



State Board of Education

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June 3, 2016

Melinda Miguel
Chief Inspector General
Office of the Chief Inspector General
The Capitol
Tallahassee, Florida 32399-0001

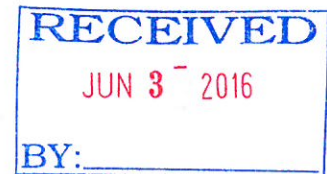
Dear Melinda:

In accordance with Section 20.055(5)(h), Florida Statutes, attached is the six month status of corrective actions taken in response to Auditor General Report # 2016-050, *Select Administrative Activities and Prior Audit Follow-up*.

If you have any concerns regarding this status report, please contact Mike Blackburn by phone at 245-9418 or by email at mike.blackburn@fldoe.org.

Sincerely,

Pam Stewart
Commissioner



Attachment

cc: Mike Blackburn, Inspector General
Martha Asbury, Assistant Deputy Commissioner, Finance, and Operations
Joint Legislative Auditing Committee

Department of Education
Inspector General – External Audit Follow-up
Status Report on: Selected Administrative Activities and Prior Audit Follow-Up
AG Report # 2016-050 Issued: December 3, 2015
Status as of June 3, 2016

Finding	Recommendation(s)	Management Response as of December 3, 2015	Management Response as of June 3, 2016	Anticipated Completion Date & Contact
<p>The Department did not document that vendor cost proposals for the Florida Kindergarten Readiness Screener assessment instrument were evaluated utilizing comparable costs.</p>	<p>We recommend that Department management ensure that comparable vendor cost data is evaluated when making procurement decisions.</p>	<p>The Department believes that a fair comparison of prices was conducted as part of the overall process as indicated in the recording of the Intent to Award meeting. During the meeting the members of the negotiation team had an extensive discussion of price comparing the BAFOs of the two vendors under consideration. However, we will review our procedures and make any changes necessary to ensure that all factors are considered in the Invitation to Negotiate (ITN) process, including price comparisons, are documented in detail.</p>	<p>Staff have been advised to review cost information submitted with Invitation to Negotiation responses to insure it is evaluated appropriately. The Department has finalized one Invitation to Negotiate since this audit, it was a single response.</p>	<p>Ongoing</p>
<p>The Department had not established policies and procedures for the collection and use of social security numbers or evaluated its collection and use of social security numbers to ensure compliance with State law.</p>	<p>We recommend that Department management establish written policies and procedures regarding the collection and use of individuals' SSNs and take appropriate steps to demonstrate compliance with applicable statutory requirements.</p>	<p>As noted in the finding, the Department has established procedures for the notification of new employees regarding the collection and use of social security numbers (SSNs) and is in the process of implementing such notification for existing employees. The Department is also in the process of conducting an assessment of the Department's collection and use of SSNs and once that is completed, the written policies and procedures will be finalized.</p>	<p>The notification for existing employees was completed in April, 2016. The assessment of collection and use of SSNs is almost complete and revisions to written policies and procedures will be finalized shortly.</p>	<p>September 30, 2016 Martha K. Asbury 850/245-0420</p>

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<p>As similarly noted in our report No. 2013-094, the Department should establish a mechanism for reporting and analyzing detailed student and teacher information to effectively monitor individual school district and Statewide reasonableness of Virtual Instruction Program provider student-teacher ratios.</p>	<p>We recommend that Department management continue efforts to establish a mechanism for reporting and analyzing detailed student and teacher information that will provide for effective monitoring of the reasonableness of VIP provider student-teacher ratios by individual school district and Statewide.</p>	<p>The Department continues its efforts to effectively monitor student-teacher ratios by approved VIP providers and has the following mechanisms in place:</p> <ol style="list-style-type: none"> To capture information about VIP provider teachers with a consistent, unique identifier, a new edit has been implemented. This new edit will require that the Florida Educators Certificate Number be included in the Teacher Course Schedule for School Number 7001 = VIP Approved Providers. Districts will be required to obtain this information from providers and report it to the Department's database. Florida approved Virtual Instruction Providers are required to publish their student-teacher ratios on their Disclosure Website and to update their websites as changes occur. To facilitate this process and encourage compliance, the Virtual Education office includes these links on our Department website: <ol style="list-style-type: none"> Edgenuity - http://www.edgenuity.com/florida Florida Connections Academy - 	<p>Department updates:</p> <ol style="list-style-type: none"> The new edit has been in place for the 15/16 SY; Survey 4 will provide outcome data for a student/teacher ratio Florida approved Virtual Instruction Providers continue to publish their student-teacher ratios on their Disclosure website and update the website as changes occur. 	<ol style="list-style-type: none"> Survey 4 data will be final August 31, 2016. Tammy Duncan with PERA office for data request. Complete with ongoing updates

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		<p> http://www.connectionsacademy.com/florida-virtual-school/disclosures.aspx c. K12 Florida - http://www.k12.com/Florida-DOE d. Mater Virtual Academy - http://www.matervirtualacademy.com/apps/pages/index.jsp?uREC_ID=214155&type=d e. Somerset Virtual Academy - Somerset Academy website 3. The Virtual Education office has included the student-teacher ratios in the Model VIP Contract that is posted on our department website and is available as a template for districts to use when entering into contracts with VIP approved providers: Model VIP Provider Contract. </p>	<p>3. Updates are being made to the Model VIP Provider Contract and will be posted to the Virtual Education website by 6/1/2016</p>	<p>Will be complete as of 6/1/2016</p>