

June 2016

# Highlights

Internal Audit Report to the Board of Supervisors/School Board

## Why We Did This Review

Internal Audit conducted this review as part of our FY15 audit plan approved by the County Administrator and School Board Superintendent.

The Code of Virginia § 22.1-279.8 requires all Virginia public schools to conduct school building safety inspections. The inspections cover a variety of safety and compliance conditions including the clinic, cafeteria, building, grounds, traffic, bus loading area, security, and computer inventory. School's Safety and Security Manager helps coordinate inspection efforts across the school system with individual principals and an inter-agency risk assessment team.

Our audit includes evaluating controls by completing the School Safety Inspection Checklist sections for the cafeteria, clinic, and computer inventory at selected schools.

## What We Recommend

- Individual schools and departments with findings take actions to address issues noted above.
- School management share overall observation results with all schools to help them identify potential areas for improvement.



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# School Observations FY15



## What We Found

Chesterfield County Schools uses a Safety Inspection Checklist (Checklist) based on guidance from the Virginia Department of Education. Representatives from School Facilities, Risk Management, Parks and Recreation, Pupil Transportation, Police, Fire, and Internal Audit agreed on specific Checklist sections their area would evaluate. Over a three year period, team members will visit all schools to complete their designated sections from the Checklist. One third of schools are visited each fiscal year.

For the FY15 audit cycle, we visited 22 schools, covering 13 elementary, 4 middle and 5 high schools. This report summarizes Internal Audit's observation results for 37 checklist items related to each school's cafeteria, clinic, and computer inventory. The following schools were observed:

- Elementary: Bon Air, Crestwood, Davis, Ettrick, Evergreen, Gates, Gordon, Grange Hall, Greenfield, Hening, Matoaca, Robious, Watkins
- Middle: Midlothian, Robious, Swift Creek, Tomahawk
- High: Clover Hill, James River, Meadowbrook, Monacan, Thomas Dale 9<sup>th</sup> Grade Campus

## Findings

62 potential improvement items were identified during site visits:

School Administration	44
Food and Nutrition Services	18
Technology	0

At the completion of each site visit, observation results were provided to the individual schools and applicable departments for corrective action.

## Actions Taken

Each school Principal and the Director of Food and Nutrition Services have acknowledged their respective findings and have communicated that they have taken the appropriate steps to rectify the issues going forward.

School management shared overall FY15 observation results with school principals during the February 4, 2016 K-12 Principals' Meeting.

## Commendations

- Food and Nutrition Services, no identified exceptions at 9 of 22 schools
- School Administration, no identified exceptions at 3 of 22 schools
- School Technology, inventory tested at 22 schools agreed with tracking system

Management concurred with 2 of 2 recommendations by September 30, 2016.

We appreciate the cooperation and assistance received from the school's staff throughout this audit.