

**STATE OF FLORIDA AUDITOR GENERAL**

**Operational Audit**

Report No. 2023-029  
October 2022

**WASHINGTON COUNTY  
DISTRICT SCHOOL BOARD**



Sherrill F. Norman, CPA  
Auditor General

## Board Members and Superintendent

During the 2021-22 fiscal year, Herbert J. Taylor served as Superintendent of the Washington County Schools and the following individuals served as School Board Members:

	<u>District No.</u>
Vann Brock, Vice Chair	1
Dr. Lou Cleveland	2
Milton L. Brown, Chair	3
Will "Tonka" Taylor	4
Susan G. Roberts	5

The team leader was Jason Law, and the audit was supervised by Shelly G. Curti, CPA.

Please address inquiries regarding this report to Edward A. Waller, CPA, Audit Manager, by e-mail at [tedwaller@aud.state.fl.us](mailto:tedwaller@aud.state.fl.us) or by telephone at (850) 412-2887.

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# WASHINGTON COUNTY DISTRICT SCHOOL BOARD

## SUMMARY

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This operational audit of the Washington County School District (District) focused on selected District processes and administrative activities and included a follow-up on findings noted in our report No. 2020-079. Our operational audit disclosed the following:

**Finding 1:** Required background screenings were not always obtained for applicable instructional and noninstructional employees.

**Finding 2:** District controls over school resource officer services could be enhanced.

**Finding 3:** Contrary to State law and State Board of Education rules, the District did not always provide required youth mental health awareness and assistance instruction and training.

**Finding 4:** As similarly noted in our report No. 2020-079, District controls over the Prekindergarten Enrichment Program need improvement.

## BACKGROUND

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The Washington County School District (District) is part of the State system of public education under the general direction of the Florida Department of Education and is governed by State law and State Board of Education rules. Geographic boundaries of the District correspond with those of Washington County. The governing body of the District is the Washington County District School Board (Board), which is composed of five elected members. The elected Superintendent of Schools is the Executive Officer of the Board. During the 2021-22 fiscal year, the District operated nine elementary, middle, high, and specialized schools; and reported 3,299 unweighted full-time equivalent students.

## FINDINGS AND RECOMMENDATIONS

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### Finding 1: Employee Background Screenings

State law<sup>1</sup> requires that individuals who serve in an instructional or noninstructional capacity that requires direct contact with students undergo a level 2 background screening<sup>2</sup> at least once every 5 years. To promote compliance with the statutory background screenings requirements, Board policies<sup>3</sup> require all employees to undergo required background screenings upon employment and at least once every 5 years thereafter.

According to District personnel, the Human Resource (HR) Department is responsible for ensuring that individuals, upon employment, obtain the required background screenings. In addition, the HR Department annually generates a report to identify employees whose screenings will be 5 years old

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<sup>1</sup> Sections 1012.32, 1012.465, and 1012.56(10), Florida Statutes.

<sup>2</sup> A level 2 background screening includes fingerprinting for Statewide criminal history records checks through the Florida Department of Law Enforcement and national criminal history records checks through the Federal Bureau of Investigation.

<sup>3</sup> Board Policy 6.17, *Appointment or Employment Requirements*.

in the coming year and resubmits their fingerprints to the Florida Department of Law Enforcement for screening. The HR Department is also responsible for maintaining background screenings and appropriate personnel actions based on evaluations of the screenings.

As of April 2022, the District employed 342 instructional and 389 noninstructional personnel requiring background screenings. To determine whether required background screenings were obtained and evaluated, we requested for examination District records supporting the screenings for 45 selected employees (28 instructional and 17 noninstructional employees). However, evidence of background screenings received within the past 5 years were not provided for 2 instructional employees and 1 noninstructional employee. While District records documented a screening date within the past 5 years for the noninstructional employee, who was hired in January 2021, no evaluation of the screening was available to disclose the background of the employee. According to District personnel, the information for these three employees was missing because of human errors.

Subsequent to our procedures, background screenings were performed in May 2022 for the three employees and no unsuitable backgrounds were noted. However, the screenings were 9 years, 7 years, and 1 year late.

Since we cannot be part of the District's internal controls, it is important that District procedures are effective to ensure and document that, for all applicable individuals, background screenings are timely obtained and evaluated and no unsuitable backgrounds exist. Absent effective controls to ensure that required background screenings are obtained and evaluated, there is an increased risk that individuals with unsuitable backgrounds may have direct contact with students.

**Recommendation: The District should identify employees who have not received the required background screenings; ensure that the screenings are promptly obtained and documented; and make decisions, as necessary, based on evaluations of the screening results. In addition, the District should enhance procedures to ensure and document that, for all applicable individuals, required background screenings are timely obtained and evaluated.**

## **Finding 2: School Resource Officer Services**

State law<sup>4</sup> requires the Board and Superintendent to partner with local law enforcement agencies to establish or assign one or more safe-school officers, such as school resource officers (SROs), at each school facility. SROs must be certified law enforcement officers and, among other things, are required to complete mental health crisis intervention training using a curriculum developed by a national organization with expertise in mental health crisis intervention. Effective controls over SRO services ensure that a qualified SRO is present at each school facility while school is in session.

District personnel responses to our inquiries and our examination of District records for the 2021-22 fiscal year disclosed that the Board contracted with the Washington County Sheriff's Office (Sheriff's Office) to provide seven full-time SROs for six District schools. However, we found that controls over SRO services could be enhanced. Specifically:

- The Sheriff's Office contract did not explicitly provide assurance that the SROs had completed mental health crisis intervention training using a curriculum developed by a national organization

<sup>4</sup> Section 1006.12, Florida Statutes.

with expertise in mental health crisis intervention and District records were not maintained to evidence that the SROs received the required training. District personnel indicated they relied on the Sheriff's Office to ensure that the SROs completed the required training. Notwithstanding, such reliance provides District management with limited assurance that the required training was properly completed. Subsequent to our inquiry, in May 2022 the District received documentation from the Sheriff's Office certifying that all but one of the assigned SROs had completed the required training.

- SROs were required to radio the Sheriff's Office upon arrival at a school and record departure times each day through radio call logs in the Sheriff's Office. According to District personnel, they relied on the Sheriff's Office to ensure that the District received SRO services as required. Consequently, District personnel did not review the logs or maintain District records to demonstrate verification of SRO daily attendance during school hours at each school.

Absent effective procedures to ensure and document that SROs complete required training and provide contracted services, the District cannot demonstrate compliance with State law or that appropriate measures have been taken to promote student and staff safety.

**Recommendation: The District should continue efforts to demonstrate compliance with State school safety laws. Such efforts should include:**

- **Documentation evidencing verification that SROs completed the required mental health crisis intervention training.**
- **Documented verification that at least one SRO is present during school hours at each school.**

### **Finding 3: Mental Health Awareness and Assistance Instruction and Training**

Pursuant to State law,<sup>5</sup> the District received a mental health assistance allocation totaling \$227,080 for the 2021-22 fiscal year to establish or expand school-based mental health care services and related training. State Board of Education (SBE) rules<sup>6</sup> require the District to annually provide to students in grades 6 through 12 a minimum of 5 hours of instruction related to mental health awareness and assistance, including suicide prevention and the impacts of substance abuse. In addition, State law<sup>7</sup> requires the District to designate a school safety specialist to ensure that District school personnel receive youth mental health awareness and assistance training. Failure to comply with State law or SBE rule requirements may result in the imposition of sanctions specified in State law.<sup>8</sup>

Our discussions with District personnel disclosed that the District had designated a school safety specialist; however, the District did not always comply with State law and SBE rule mental health awareness and assistance instruction and training requirements. Specifically, our examination of District records disclosed that:

- As of June 2022, 1,056 (62 percent) of 1,700 students in grades 6 through 12 had not received the required instruction.

<sup>5</sup> Section 1011.62(14), Florida Statutes (2021).

<sup>6</sup> SBE Rule 6A-1.094124(4), Florida Administrative Code.

<sup>7</sup> Section 1012.584, Florida Statutes.

<sup>8</sup> Section 1008.32, Florida Statutes.

- As of April 2022, 117 (30 percent) of the 396 school employees had not completed the required training.

In response to our inquiry, District personnel indicated that the mental health awareness and assistance instruction was provided to students in grades 6 through 12 through an online module that was not utilized until May 2022 and, therefore, students did not have enough time to complete their assignments. Moreover, District procedures did not timely identify and track students who had not yet received the instruction or verify student completion of assignments. District staff also indicated that, due to the COVID-19 pandemic, the District only provided one face-to-face training for school personnel at the start of the 2021-22 school year, attendance was not advertised as mandatory, and feedback from non-attendees indicated that many did not attend because it was held in a group setting with no electronic attendance option.

Without the required instruction and training, a mental health services need may not be timely identified and appropriately met and, absent documentation evidencing youth mental health awareness and assistance instruction and training, the District cannot demonstrate compliance with State law and SBE rules. In addition, documented instruction and training enhances public awareness of District efforts to provide essential educational services.

**Recommendation: The District should demonstrate compliance with State law and SBE rules by ensuring that:**

- **District records evidence that students in grades 6 through 12 annually receive at least 5 hours of mental health awareness and assistance instruction.**
- **All school personnel within the District receive youth mental health awareness and assistance training.**

#### **Finding 4: Prekindergarten Enrichment Program**

The District operates a fee-supported Prekindergarten Enrichment Program (Program) as an optional extended day program for students. SBE rules<sup>9</sup> authorize the Board to establish fees for certain programs in amounts that will recover the cost of providing such programs after deducting any State and Federal funding provided for the programs. For the 2021-22 fiscal year, Program fee collections totaled \$68,632 for the Washington Voluntary Pre-K Center (WVPK) and \$57,685 for Vernon Elementary School (VES).

Effective controls over the Program fee collection process promote accountability, safeguard collections, and require that:

- Responsibilities for recording fee assessments, student attendance, and fee collections be appropriately separated from fee collection duties. If, because of the limited number of staff the separation of incompatible duties is not practical, compensating controls, such as supervisor-documented comparisons of historical and current child care fee collections, periodic observations of child care attendance, and evaluations of the reasonableness of fee collections based on the comparisons and observations, should be implemented.
- Fees be collected before services are rendered.

<sup>9</sup> SBE Rule 6A-1.09983, Florida Administrative Code.

- Student attendance be recorded and routine independent fee audits be conducted to reconcile the attendance records to fee collections and deposits.

According to District personnel, the WVPK and VES each charged participants \$50 per week, required for payment and typically paid on Monday of each week, and reduced fees by \$10 per day for school closures (e.g., for holidays, school breaks, and inclement weather). Our discussions with District personnel and review of selected Program fee collection records disclosed that:

- Program fee collections constituted the only resources that funded Program operations. However, although we requested, District records were not provided to document Program costs and whether the fee collections were sufficient to cover those costs. Without such, District records did not demonstrate that fee collections were sufficient to sustain Program operations.
- An inappropriate separation of duties existed at the WVPK as the secretary recorded fee assessments and fee collections in student account ledgers, collected fees, issued prenumbered receipts, and prepared and made bank deposits. Additionally, compensating controls were not in place to mitigate the inappropriate separation of duties. Without adequately separating incompatible duties or establishing appropriate compensating controls, errors or fraud, should they occur, may not be timely detected and resolved.
- Student attendance records were not maintained for Program participants at the VES and independent fee audits were not conducted at either the WVPK or the VES to reconcile participant attendance to Program fee assessment and collection records. Independent fee audits reconciling documented attendance to fee assessments and collections are necessary to ensure that collections are appropriately accounted for and properly safeguarded.
- At the end of the 2021-22 school year, 13 WVPK students had unpaid balances totaling \$2,094 and 2 VES students had unpaid balances totaling \$130. While District personnel indicated that they work with parents when possible to ensure that Program services are not interrupted, collecting fees before services are rendered better assures the recovery of Program costs.

A similar finding was noted in our audit report No. 2020-079.

**Recommendation: The District should establish procedures for documenting Program costs, ensuring and demonstrating that Program fees recover such costs, and effectively controlling the Program fee collection process. Program fee collection controls should ensure that:**

- **Incompatible duties are appropriately separated or, if the District does not have a sufficient number of staff to appropriately separate duties, compensating controls exist.**
- **Student attendance is adequately documented.**
- **Periodic independent fee audits are conducted to reconcile student attendance records to Program fee collections and deposits.**
- **Program fees are properly assessed and collected before services are rendered.**

## ***PRIOR AUDIT FOLLOW-UP***

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The District had taken corrective actions for findings included in our report No. 2020-079, except that Finding 4 was also noted in that report as Finding 4.

## ***OBJECTIVES, SCOPE, AND METHODOLOGY***

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The Auditor General conducts operational audits of governmental entities to provide the Legislature, Florida's citizens, public entity management, and other stakeholders unbiased, timely, and relevant information for use in promoting government accountability and stewardship and improving government operations.

We conducted this operational audit from April 2022 through July 2022 in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

This operational audit focused on selected District processes and administrative activities. For those areas, our audit objectives were to:

- Evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste, and abuse, and in administering assigned responsibilities in accordance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines.
- Examine internal controls designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of records and reports, and safeguarding of assets, and identify weaknesses in those controls.
- Determine whether management had taken corrective actions for findings included in our report No. 2020-079.
- Identify statutory and fiscal changes that may be recommended to the Legislature pursuant to Section 11.45(7)(h), Florida Statutes.

This audit was designed to identify, for those areas included within the scope of the audit, weaknesses in management's internal controls significant to our audit objectives; instances of noncompliance with applicable laws, rules, regulations, contracts, grant agreements, and other guidelines; and instances of inefficient or ineffective operational policies, procedures, or practices. The focus of this audit was to identify problems so that they may be corrected in such a way as to improve government accountability and efficiency and the stewardship of management. Professional judgment has been used in determining significance and audit risk and in selecting the particular transactions, legal compliance matters, records, and controls considered.

As described in more detail below, for those programs, activities, and functions included within the scope of our audit, our audit work included, but was not limited to, communicating to management and those charged with governance the scope, objectives, timing, overall methodology, and reporting of our audit; obtaining an understanding of the program, activity, or function; identifying and evaluating internal controls significant to our audit objectives; exercising professional judgment in considering significance and audit risk in the design and execution of the research, interviews, tests, analyses, and other procedures included in the audit methodology; obtaining reasonable assurance of the overall sufficiency

and appropriateness of the evidence gathered in support of our audit findings and conclusions; and reporting on the results of the audit as required by governing laws and auditing standards.

Our audit included the selection and examination of transactions and records, as well as events and conditions, occurring during the 2021-22 fiscal year audit period, and selected District actions taken prior and subsequent thereto. Unless otherwise indicated in this report, these records and transactions were not selected with the intent of statistically projecting the results, although we have presented for perspective, where practicable, information concerning relevant population value or size and quantifications relative to the items selected for examination.

An audit by its nature does not include a review of all records and actions of management, staff, and vendors, and as a consequence, cannot be relied upon to identify all instances of noncompliance, fraud, waste, abuse, or inefficiency.

In conducting our audit, we.

- Reviewed applicable laws, rules, Board policies, District procedures, and other guidelines, and interviewed District personnel to obtain an understanding of applicable processes and administrative activities.
- Reviewed Board information technology (IT) policies and District procedures to determine whether the policies and procedures addressed certain important IT control functions, such as security, systems development and maintenance, network configuration management, system backups, and disaster recovery.
- Examined selected operating system, database, network, and application security settings to determine whether authentication controls were configured and enforced in accordance with IT best practices.
- Determined whether an adequate, comprehensive IT security awareness and training program was in place.
- Determined whether the District had a comprehensive IT disaster recovery plan in place that was designed properly, operating effectively, and had been recently tested.
- Evaluated the adequacy of District procedures related to security incident response and reporting.
- Evaluated District procedures for maintaining and reviewing employee access to IT data and resources. We examined selected access privileges to District enterprise resource planning (ERP) system finance and human resources (HR) applications to determine the appropriateness and necessity of the access based on employee job duties and user account functions and whether the access prevented the performance of incompatible duties. We also examined the administrator account access privileges granted and procedures for oversight of administrative accounts for the applications to determine whether these accounts had been appropriately assigned and managed. Specifically, for the 70 user accounts, we examined:
  - 22 critical ERP system finance application accounts to determine the appropriateness and necessity of the access privileges based on the employee's job duties.
  - 20 critical ERP system HR application accounts to determine the appropriateness and necessity of the access privileges based on the employee's job duties.
- Evaluated District procedures to prohibit former employee access to electronic data files. We also reviewed selected user access privileges for all 47 employees who separated from District employment during the audit period to determine whether access privileges were timely deactivated.

- Evaluated District procedures for protecting the sensitive personal information of students, including social security numbers. Specifically, we examined the access privileges of the 9 employees who had access to sensitive personal student information to evaluate the appropriateness and necessity of the access privileges based on the employee's assigned job duties.
- Inquired whether the District had any expenditures or entered into any contracts under the authority granted by a state of emergency, declared or renewed during the audit period, to evaluate the reasonableness of District actions.
- Examined the District Web site to determine whether the 2021-22 fiscal year proposed, tentative, and official budgets were prominently posted pursuant to Section 1011.035(2), Florida Statutes. In addition, we determined whether the District Web site contained the required graphical representations, for each public school within the District and for the District, of summary financial efficiency data and fiscal trend information for the previous 3 years, and a link to the Web-based fiscal transparency tool developed by the Florida Department of Education (FDOE).
- From the population of expenditures totaling \$2.9 million and transfers totaling \$222,194 during the period July 2021 through March 2022 from nonvoted capital outlay tax levy proceeds, Public Education Capital Outlay funds, and other restricted capital project funds, examined documentation supporting selected expenditures and transfers totaling \$819,893 and \$222,194, respectively, to determine District compliance with the restrictions imposed on the use of these resources, such as compliance with Section 1011.71(2), Florida Statutes.
- Evaluated District procedures to determine whether the District properly identified and inventoried attractive items pursuant to Department of Financial Services Rules Chapter 69I-73, Florida Administrative Code.
- Examined District records to determine whether the Board had adopted appropriate school safety policies and the District implemented procedures to ensure the health, safety, and welfare of students and compliance with Sections 1006.07 and 1006.12, Florida Statutes, and Section 1011.62(13), Florida Statutes (2021).
- Examined District records to determine whether the Board had adopted appropriate mental health awareness policies and the District had implemented procedures to promote the health, safety, and welfare of students and ensure compliance with Section 1012.584, Florida Statutes, Section 1011.62(14), Florida Statutes (2021), and State Board of Education (SBE) Rule 6A-1.094124, Florida Administrative Code.
- From the population of \$3 million total workforce education program funds expenditures for the audit period, selected 30 expenditures totaling \$1,239,436 and examined supporting documentation to determine whether the District used the funds for authorized purposes (i.e., not used to support K-12 programs or District K-12 administrative costs).
- From the population of 170 industry certifications eligible for the 2021-22 fiscal year performance funding, examined 30 selected certifications to determine whether the District maintained documentation for student attainment of the industry certifications.
- Examined District records supporting 5,295 reported contact hours for 26 selected students from the population of 10,860 contact hours reported for 53 adult general education instructional students during the Fall 2021 Semester to determine whether the District reported the instructional contact hours in accordance with SBE Rule 6A-10.0381, Florida Administrative Code.
- For teacher salary increase allocation funding totaling \$628,608 provided to the District and paid to a total of 228 teachers and other instructional personnel, examined District controls and records to determine that these funds were properly allocated and spent in accordance with the appropriation language as well as Section 1011.62(16), Florida Statutes (2021), and that required

plans and reports were appropriately submitted to the FDOE (salary distribution plan and expenditure report), as required.

- Requested for examination District records for 45 employees and 35 contractor workers selected from the population of 731 employees and 116 contractor workers during the audit period to assess whether individuals who had direct contact with students were subjected to the required fingerprinting and background screenings and whether District records documented the screening results.
- Examined Board policies, District procedures, and related records for volunteers for the audit period to determine whether the District searched prospective volunteers' names against the Dru Sjodin National Sexual Offender Public Web site maintained by the United States Department of Justice, as required by Section 943.04351, Florida Statutes.
- Evaluated the effectiveness of Board policies and District procedures for investigating all reports of alleged misconduct by personnel if the misconduct affects the health, safety, or welfare of a student and notifying the result of the investigation to the FDOE pursuant to Section 1001.42(7)(b)3., Florida Statutes.
- Evaluated District controls over Prekindergarten Enrichment Program fee assessments and related collections.
- Evaluated Board policies and District procedures to ensure that health insurance was provided only to eligible employees, retirees, and dependents, and to determine that procedures had been established to document periodic verifications to ensure that dependent participants in the District's plan remain eligible.
- Examined two Board-approved contracts with third-party providers for data processing to determine whether contract provisions protected the confidentiality, integrity, and availability of District data and ensured the continuity of business operations.
- Examined District records to determine whether the District had developed adequate performance assessment procedures for school administrators based on student performance and other criteria in accordance with Section 1012.34(3), Florida Statutes, and determined whether a portion of each selected employee's compensation was based upon performance in accordance with Section 1012.22(1)(c)4. and 5., Florida Statutes.
- Evaluated District procedures for establishing accountability for meeting short-term and long-term facility maintenance goals, including procedures over work order management and the annual evaluation of the District's facilities maintenance controls over work order management and the assessment of Maintenance Department personnel through regularly documented evaluations.
- From the compensation payments totaling \$24.6 million to 732 employees during the period July 1, 2021, through April 15, 2022, examined District records supporting compensation payments totaling \$74,010 to 30 selected employees to determine whether the rate of pay complied with the Board-approved salary schedule and whether supervisory personnel reviewed and approved employee reports of time worked.
- From the population of general expenditure disbursements totaling \$31.7 million during the period July 1, 2021, through April 15, 2022, examined District records supporting 40 selected transactions totaling \$110,565 to determine whether selected expenditures were reasonable, correctly recorded, and adequately documented; for a valid District purpose; properly authorized and approved; and in compliance with applicable State law, contract terms, and Board policies.
- Communicated on an interim basis with applicable officials to ensure the timely resolution of issues involving controls and noncompliance.
- Performed various other auditing procedures, including analytical procedures, as necessary, to accomplish the objectives of the audit.

- Prepared and submitted for management response the findings and recommendations that are included in this report and which describe the matters requiring corrective actions. Management's response is included in this report under the heading **MANAGEMENT'S RESPONSE**.

## ***AUTHORITY***

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Section 11.45, Florida Statutes, requires that the Auditor General conduct an operational audit of each school district on a periodic basis. Pursuant to the provisions of Section 11.45, Florida Statutes, I have directed that this report be prepared to present the results of our operational audit.

A handwritten signature in blue ink that reads "Sherrill F. Norman". The signature is fluid and cursive, with the first name being the most prominent.

Sherrill F. Norman, CPA  
Auditor General

# MANAGEMENT'S RESPONSE

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Joseph Taylor

Superintendent of Schools

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**Washington County  
District School Board**  
"An Equal Opportunity Agency"  
652 Third Street  
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District 4  
Will "Tonka" Taylor  
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District 5  
Susan G. Roberts  
1456 State Park Road, Chipley

September 28, 2022

Sherrill F. Norman, CPA  
Auditor General  
111 West Madison Street  
Tallahassee, FL 32399-1450

Dear Ms. Norman:

In accordance with Section 11.45(4)(d), Florida Statutes, I acknowledge receipt of the preliminary and tentative findings resulting from the operational audit of the Washington County District School Board for the Fiscal Year Ended June 30, 2022. Individual responses are listed below:

**Finding No. 1: Employee Background Screenings**

To ensure and document that, for all applicable individuals, required background screenings are timely obtained and evaluated, the District is widening the range of years to be reviewed from the required 5 years to 6 years. The procedure will involve looking at each individual with an outdated background screening to ensure the screening is renewed for individuals still employed by the District. The human resource director will be responsible for the oversight of the review, the resubmission of the fingerprints to the Florida Department of Law Enforcement and for administering appropriate personnel actions for individuals with unsuitable backgrounds.

**Finding No. 2: School Resource Officer Services**

The certified school resource officer who had not completed the required training had been placed in the SRO position near the end of the school year. He enrolled in the next available CIT Training class and completed the course prior to the start of the FY 2022-23 school year. The District will add language in the SRO contract with the Washington County Sheriff's Office that SROs must be CIT trained in a timely manner upon being hired. The District will maintain copies of the mental health intervention training certificates of completions.

The District has implemented a procedure where SROs will login each day via their Call Sign login with the Sheriff's Office and log in and out at the school using the school's visitor management software.

**"Quality Education Today For A Better Tomorrow"**

**Finding No. 3: Mental Health Awareness and Assistance Instruction and Training**

To ensure students in grades 6 through 12 receive at least 5 hours of mental health awareness and assistance instruction annually, the District is beginning instruction in the fall semester rather than postponing to the spring semester. Face-to-face instruction is scheduled for students in grades 6-8 and an online module is used for students in grades 9-12. The District will schedule periodic youth mental health awareness and assistance training for all school personnel throughout the year.

**Finding No. 4: Prekindergarten Enrichment Program**

The District has implemented an attendance collection procedure for the Prekindergarten Enrichment Program using the student MIS system. The supervisor will review the attendance reports and ensure program fees are properly assessed and collected before services are rendered. The district director responsible for the oversight of the Prekindergarten Enrichment Program will periodically compare historical and current child care fee collections, attendance records and evaluate the reasonableness of the fee collections.

Sincerely,

  
[Herbert J. Taylor \(Sep 28, 2022 09:36 CDT\)](#)

Herbert J. Taylor  
Superintendent

HJT:lcc