

STPSB
Internal Audit Report
Audited By: Amelia Barker, CPA
Report Related To STPSB Employee Confidential Information
5/28/24

STPSB

REPORT RELATED TO STPSB EMPLOYEE CONFIDENTIAL INFORMATION

COMPLETED BY AMELIA BARKER, CPA

5/28/24

Complaint: N/A

Areas for Consideration: Are STPSB employees confidential information including personal and identifying information properly secured at school sites in accordance with School Board Policy CG and Title 44:11?

Internal Policy Reference: CG

Related Law/Audit Guidance: Title 44:11

Review: All School locations were subject to testing. All high schools were automatically selected due to their size and their larger volume of employees, including additional activity bus driver confidential information. A total of 28 (55%) schools were selected and tested.

Findings: A total of 16 schools had employee information not properly secured. Out of the 16, a total of 7 were due to the school not locking up files during the school day and only locking them at night. A total of 2 schools could not lock up their files due to a broken filing cabinet. A total of 5 schools were not in compliance due to files never being properly secured. Of these 5, 1 school had no filing system and confidential information was in boxes spread across the floor with open access. In addition, another 1 out of the 5 schools had activity bus driver information including employee medical information as part of each drivers' yearly physicals in an open classroom with students being taught. These files were being kept on a desk with no security measures being taken. Lastly, a total of 2 schools could not produce me employee files. In 1 of these schools the school administration was unsure as to where files were stored due to moving of files and due to a recent change in secretaries. No one in the new roles had been designated to manage this information. In the other of these 2 schools the principal was unaware that the school kept employee files and had no information on any files. No one at the school had any information as to where personnel files were stored at any point in time. The assistant principals also had no information of where employee information was stored. When asked about storing evaluations on teachers as required, the principal stated they had this information but could not locate it.

Recommendation: Any employees personal or identifying information needs to be secured at all times. It is imperative this information stay secured throughout the school day when multiple individuals are in and out and have access to such information. Each employee who has access to such information needs to be securing the information anytime they step away

from the files. I recommend that management also send an email out to all schools not tested ensuring they also do not need a new filing cabinet. All of this information should be made available through Moodle so that principals and individuals with access are aware of their responsibility. In addition, I recommend the need for on-site individual evaluation and employee personal information at each school be reassessed. If there is a way to ensure all of this is housed in Munis through the central office it would take the burden off of each school. It would also lower risk substantially and make information stored more uniform.

Complaint: N/A

Areas for Consideration: Are STPSB Just Cause Write Ups at each school properly secured in accordance with School Board Policy CG and Title 44:11? Are STPSB Just Cause Write Ups at each school properly secured with limited access by administrators only in accordance with the just cause internal procedures?

Internal Policy Reference: CG

Related Law/Audit Guidance: Title 44:11

Review: All School locations were subject to testing. All high schools were automatically selected due to their size and their larger volume of employees. A total of 28 (55%) schools were selected and tested.

Findings: Of the 28 schools tested 7 of them had findings related to just cause write ups not being properly secured. Of the 7, 3 schools just cause write ups were not properly secured due to other employees having access and being assigned the responsibility to file those just cause write ups. 2 schools failed to have just cause write ups secured because they were not locking them up, allowing for any access throughout the day. 1 school could not lock up their files due to a broken filing cabinet. Lastly 1 school was unaware of where the just cause write ups were. When asked, the administration had no idea where or how this was stored. I asked the principal if they had completed any just cause write ups since being in the position and I was told they had. When asked if I could see those, I was told they were lost and could not be produced. I noted a recent just cause write up written within sixty days could not be produced by the principal. As an immediate response to this Central Office administration has uploaded procedural instructions for just causes to Moodle for all schools to have. This denotes the responsibility and process for each principal to ensure all schools have access to the requirements.

Recommendation: All administrators at each school need to be aware of their responsibly related to just cause write ups. I recommend that the school who was unable to produce just cause write ups and employee files sit down with central office administration to ensure they

are aware of their responsibility related to just causes going forward. I also recommend that we ensure all new principals coming on get some education related to this process before the school year starts. I noted that while on site some new principals stated that did not receive any training related to just causes upon onboarding.



Frank J. Jabbia
Superintendent

Steve E. Alfonso, Jr.
Assistant Superintendent

Kimberly B. Gardner
Assistant Superintendent

Mary Hart
Assistant Superintendent

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Assistant Superintendent

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May 31, 2024

RESPONSE TO CONFIDENTIAL INFORMATION AUDIT:

Since this review, all administrators were given written guidelines regarding Just Cause documents being filed in a secure, confidential area on their campuses. The document has also been uploaded to Moodle. This will also be reviewed at the Administrators Conference and Principals Meetings throughout the year.

Principals who were not in compliance will be addressed and checked for compliance during the school year.

Sincerely,

MARY HART
Assistant Superintendent

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