

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 FY16 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, record security and computer inventory at selected schools.

## What We Recommend

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



For more information, please contact Greg L. Akers, at 804-748-1240 or akersg@chesterfield.gov

# School Observations FY16



## 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 FY16 audit cycle, we visited 22 schools, covering 13 elementary, 4 middle, 3 high schools, and 2 career and technical centers (CTC). This report summarizes Internal Audit's observation results for 53 checklist items related to each school's cafeteria, clinic, record security, and computer inventory. The following schools were observed:

- Elementary: Beulah, Chalkley, Crenshaw, Elizabeth Scott, Falling Creek, Hopkins, Jacobs, Providence, Reams, Salem Church, B. Weaver, Winterpock, Woolridge
- Middle: Falling Creek, Manchester, Providence, Salem Church
- High/CTC: L.C. Bird, Manchester, Midlothian, Courthouse CTC, Hull CTC

## Findings

43 potential improvement items were identified during site visits:

School Administration	27
Food and Nutrition Services	10
Technology	6

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.

## Commendations

We Commend

- Food and Nutrition Services, no identified exceptions at 13 of 22 schools
- School Administration, no identified exceptions at 10 of 22 schools

Management concurred with 3 of 3 recommendations to be implemented by September 30, 2016.

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