remit payments to:

P.O. BOX 534151  
ATLANTA, GA 30353-4151

Terms

**PAYMENT IS DUE BY THE FIRST DAY OF THE MONTH FOLLOWING THE INVOICE DATE**

INVOICED SUBJECT TO THE TERMS OF THE AGREEMENT BETWEEN YOU AND IBM CREDIT LLC

TYPE/DESCRIPTION MOD/SERIAL	OPT	FROM DATE	THRU DATE	PERIODIC CHARGE	AMOUNT DUE
REGULAR PERIODIC INVOICE-PAYMENT IN ARREARS					
1723 17-INCH FLAT-PANEL CONSOLE KIT 17X 23F5449	IG	01/01/13	01/31/13	1,156.20	1,156.20
1746 IBM SYSTEM STORAGE DS3512 MODEL E2A A2E 13K0256	IG	01/01/13	01/31/13	7,708.01	7,708.01
7871 BLADECENTER HS22 XEON 6 CORE 2.53GHZ 12GB 12M B6U 06NND06	IG	01/01/13	01/31/13	6,311.15	6,311.15
B6U 06NND13	IG	01/01/13	01/31/13	6,311.15	6,311.15
B6U 06NND16	IG	01/01/13	01/31/13	6,311.15	6,311.15
8406 BladeCenter PS700 70Y 060CA9B	IG	01/01/13	01/31/13	2,382.91	2,382.91
8852 BLADECENTER H CHASSIS 4TU 0697687	IG	01/01/13	01/31/13	10,723.76	10,723.76
9308 IBM 42U ENTERPRISE RACK 4PX 23KN690	IG	01/01/13	01/31/13	1,351.11	1,351.11
9992 REMARKTD IBM SW/SW BRAND SVCS 003 H039622	S'	01/01/13	01/31/13	6,749.51	6,749.51
003 H040071	S'	01/01/13	01/31/13	1,465.88	1,465.88
9994 VENDOR SOURCED PRODUCTS/SVCS 001 H039624	T'	01/01/13	01/31/13	45,754.50	45,754.50
<b>TOTALS</b>					<b>96,225.33</b>

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Original Invoice PLEASE PAY THIS AMOUNT \$96,225.33



AGENDA

REGULAR SCHOOL BOARD MEETING

GADSDEN COUNTY SCHOOL BOARD  
MAX D. WALKER ADMINISTRATION BUILDING  
35 MARTIN LUTHER KING, JR. BLVD.  
QUINCY, FLORIDA

February 26, 2013

12-13 7:00 P.M. FY

THIS MEETING IS OPEN TO THE PUBLIC

1. CALL TO ORDER
2. OPENING PRAYER
3. PLEDGE OF ALLEGIANCE
4. RECOGNITIONS

ITEMS FOR CONSENT

5. REVIEW OF MINUTES – **SEE ATTACHMENT**
  - a. January 10, 2013, 1:00 p.m. – School Board Workshop
  - b. January 22, 2013, 4:30 p.m. – School Board Workshop
  - c. January 22, 2013, 6:00 p.m. – Regular School Board Meeting
  - d. February 6, 2013, 9:00 a.m. – School Board Workshop
  - e. February 14, 2013, 1:00 p.m. – School Board Workshop
  - f. February 14, 2013, 3:30 p.m. – Special School Board Meeting

ACTION REQUESTED: The Superintendent recommends approval.

6. PERSONNEL MATTERS (resignations, retirements, recommendations, leaves of absence, terminations of services, volunteers, and job descriptions)

passed 5-0 (a) Helms pulled Personnel 2012 – 2013

ACTION REQUESTED: The Superintendent recommends approval.

7. BUDGET AND FINANCIAL TRANSACTIONS

- a. Budget Amendment Number Thirteen – **SEE PAGE #6**

Fund Source: 420 Federal Funds  
Amount: \$1,619,246.38

ACTION REQUESTED: The Superintendent recommends approval.

- b. Budget Amendment Number Fourteen – **SEE PAGE #13**

Fund Source: 434 – (ARRA) Race To The Top  
Amount: \$0.00

ACTION REQUESTED: The Superintendent recommends approval.

- c. Budget Amendment Number Fifteen – **SEE PAGE #21**

Fund Source: 394 (Capital) Funds  
Amount: \$-66,505.14

ACTION REQUESTED: The Superintendent recommends approval.

12-13 FY

- d. Budget Amendment Number Sixteen - **SEE PAGE #26**

Fund Source: 110 (General) Funds  
Amount: \$405,057.53

ACTION REQUESTED: The Superintendent recommends approval.

8. AGREEMENT/CONTRACT/PROJECT APPLICATIONS

- passed 5-0* a. *Frost pulled* Purchase Order - **SEE PAGE #42**

Fund Source: Capital Improvements Fund  
Amount: \$6,003.00

ACTION REQUESTED: The Superintendent recommends approval.

- b. Purchase Orders - **SEE PAGE #44**

Fund Source: School Food Service  
Amount: \$70,580.80

ACTION REQUESTED: The Superintendent recommends approval.

- passed 5-0* c. *Simmons pulled* Purchase Orders – **SEE PAGE #47**

Fund Source: General Fund  
Amount: \$99,353.33

ACTION REQUESTED: The Superintendent recommends approval.

- passed 5-0* d. *Frost pulled* Purchase Orders – **SEE PAGE #51**

Fund Source: General Fund  
Amount: \$22,040.56

ACTION REQUESTED: The Superintendent recommends approval.

e Purchase Orders - **SEE PAGE #54**

Fund Source: Federal Funds – CAPE Grants  
Amount: \$10,906.00

ACTION REQUESTED: The Superintendent recommends approval.

*passed 5-0* (f) Lewis pulled  
Purchase Orders – **SEE PAGE #56**

Fund Source: 420 (Federal) Funds  
Amount: \$115,478.00

**12-13 FY**

ACTION REQUESTED: The Superintendent recommends approval.

*passed 5-0* (g) Lewis pulled  
Purchase Orders – **SEE PAGE #60**

Fund Source: Federal Funds – Title I School Improvement, ARRA Title I  
School Improvement and Title I Part A  
Amount: \$59,858.66

ACTION REQUESTED: The Superintendent recommends approval.

*passed 5-0* (h) Frost pulled  
Midway Charter Agreement – **SEE PAGE #71**

Fund Source: N/A  
Amount: N/A

ACTION REQUESTED: The Superintendent recommends approval.

9. **STUDENT MATTERS – SEE ATTACHMENT**

*passed 5-0* (a) Lewis pulled  
Student Expulsion – See back-up material  
Case #33-1213-0071

ACTION REQUESTED: The Superintendent recommends approval.

*passed 5-0* (b) Milton pulled  
Student Expulsion – See back-up material  
Case #39-1213-0231

ACTION REQUESTED: The Superintendent recommends approval.

*passed 5-0* (c) Milton pulled  
Student Expulsion – See back-up material  
Case #40-1213-0231

ACTION REQUESTED: The Superintendent recommends approval.

*passed 5-0* (d) Milton pulled  
Student Expulsion – See back-up material  
Case #42-1213-0051

ACTION REQUESTED: The Superintendent recommends approval.

11. EDUCATIONAL ISSUES

*passed 5-0 Lewis pulled*

2012 – 2013 Student Progression Plan – **SEE PAGE #338**

Fund Source: N/A  
Amount: N/A

**12-13 FY**

**ACTION REQUESTED:** The Superintendent recommends approval.

ITEMS FOR DISCUSSION

*Removed from agenda*

12. CONSIDERATION, PROPOSAL, AND/OR ADOPTION OF ADMINISTRATIVE RULES AND RELATED MATTERS

a. Discussion and Request to Advertise the Board’s Intent to Amend School Board Rule 8.40 (General Food Service Requirements) – **SEE PAGE #455**

Fund Source: N/A  
Amount: N/A

**ACTION REQUESTED:** The Superintendent recommends approval.

- 13. EDUCATIONAL ITEMS BY THE SUPERINTENDENT
- 14. SCHOOL BOARD REQUESTS AND CONCERNS
- 15. ADJOURNMENT



Ramberly Ferree &lt;ferreek@gcpsmail.com&gt;

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**PT - Gadsden DSB**

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**FLAUDGEN\_AUDRPT\_DSB** <FLAUDGEN\_AUDRPT\_DSB@aud.state.fl.us> Tue, Feb 11, 2014 at 3:18 PM  
To: "jamesr@gcpsmail.com" <jamesr@gcpsmail.com>, "ferreek@gcpsmail.com" <ferreek@gcpsmail.com>  
Cc: "simmonsi@gcpsmail.com" <simmonsi@gcpsmail.com>, "miltonr@gcpsmail.com" <miltonr@gcpsmail.com>, "art9319@aol.com" <art9319@aol.com>, "judgeh@tds.net" <judgeh@tds.net>, "schoolboard4@aol.com" <schoolboard4@aol.com>

The purpose of this e-mail is to provide an electronic copy of the preliminary and tentative findings resulting from our financial, Federal and operational audit of the Gadsden District School Board. The attached PDF file includes the summary, 6 findings and recommendations, and concludes with the phrase "END OF PRELIMINARY AND TENTATIVE AUDIT FINDINGS." Should the PDF file received not include this information or if you have any questions regarding the content of the findings, please call Greg Centers, Audit Director, at (850) 412-2863.

The PDF file can be viewed using Adobe Acrobat Reader. If you do not have the Reader, visit <http://www.adobe.com> to download a FREE copy.

Please provide your response electronically through e-mail to [flaudgen\\_audrpt\\_dsb@aud.state.fl.us](mailto:flaudgen_audrpt_dsb@aud.state.fl.us). Your response should be submitted in source format (e.g., Word or WordPerfect) and include your digitized signature. For quality reproduction purposes, if you are not submitting your response in source format, please convert your response to PDF and not scan to PDF. If technical issues make an electronic response not possible, then a hard copy (paper) response will be acceptable.

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Please e-mail this Office at [flaudgen\\_audrpt\\_dsb@aud.state.fl.us](mailto:flaudgen_audrpt_dsb@aud.state.fl.us) to indicate receipt of the preliminary and tentative audit findings. For our files, the date of receipt is considered to be the date this document was received in your electronic mail box.

If you have any questions regarding the ability to access this PDF file, please contact Chrystal Temples at (850)412-2866.

---

**DEL\_Gadsden PT.pdf**

2/11/2014

School Board of Gadsden County Mail - PT - Gadsden DSB

 258K



Kimberly Ferree &lt;ferreek@gcpsmail.com&gt;

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**Updated Gadsden P&T**

11:58 AM

**LESLEE WALKER** <LESLEEWALKER@aud.state.fl.us>

Tue, Feb 18, 2014 at 3:09 PM

To: "jamesr@gcpsmail.com" &lt;jamesr@gcpsmail.com&gt;

Cc: "ferreek@gcpsmail.com" &lt;ferreek@gcpsmail.com&gt;

Mr. James,

Please find attached, an electronic copy of the updated preliminary and tentative findings resulting from our financial, Federal, and operational audit of the Gadsden District School Board. The areas highlighted in yellow have been updated to reflect the finding we discussed in our meeting this morning.

Would you please e-mail me at lesleewalker@aud.state.fl.us to indicate receipt of the updated preliminary and tentative audit findings?

Thank you so much for your assistance with this matter.

Leslee

**Leslee W. Walker, CPA**

Lead Senior Auditor

Educational Entities and Local Government Audits

Auditor General

Phone (850) 412-2801 Fax 487-4403

lesleewalker@aud.state.fl.us

***In the event your response contains information that may be considered sensitive or confidential pursuant to Federal or State law, please do not send that information via e-mail. Please contact me to make alternative arrangements to provide the information.***

---

 **Gadsden PT Updated.pdf**

232K

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**Kimberly Ferree** <ferreek@gcpsmail.com>  
To: LESLEE WALKER <LESLEEWALKER@aud.state.fl.us>  
Cc: Reginald James <jamesr@gcpsmail.com>

Tue, Feb 18, 2014 at 3:33 PM

Ms. Walker,

Thank you for the updated version of the P&T. We will be working on it and will forward you a reply within the 30 day response window.

Kim Ferree

[Quoted text hidden]



**GADSDEN COUNTY DISTRICT SCHOOL BOARD  
PRELIMINARY AND TENTATIVE AUDIT FINDINGS**

**EXECUTIVE SUMMARY**

**SIGNIFICANT DEFICIENCY**

**Finding No. 1:** Financial reporting procedures could be improved to ensure that account balances and transactions are properly reported on the financial statements.

**ADDITIONAL MATTERS**

**Finding No. 2:** The District did not obtain the required biennial actuarial valuation to support the amount reported as the liability for other postemployment benefits provided by the District.

**Finding No. 3:** Improvements were needed in controls over the reporting of instructional contact hours for adult general education classes to the Florida Department of Education.

**Finding No. 4:** The District had not developed a written comprehensive information technology (IT) disaster recovery plan.

**Finding No. 5:** District's IT security controls related to logging and monitoring of network activity needed improvement.

**FEDERAL AWARDS FINDINGS**

**Federal Awards Finding No. 1:** The District did not have adequate procedures to monitor its compliance with the Special Education Cluster programs maintenance of effort requirement, resulting in a maintenance of effort shortfall of \$224,650.

**Federal Awards Finding No. 2:** The District used Race-to-the-Top program funds for expenditures incurred outside the period of availability, resulting in \$10,278 of questioned costs.

**FINANCIAL STATEMENT FINDING**

**SIGNIFICANT DEFICIENCY**

**Finding No. 1: Financial Reporting**

Our review of the District's 2012-13 fiscal year annual financial report, as submitted to the Florida Department of Education and presented for audit, disclosed that financial reporting procedures could be improved. For example, the District participates in the E-Rate program whereby the District regularly receives rebate reimbursements for certain telecommunication service costs. However, the District did not identify and report a receivable of \$478,406 for anticipated rebate reimbursements from the program, although the District received these reimbursements on August 20, 2013, which is within the 60-day policy period for the District to report revenues for the 2012-13 fiscal year. As a result, the District understated General Fund revenue and unrestricted fund balance by this amount. Misreporting account balances and related transactions such as these may cause financial statement users to incorrectly assess the District's financial position.

We extended our audit procedures to determine the adjustments necessary to properly report these account balances and transactions on the financial statements, and District personnel accepted these adjustments. However, our extended audit procedures cannot substitute for management's responsibility to implement adequate controls over financial reporting. A similar finding was noted in our report No. 2013-167.

**Recommendation:** The District should improve its financial reporting procedures to ensure that financial statement account balances and transactions are properly reported.

**GADSDEN COUNTY DISTRICT SCHOOL BOARD  
PRELIMINARY AND TENTATIVE AUDIT FINDINGS**

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**ADDITIONAL MATTERS**

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**Finding No. 2: Other Postemployment Benefits**

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Generally accepted accounting principles (GAAP) require the District to report an other postemployment benefits (OPEB) liability for its coverage of retired employees who continue to receive health benefits offered by the District, and note disclosures to describe the OPEB plan, funding status and progress, and actuarial methods and assumptions. GAAP further require that the District obtain an actuarial valuation of its OPEB plan at least biennially since, at June 30, 2013, its plan had 1,072 plan members, exceeding the minimum 200-member plan requirement for the actuarial study. In addition, according to GAAP, certain Actuarial Standards of Practice (ASOPs) must guide preparation of the actuarial study. For example, Section 3.1.2 of the *Introduction to the Actuarial Standards of Practice, March 2013*, provides, in part, that actuarial standards should be used by actuaries who have the necessary education and experience to understand and apply them, and other individuals should consider obtaining the advice of a qualified actuary before making use of or otherwise relying upon the ASOPs.

Contrary to GAAP, District personnel indicated that they elected to forego the services of a certified actuary as a cost savings measure and did not obtain the required biennial actuarial valuation. Instead, the District elected to report the liability and related note disclosures based on the October 1, 2010, actuarial valuation used for the 2011-12 fiscal year annual financial report. District personnel indicated that the cost of the previous actuarial study was approximately \$8,600. The OPEB expenses and related liability reported were not quantitatively material; however, there is an increased need for the District to obtain the required biennial actuarially-prepared study as the OPEB liability amount increases in future years due to its cumulative nature.

---

**Recommendation: The District should obtain an actuarial valuation of its OPEB plan biennially in accordance with GAAP.**

---

**Finding No. 3: Adult General Education Classes**

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Section 1004.02(3), Florida Statutes, defines adult general education, in part, as comprehensive instructional programs designed to improve the employability of the State's workforce. The District received State funding for adult general education, and proviso language in Chapter 2012-118, Laws of Florida, Specific Appropriation 106, required that each school district report enrollment for adult general education programs identified in Section 1004.02, Florida Statutes, in accordance with the Florida Department of Education (FDOE) instructional hours reporting procedures.

FDOE procedures stated that fundable instructional contact hours are those scheduled hours that occur between the date of enrollment in a class and the withdrawal date or end-of-class date, whichever is sooner. FDOE procedures also provided that school districts develop a procedure for withdrawing students for nonattendance and that the standard for setting the withdrawal date be six consecutive absences from a class schedule, with the withdrawal date reported as the day after the last date of attendance.

For the 2012-13 fiscal year, the District reported to the FDOE 22,978 instructional contact hours for 87 students enrolled in 99 adult general education classes. Our review of 4,001 hours reported for 15 students enrolled in 66 adult general education classes disclosed 1,890 hours net hours over-reported for 15 students in 59 classes. District personnel indicated that these reporting errors occurred mainly because District personnel incorrectly recorded

**GADSDEN COUNTY DISTRICT SCHOOL BOARD  
PRELIMINARY AND TENTATIVE AUDIT FINDINGS**

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student withdrawal dates and hours for certain classes into the student record system. Given the number of errors, the full extent of the class hours misreported was not readily available.

Since future funding may be based, in part, on enrollment data reported to the FDOE, it is important that the District reports data correctly. Similar findings were noted in our report Nos. 2012-149 and 2013-167.

---

**Recommendation:** The District should strengthen its controls to ensure accurate reporting of instructional contact hours for adult general education classes to the FDOE. The District should also determine the extent of adult general hours misreported and contact the FDOE for proper resolution.

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**Finding No. 4: Information Technology - Disaster Recovery Plan**

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Disaster recovery planning is an element of information technology (IT) controls established to manage the availability of critical data and IT resources in the event of a processing disruption. The primary objective of disaster recovery planning is to provide a plan for continuing critical operations in the event of a major hardware or software failure. A disaster recovery plan should identify key recovery personnel, critical applications, provide for backups of critical data sets, and a step-by-step plan for recovery. In addition, plan elements should be tested periodically to disclose any areas not addressed and to facilitate effective business continuity in the event of an actual disruption of IT operations.

The District participates in the Panhandle Area Educational Consortium (PAEC) and obtains certain IT services, such as financial, payroll, student records, and other critical applications, from the Northwest Regional Data Center (NWRDC). The NWRDC developed an IT disaster recovery plan whereby member districts agreed to serve as alternate-processing sites for each other in the event of a disaster that interrupts critical IT operations. In addition, the District entered into an agreement with a disaster recovery company whereby the company agreed to provide, in the event of any unplanned interruption of critical business and information processing of its student records beyond the District's control, equipment and remote service and support via telephone to a location chosen by the District or to a specified vendor recovery site. However, the District had not established a written comprehensive disaster recovery plan, including the specific processes and procedures to be followed at the District when the NWRDC is inoperable to affect the recovery and restoration of financial, payroll, student records, and other critical applications; prioritization of critical operations and data; and assignment of key employees and backup personnel for recovery activities.

District personnel initially indicated that an independent firm would evaluate its IT operations and, when finalized, the District would implement a comprehensive disaster recovery plan. In March 2013, the firm released its report, which addressed IT organization and staffing, technology planning, infrastructure, and hardware and software needs; however, because the District's IT director position was vacant, a comprehensive disaster recovery plan was not developed.

Without a detailed plan for the District's disaster recovery, there is an increased risk that the District may be unable to continue critical operations, or maintain availability of information systems data and resources, in the event of a disruption of IT operations. Similar findings were noted in our report Nos. 2012-149 and 2013-167.

---

**Recommendation:** The District should develop a written, comprehensive disaster recovery plan.

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**GADSDEN COUNTY DISTRICT SCHOOL BOARD  
PRELIMINARY AND TENTATIVE AUDIT FINDINGS**

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**Finding No. 5: Information Technology - Security Controls - Logging and Monitoring of Network Activity**

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Security controls are intended to protect the confidentiality, integrity, and availability of data IT resources. Our audit disclosed that certain District IT security controls related to logging and monitoring of network activity needed improvement. We are not disclosing specific details of the issues in this report to avoid the possibility of compromising District data and IT resources. However, we have notified appropriate District management of the specific issues.

Without appropriate security controls related to logging and monitoring of network activity, the risk is increased that the confidentiality, integrity, and availability of District data and IT resources may be compromised. Similar findings were noted in our report Nos. 2012-149 and 2013-167.

---

**Recommendation: The District should improve IT security controls related to logging and monitoring of network activity to ensure the continued confidentiality, integrity, and availability of District data and IT resources.**

---

**GADSDEN COUNTY DISTRICT SCHOOL BOARD  
PRELIMINARY AND TENTATIVE AUDIT FINDINGS**

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

**Federal Awards Finding No. 1:**

**Federal Agency: United States Department of Education**

**Pass-Through Entity: Florida Department of Education**

**Program: Special Education Cluster (CFDA Nos. 84.027 and 84.173)**

**Finding Type: Material Noncompliance and Material Weakness**

**Questioned Costs: \$224,650**

**Matching, Level of Effort, Earmarking – Maintenance of Effort.** Title 34, Sections 300.203 and 300.204, Code of Federal Regulations (CFR), require that the amount of State and local funds expended by the District on special education related services during the audit period be a least equal, in total or average per capita, to that of the prior fiscal year. Allowances for decreases in maintenance of effort may be for certain reasons such as departure of special education personnel; a decrease in the enrollment of students with disabilities; and the termination of costly expenditures for long-term purchases, such as the acquisition of equipment and the construction of school facilities.

The District did not have procedures to monitor its compliance with the maintenance of effort requirements during the 2012-13 fiscal year, and District records indicated that the State and local expenditures, in total and average per capita, decreased from the 2011-12 fiscal year to the 2012-13 fiscal year resulting in a maintenance of effort shortfall, as shown below:

Source	Fiscal Years		Difference	Amounts
	2011-12	2012-13		
State and Local Expenditures for Special Education Services	\$ 3,697,132	\$ 3,456,032	\$ (241,100)	\$ (241,100)
Full-Time Equivalent (FTE) Enrollment in Special Education	729	736	7	
Average Expended Per Capita (FTE)	\$ 5,072	\$ 4,696	\$ (376)	
Allowance for Decrease in Terminal Leave Payments				16,450
Deficiency in Expenditures of State and Local Resources				<u>\$ (224,650)</u>

After consideration of the \$16,450 decrease in terminal leave payments for special education personnel, the deficiency in maintenance of effort from State and local funds totaled \$224,650, which represents questioned costs subject to disallowance by the grantor. Without procedures to monitor applicable maintenance of effort requirements, the risk increases that State and local funds will not be properly allocated and expended for special education services.

Professional auditing standards require that when an auditee does not comply, in all material respects, with a compliance requirement that could have a direct and material effect on one of its major Federal programs, appropriate disclosures (qualifications) should be made in the auditor's report. As the District did not comply with the requirement regarding Matching, Level of Effort, Earmarking – Maintenance of Effort that is applicable to the Special Education Cluster programs, our report on the District's compliance with that requirement includes a qualification to that effect.

**Recommendation:** The District should establish controls over State and local resources allocated and expended for Special Education Cluster programs to ensure compliance with Federal maintenance of effort requirements. In addition, the District should document to the grantor (FDOE) its compliance with these requirements or restore \$224,650 to the Special Education Cluster programs.

**GADSDEN COUNTY DISTRICT SCHOOL BOARD  
PRELIMINARY AND TENTATIVE AUDIT FINDINGS**

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District Contact Person: Kimberly Ferree, Assistant Superintendent for Business and Finance

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**Federal Awards Finding No. 2:**

**Federal Agency:** United States Department of Education

**Pass-Through Entity:** Florida Department of Education

**Program:** State Fiscal Stabilization Fund – Race-to-the-Top Incentive Grants, Recovery Act (CFDA No. 84.395 – ARRA)

**Finding Type:** Noncompliance and Significant Deficiency

**Questioned Costs:** \$10,278

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**Period of Availability.** Title 34, Section 80.23, CFR, provides that where a funding period is specified in a Federal award, a grantee may charge to the award only costs resulting from obligations incurred during the funding period. The District received a Race-to-the-Top grant, totaling approximately \$230,000, with a grant period from July 1, 2012, to June 30, 2013. Expenditures were to be incurred and purchase orders issued no later than June 30, 2013, and accrued expenditures were to be liquidated by August 20, 2013.

Our review of grant expenditures disclosed costs, totaling \$10,278, that were incurred during July and August 2013, which was after the period of availability. District personnel indicated that these expenditures were incurred and liquidated within the period of availability; however, as the District incurred these expenditures after June 30, 2013, these expenditures represent questioned costs subject to disallowance by the grantor.

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**Recommendation:** The District should enhance its procedures to ensure that Federal grant expenditures are only incurred within the period of availability. In addition, the District should document to the grantor (FDOE) the allowability of the \$10,278 of questioned costs or restore this amount to the Race-to-the-Top program.

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District Contact Person: Kimberly Ferree, Assistant Superintendent for Business and Finance

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**PRIOR AUDIT FOLLOW-UP**

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Except as discussed in the preceding paragraphs, and the **SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS – FEDERAL AWARDS**, the District had taken corrective actions for findings included in our report No. 2013-167. The following table provides information on District recurring audit findings:

**GADSDEN COUNTY DISTRICT SCHOOL BOARD  
PRELIMINARY AND TENTATIVE AUDIT FINDINGS**

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<b>Current Fiscal Year Finding Numbers</b>	<b>2011-12 Fiscal Year Audit Report and Finding Numbers</b>	<b>2010-11 Fiscal Year Audit Report and Finding Numbers</b>
1	Audit Report No. 2013-167, Finding No. 1	NA
3	Audit Report No. 2013-167, Finding No. 3	Audit Report No. 2012-149, Finding No. 3
4	Audit Report No. 2013-167, Finding No. 4	Audit Report No. 2012-149, Finding No. 6
5	Audit Report No. 2013-167, Finding No. 6	Audit Report No. 2012-149, Finding No. 8

NA – Not Applicable (Note: Above chart limits recurring findings to two previous audit reports.)

**END OF PRELIMINARY AND TENTATIVE AUDIT FINDINGS**

**GADSDEN COUNTY  
DISTRICT SCHOOL BOARD**

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**Financial, Operational, and Federal Single  
Audit**

For the Fiscal Year Ended  
June 30, 2012



STATE OF FLORIDA  
AUDITOR GENERAL  
DAVID W. MARTIN, CPA



## EXECUTIVE SUMMARY

### Summary of Report on Financial Statements

Our audit disclosed that the District's basic financial statements were presented fairly, in all material respects, in accordance with prescribed financial reporting standards.

### Summary of Report on Internal Control and Compliance

Our audit did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses.

The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, issued by the Comptroller General of the United States; however, we noted certain additional matters as summarized below.

#### ADDITIONAL MATTERS

Finding No. 1: Financial reporting procedures could be improved to ensure that account balances and transactions are properly reported on the financial statements.

Finding No. 2: The Board had not established a documented process to identify instruction personnel entitled to differentiated pay using the factors prescribed in Section 1012.22(1)(c)4.b., Florida Statutes.

Finding No. 3: The District needed to strengthen its controls to ensure the accurate reporting of instructional contact hours for adult general education classes to the Florida Department of Education.

Finding No. 4: The District had not developed a written comprehensive information technology (IT) disaster recovery plan.

Finding No. 5: The District's IT security incident response plan procedures could be enhanced.

Finding No. 6: District's IT security controls related to logging and monitoring of system activity needed improvement.

### Summary of Report on Federal Awards

We audited the District's Federal awards for compliance with applicable Federal requirements. The Child Nutrition Cluster, Special Education Cluster, Title I Cluster, Twenty-First Century, School Improvement Grants Cluster, and Race-to-the-Top programs were audited as major Federal programs. The results of our audit indicated that the District materially complied with the requirements that could have a direct and material effect on each of its major Federal programs, except for the Child Nutrition Cluster. We noted noncompliance and control deficiency findings as summarized below.

Federal Awards Finding No. 1: District records did not always evidence proper review of school food service charges before payment for goods and services were made, resulting in \$45,129 of questioned costs for the Child Nutrition Cluster program.

Federal Awards Finding No. 2: District procedures were insufficient to ensure that the meal status of students was accurately assessed and documented, resulting in \$136,720 of questioned costs for the Child Nutrition Cluster program.

### Audit Objectives and Scope

Our audit objectives were to determine whether the Gadsden County District School Board and its officers with administrative and stewardship responsibilities for District operations had:

- Presented the District's basic financial statements in accordance with generally accepted accounting principles;
- Established and implemented internal control over financial reporting and compliance with requirements that could have a direct and material effect on the financial statements or on a major Federal program;

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**Finding No. 4: Information Technology - Disaster Recovery Plan**

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An important element of an effective internal control system over information technology (IT) operations is a disaster recovery plan to help minimize data and asset loss in the event of a major hardware or software failure. A disaster recovery plan should identify key recovery personnel, the critical applications, provide for backups of critical data sets, and provide a step-by-step plan for recovery. In addition, plan elements should be tested periodically to disclose any areas not addressed and to facilitate proper conduct in an actual disruption of IT operations.

The District participates in the Panhandle Area Educational Consortium (PAEC) and obtains certain IT services, such as financial, payroll, and other critical applications, from the Northwest Regional Data Center (NWRDC). The NWRDC developed an IT disaster recovery plan whereby member districts agreed to serve as alternate-processing sites for each other in the event of a disaster that interrupts critical IT operations. In addition, the District entered into an agreement with a disaster recovery company whereby the company agreed to provide, in the event of any unplanned interruption of critical business and information processing of its student records beyond the District's control, equipment and remote service and support via telephone to a location chosen by the District or to a specified vendor recovery site. However, the District had not established a written comprehensive disaster recovery plan, including assigning responsibilities for recovery activities to employees and the specific processes and procedures to be followed at the District when the NWRDC is inoperable to affect the recovery and restoration of financial, payroll, and other critical applications. Also, the plan lacked prioritization of critical operations and data, and provisions for backup personnel so that the plan is not dependent on any one individual, but identification of the District's disaster recovery team members and their respective roles and responsibilities.

Without a detailed plan for the District's disaster recovery, there is an increased risk that the District may be unable to continue critical operations, or maintain availability of information systems data and resources, in the event of a disruption of IT operations. Similar findings were noted in our report Nos. 2011-163 and 2012-149.

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**Recommendation:** The District should develop a written comprehensive disaster recovery plan including assignment of employee responsibilities, prioritization of critical operations and data, and a list of backup personnel; and contingencies for service interruptions. In addition, the disaster recovery plan should be tested annually.

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**Finding No. 5: Information Technology – Security Incident Response Plan**

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Computer security incident response plans are established by management to ensure an appropriate, effective, and timely response to security incidents. These written plans typically detail responsibilities and procedures for identifying, logging, and analyzing security violations and include a centralized reporting structure, provision for designated staff to be trained in incident response, notification to affected parties, and incident analysis and assessment of additional actions needed.

Board policy provided security incident response procedures for identifying and logging significant security events, analyzing and reporting security violations and incidents, and issuing security alerts and advisories to District staff. However, the District had not established an incident response team or procedures for notification to affected parties; modification of access control policies and techniques resulting from the occurrence of security violations, incidents, or new threat assessments; or periodic review of critical system resources. Should an event occur that involves the potential or actual compromise, loss or destruction of District data or IT resources, the lack of comprehensive security incident response plan procedures and an established incident response team may result in the District's

failure to take appropriate and timely actions to prevent further loss or damage to the District's data and IT resources. A similar finding was noted in our report No. 2012-149.

**Recommendation:** The District should improve its IT security incident response plan procedures to provide reasonable assurance that the District will respond in an appropriate and timely manner to events that may jeopardize the confidentiality, integrity, or availability of data and IT resources.

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**Finding No. 6: Information Technology – Security Controls – Logging and Monitoring of System Activity**

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Security controls are intended to protect the confidentiality, integrity, and availability of data IT resources. Our audit disclosed certain District security controls related to logging and monitoring of system activity that needed improvement. We are not disclosing specific details of the issues in this report to avoid the possibility of compromising District data and IT resources. However, we have notified appropriate District management of the specific issues.

Without appropriate security controls related to logging and monitoring of system activity, the risk is increased that the confidentiality, integrity and availability of District data and IT resources may be compromised. Similar findings were noted in our report Nos. 2011-163 and 2012-149.

**Recommendation:** The District should improve security controls related to logging and monitoring of system activity to ensure the continued confidentiality, integrity, and availability of District data and IT resources.

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**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

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**Federal Awards Finding No. 1:**

**Federal Agency:** United States Department of Agriculture

**Pass-Through Entity:** Florida Department of Education and Florida Department of Agriculture and Consumer Services

**Program:** Child Nutrition Cluster (CFDA Nos. 10.553, 10.555, and 10.559)

**Finding Type:** Material Noncompliance and Material Weakness

**Questioned Costs:** \$45,129

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**Allowable Costs/Cost Principles and Procurement.** OMB Circular A-87, Attachment A, Section C.1., provides, in part, that costs must be adequately documented to be allowable under Federal awards. State Board of Education (SBE) Rule 6A-1.012(5), Florida Administrative Code (FAC), provides that in lieu of requesting bids from three or more sources, school districts may make purchases at unit prices in contracts awarded by other governmental agencies when the bidder permits purchases by the school district at the same terms, conditions, and unit prices awarded in such contracts. For the 2011-12 fiscal year, the District reported Child Nutrition Cluster (CNC) expenditures totaling \$3,517,275, including \$2,066,459 for purchased food and supplies.

In June 2011, the District solicited bids for certain purchased foods, materials, and supplies, and the Board awarded contracts based on the lowest or best bids received. Also, the District chose to purchase other foods and supplies using the bid of another school district. To determine the propriety and allowability of CNC expenditures, we selected and reviewed District records supporting six transactions totaling \$139,495 for food, materials, and supplies purchased during the 2011-12 fiscal year, and noted the following:

EXHIBIT A (CONTINUED)  
MANAGEMENT'S RESPONSE

## Gadsden County School District

Response to Preliminary and Tentative Findings to the Auditor General Report  
For the Fiscal Year ended June 30, 2012

### ADDITIONAL MATTERS

*Finding No. 1: Financial reporting procedures could be improved to ensure that account balances and transactions are properly reported on the financial statements.*

*Recommendation: The District should improve its financial reporting procedures to ensure that financial statement accounts and transactions are properly reported.*

**District Response:**

**The District will improve its financial reporting procedures to ensure that financial statement accounts and transactions are properly reported.**

*Finding No. 2: The Board had not established a documented process to identify instruction personnel entitled to differentiated pay using the factors prescribed in Section 1012.22(1)(c)4.b., Florida Statutes.*

*Recommendation: The Board should establish a documented process for ensuring that differentiated pay of instructional personnel is appropriately identified on salary schedules, consistent with Section 1012.22(1)(c)4.b., Florida Statutes.*

**District Response:**

**The Board will establish a documented process for ensuring that differentiated pay of instructional personnel is appropriately identified on salary schedules, consistent with Section 1012.22(1)(c)4.b., Florida Statutes and the contract with the labor union.**

*Finding No. 3: The District needed to strengthen its controls to ensure the accurate reporting of instructional contact hours for adult general education classes to the Florida Department of Education.*

*Recommendation: The District should enhance its controls to ensure accurate reporting of instructional contact hours for adult general education classes to the FDOE. The District should also determine the extent of adult general education hours misreported and contact the FDOE for proper resolution.*

**District Response:**

**The District will enhance its controls to ensure accurate reporting of instructional contact hours for adult general education classes to the Florida Department of Education. The District will also discuss this matter with the Florida Department of Education.**

*Finding No. 4: The District had not developed a written comprehensive information technology (IT) disaster recovery plan.*

*Recommendation: The District should develop a written comprehensive disaster recovery plan including assignment of employee responsibilities, prioritization of critical operations and data, and a list of backup personnel; and contingencies for service interruptions. In addition, the disaster recovery plan should be tested annually.*

EXHIBIT A (CONTINUED)  
MANAGEMENT'S RESPONSE

**District Response:**

The District contracted with an independent firm to evaluate the current state of its Information Technology operation and make specific recommendations to correct weaknesses noted. When the report is finalized, the District will address its information technology weaknesses including a comprehensive disaster recovery plan.

*Finding No. 5: The District's IT security incident response plan procedures could be enhanced.*

*Recommendation: The District should improve its IT security incident response plan procedures to provide reasonable assurance that the District will respond in an appropriate and timely manner to events that may jeopardize the confidentiality, integrity, or availability of data and IT resources.*

**District Response:** As previously mentioned, the District contracted with an independent firm to evaluate the current state of its Information Technology operation and make specific recommendations to correct weaknesses noted. When the report is finalized, the District will address its information technology weaknesses including an enhanced IT security incident response plan.

*Finding No. 6: District's IT security controls related to logging and monitoring of system activity needed improvement.*

*Recommendation: The District should improve security controls related to logging and monitoring of system activity to ensure the continued confidentiality, integrity, and availability of District data and IT resources.*

**District Response:**

The Deputy Superintendent will advise the District's Information Technology Director in writing to immediately set system logging to the highest level and to raise the monitoring level to a higher level. Additional actions may be taken in response to the recommendations in the final report of the aforementioned independent information technology firm.

**FEDERAL AWARDS FINDINGS**

*Federal Awards Finding No. 1: District records did not always evidence proper review of school food service charges before payment for goods and services were made, resulting in \$45,129 of questioned costs for the Child Nutrition Cluster program.*

*Recommendation: The District should enhance procedures to maintain evidence of its review and reconciliation of amounts billed for school food service purchases to bid and contract documents prior to payment for goods and services. In addition, the District should document to the grantor the allowability of the \$45,129 of questioned costs, or restore this amount to the applicable Child Nutrition Cluster programs.*

**District Response:**

The District has enhanced its procedures through improvements to its food services review and reconciliations. Such improvements include the following:



Kimberly Ferree &lt;ferreek@gcpsmail.com&gt;

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**FW: Auditor General Report #2013-167, Gadsden County District School Board**

message

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**Blankenship, Allie** <Allie.Blankenship@fldoe.org>  
To: "Ferreek@gcpsmail.com" <Ferreek@gcpsmail.com>

Tue, Feb 18, 2014 at 11:59 AM

Good Morning Ms. Ferree,

This is a follow-up email regarding the status of the findings for your school district. The attached audit findings request forms were sent to you on the date indicated below. Please let us know if you need further assistance.

Thanks,

Allie

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**From:** Hartsfield, Jenifer **On Behalf Of** Stokes, David  
**Sent:** Tuesday, May 07, 2013 2:51 PM  
**To:** woodb@mail.gcps.k12.fl.us  
**Subject:** Auditor General Report #2013-167, Gadsden County District School Board

Ms. Bonnie Wood, Assistant Superintendent

Gadsden County School

35 Martin Luther King Blvd

Quincy, FL 32351

RE: Auditor General Report #2013-167, Gadsden County District School Board

Dear Ms. Wood:

Attached, you will find the report of the Auditor General on the audit of your school district as well as an Audit Status Update Report form. Department procedures require that I contact you to determine your progress toward addressing the Auditor General's audit recommendations.

Please review the technology findings and briefly state your responses on the Audit Status Update Report form. Explicit details are not necessary when addressing security findings because your response to us will be subject to public record laws. Please return the forms via e-mail to Kevin Younger, Information Security Officer, at [Kevin.younger@fldoe.org](mailto:Kevin.younger@fldoe.org) by **Friday, June 07, 2013**.

If you have any questions, please do not hesitate to contact me at 850-245-9326 or Kevin Younger at 850-245-9934.

Regards,

David Stokes

Chief Information Officer

**Jenifer Hartsfield**

**Assistant to David Stokes, Chief Information Officer**

**Florida Department of Education**

**Office of Technology and Information**

**Room 1144**

**850-245-9553- office**

**850-245-9307- Fax**

**[jenifer.hartsfield@fldoe.org](mailto:jenifer.hartsfield@fldoe.org)**

**Technology, In Pursuit of Excellence**

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**4 attachments**



**Gadsden County Finding #5.doc**

38K



**Gadsden County Finding #6.doc**

38K

**Gadsden County.pdf**

 1330K

 **Gadsden County Finding #4.doc**  
38K



**Audit Status Update Report**

**County: Gadsden**

**Audit ID: Auditor General Report #2013-167, Gadsden County District School Board**

**Finding #: 5**

1. This is a self-evaluation of your progress toward addressing the auditor general's audit recommendations.
2. Please fill out one of these response sheets for each finding in this audit.
3. Please be brief in your responses. Explicit details are not necessary.

Check one of the following and fill in the response below that most closely describes your status regarding this finding.

- We agree with this finding and have fully implemented the audit recommendations. No further action is necessary.  
We took the following action: \_\_\_\_\_  
\_\_\_\_\_  
Our date of completion is: \_\_\_\_\_
- We agree with this finding and have partially implemented the audit recommendations. The following remains to be done: \_\_\_\_\_  
\_\_\_\_\_  
Our planned date of completion: \_\_\_\_\_
- We agree with this finding. We have not begun to implement the audit recommendations; however, we plan to address this finding and implement the audit recommendations. We plan to take the following action: \_\_\_\_\_  
\_\_\_\_\_  
Our planned date of completion: \_\_\_\_\_
- We agree with this finding; however, we lack the funding and/or staffing resources to fully implement the audit recommendations. We are implementing alternative administrative procedures and controls to mitigate this finding. We took the following steps to address this finding: \_\_\_\_\_  
\_\_\_\_\_  
Our planned date of completion: \_\_\_\_\_
- We agree with this finding; however, we lack the funding and/or staffing resources to fully implement the audit recommendations. We have no plans to further address this finding. Our planned date of completion is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- We do not agree with this finding. Our objection to the finding is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Audit Status Update Report**

**County: Gadsden**

**Audit ID: Auditor General Report #2013-167, Gadsden County District School Board**

**Finding #: 6**

1. This is a self-evaluation of your progress toward addressing the auditor general's audit recommendations.
2. Please fill out one of these response sheets for each finding in this audit.
3. Please be brief in your responses. Explicit details are not necessary.

Check one of the following and fill in the response below that most closely describes your status regarding this finding.

- We agree with this finding and have fully implemented the audit recommendations. No further action is necessary.

We took the following action: \_\_\_\_\_

\_\_\_\_\_

Our date of completion is: \_\_\_\_\_

- We agree with this finding and have partially implemented the audit recommendations. The following remains to be done: \_\_\_\_\_

\_\_\_\_\_

Our planned date of completion: \_\_\_\_\_

- We agree with this finding. We have not begun to implement the audit recommendations; however, we plan to address this finding and implement the audit recommendations. We plan to take the following action: \_\_\_\_\_

\_\_\_\_\_

Our planned date of completion: \_\_\_\_\_

- We agree with this finding; however, we lack the funding and/or staffing resources to fully implement the audit recommendations. We are implementing alternative administrative procedures and controls to mitigate this finding.

We took the following steps to address this finding: \_\_\_\_\_

\_\_\_\_\_

Our planned date of completion: \_\_\_\_\_

- We agree with this finding; however, we lack the funding and/or staffing resources to fully implement the audit recommendations. We have no plans to further address this finding.

Our planned date of completion is: \_\_\_\_\_

\_\_\_\_\_

- We do not agree with this finding.

Our objection to the finding is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Department of Education  
 Tony Bennett,  
 Commissioner

# OFFICE MEMORANDUM

FLORIDA DEPARTMENT OF EDUCATION

Affirmative action/equal opportunity employer

**To:** David Stokes

**Date:** 04/23/13

1144 Room Turlington  
 Room Name of Building

**From:** Mark Eggers

**Phone:** 245-0405

814 Room Turlington  
 Room Name of Building

**Subject:** Auditor General Report #2013-167, Gadsden County District School Board

The Office of Funding and Financial Reporting is responsible for reviewing reports of the Auditor General or other independent accountants on audits of school districts, and notifying appropriate Department of Education offices of the need to follow up on certain audit findings with the districts.

The attached copies of excerpts from the audited financial statements (*Findings #4,5,6*) indicate findings related to your program area. Department procedures require that the auditee be contacted to determine what action has been taken, or is planned, to correct the deficiencies, and to determine whether or not any questioned costs (if applicable) should be restored to the respective program.

Please provide a copy of the management decision letter that satisfactorily concludes your office's follow up to the audit findings and proof of restoration of questioned costs (if applicable) to the Office of Funding and Financial Reporting as soon as possible. Although most findings may be resolved within 30 days, we do understand that follow up may take longer.

Please sign the top copy of this memorandum in the space provided below to acknowledge receipt of the audit findings assignment and forward it to our office. The bottom copy is for your files. Thank you.

\_\_\_\_\_  
 Assignee

\_\_\_\_\_  
 Date

**GADSDEN COUNTY  
DISTRICT SCHOOL BOARD**

**Financial, Operational, and Federal Single  
Audit**

For the Fiscal Year Ended  
June 30, 2012



STATE OF FLORIDA  
AUDITOR GENERAL  
DAVID W. MARTIN, CPA

failure to take appropriate and timely actions to prevent further loss or damage to the District's data and IT resources. A similar finding was noted in our report No. 2012-149.

**Recommendation:** The District should improve its IT security incident response plan procedures to provide reasonable assurance that the District will respond in an appropriate and timely manner to events that may jeopardize the confidentiality, integrity, or availability of data and IT resources.

**Finding No. 6: Information Technology – Security Controls – Logging and Monitoring of System Activity**

Security controls are intended to protect the confidentiality, integrity, and availability of data IT resources. Our audit disclosed certain District security controls related to logging and monitoring of system activity that needed improvement. We are not disclosing specific details of the issues in this report to avoid the possibility of compromising District data and IT resources. However, we have notified appropriate District management of the specific issues.

Without appropriate security controls related to logging and monitoring of system activity, the risk is increased that the confidentiality, integrity and availability of District data and IT resources may be compromised. Similar findings were noted in our report Nos. 2011-163 and 2012-149.

**Recommendation:** The District should improve security controls related to logging and monitoring of system activity to ensure the continued confidentiality, integrity, and availability of District data and IT resources.

**FEDERAL AWARDS FINDINGS AND QUESTIONED COSTS**

**Federal Awards Finding No. 1:**

**Federal Agency:** United States Department of Agriculture

**Pass-Through Entity:** Florida Department of Education and Florida Department of Agriculture and Consumer Services

**Program:** Child Nutrition Cluster (CFDA Nos. 10.553, 10.555, and 10.559)

**Finding Type:** Material Noncompliance and Material Weakness

**Questioned Costs:** \$45,129

**Allowable Costs/Cost Principles and Procurement.** OMB Circular A-87, Attachment A, Section C.1., provides, in part, that costs must be adequately documented to be allowable under Federal awards. State Board of Education (SBE) Rule 6A-1.012(5), Florida Administrative Code (FAC), provides that in lieu of requesting bids from three or more sources, school districts may make purchases at unit prices in contracts awarded by other governmental agencies when the bidder permits purchases by the school district at the same terms, conditions, and unit prices awarded in such contracts. For the 2011-12 fiscal year, the District reported Child Nutrition Cluster (CNC) expenditures totaling \$3,517,275, including \$2,066,459 for purchased food and supplies.

In June 2011, the District solicited bids for certain purchased foods, materials, and supplies, and the Board awarded contracts based on the lowest or best bids received. Also, the District chose to purchase other foods and supplies using the bid of another school district. To determine the propriety and allowability of CNC expenditures, we selected and reviewed District records supporting six transactions totaling \$139,495 for food, materials, and supplies purchased during the 2011-12 fiscal year, and noted the following:

**EXHIBIT A (CONTINUED)  
MANAGEMENT'S RESPONSE**

**District Response:**

The District contracted with an independent firm to evaluate the current state of its Information Technology operation and make specific recommendations to correct weaknesses noted. When the report is finalized, the District will address its information technology weaknesses including a comprehensive disaster recovery plan.

*Finding No. 5: The District's IT security incident response plan procedures could be enhanced*

*Recommendation: The District should improve its IT security incident response plan procedures to provide reasonable assurance that the District will respond in an appropriate and timely manner to events that may jeopardize the confidentiality, integrity, or availability of data and IT resources.*

**District Response:** As previously mentioned, the District contracted with an independent firm to evaluate the current state of its Information Technology operation and make specific recommendations to correct weaknesses noted. When the report is finalized, the District will address its information technology weaknesses including an enhanced IT security incident response plan.

*Finding No. 6: District's IT security controls related to logging and monitoring of system activity needed improvement*

*Recommendation: The District should improve security controls related to logging and monitoring of system activity to ensure the continued confidentiality, integrity, and availability of District data and IT resources.*

**District Response:**

The Deputy Superintendent will advise the District's Information Technology Director in writing to immediately set system logging to the highest level and to raise the monitoring level to a higher level. Additional actions may be taken in response to the recommendations in the final report of the aforementioned independent information technology firm.

**FEDERAL AWARDS FINDINGS**

*Federal Awards Finding No. 1: District records did not always evidence proper review of school food service charges before payment for goods and services were made, resulting in \$45,129 of questioned costs for the Child Nutrition Cluster program.*

*Recommendation: The District should enhance procedures to maintain evidence of its review and reconciliation of amounts billed for school food service purchases to bid and contract documents prior to payment for goods and services. In addition, the District should document to the grantor the allowability of the \$45,129 of questioned costs, or restore this amount to the applicable Child Nutrition Cluster programs.*

**District Response:**

The District has enhanced its procedures through improvements to its food services review and reconciliations. Such improvements include the following:

**Audit Status Update Report**

**County: Gadsden**

**Audit ID: Auditor General Report #2013-167, Gadsden County District School Board**

**Finding #: 4**

1. This is a self-evaluation of your progress toward addressing the auditor general's audit recommendations.
2. Please fill out one of these response sheets for each finding in this audit.
3. Please be brief in your responses. Explicit details are not necessary.

Check one of the following and fill in the response below that most closely describes your status regarding this finding.

- We agree with this finding and have fully implemented the audit recommendations. No further action is necessary.

We took the following action: \_\_\_\_\_  
\_\_\_\_\_

Our date of completion is: \_\_\_\_\_

- We agree with this finding and have partially implemented the audit recommendations. The following remains to be done: \_\_\_\_\_  
\_\_\_\_\_

Our planned date of completion: \_\_\_\_\_

- We agree with this finding. We have not begun to implement the audit recommendations; however, we plan to address this finding and implement the audit recommendations. We plan to take the following action: \_\_\_\_\_  
\_\_\_\_\_

Our planned date of completion: \_\_\_\_\_

- We agree with this finding; however, we lack the funding and/or staffing resources to fully implement the audit recommendations. We are implementing alternative administrative procedures and controls to mitigate this finding.

We took the following steps to address this finding: \_\_\_\_\_  
\_\_\_\_\_

Our planned date of completion: \_\_\_\_\_

- We agree with this finding; however, we lack the funding and/or staffing resources to fully implement the audit recommendations. We have no plans to further address this finding.

Our planned date of completion is: \_\_\_\_\_  
\_\_\_\_\_

- We do not agree with this finding.

Our objection to the finding is: \_\_\_\_\_  
\_\_\_\_\_