



# Camp Verde Unified School District, No. 28

410 Camp Lincoln Road  
Camp Verde, Arizona, 86322

August 29, 2019

Ms. Lindsey Perry  
Office of the Auditor General  
2910 N. 44<sup>th</sup> Street, Suite 410  
Phoenix, AZ 85018

Dear Ms. Perry,

The Camp Verde Unified School District respectfully submits its response to the performance audit report conducted for fiscal year 2017. We would like to take this opportunity to extend our thanks to the Auditor General's staff for their professionalism, consideration, and their concern for the good of our district.

The Camp Verde Unified School District agrees with the findings and recommendations resulting from the audit. We appreciate all constructive input and believe this process will aid us to further our goals of accountability, transparency, academic excellence, and fiscal responsibility. We will work to implement the recommendations presented in this report.

We believe the process and procedures realized during this audit to be fair and beneficial for Camp Verde Unified School District. We look forward to continuing to improve our stewardship of the public's resources for the good of our community and kids.

Sincerely,

Danny Howe, M.Ed.  
Administrator-in-Charge

## Governing Board

Tim Roth, President  
Helen Freeman, Clerk  
Carol German, Member  
C. Eric Lawton, Member  
Bob Simbric, Member

## District Administration

Danny Howe, M.Ed.  
Administrator-In-Charge  
Middle School Principal

**Finding 1:** District lacked adequate computer controls, which increased risk of unauthorized access to sensitive data, errors, fraud, and data loss

District Response: The District agrees with the finding.

The district has already or will implement the following changes in order to reduce the risk to our systems.

**Recommendation 1:** The District should implement and enforce stronger network password requirements to decrease the risk of unauthorized persons gaining access to sensitive District information.

District Response: The District agrees with the recommendation and will implement the recommendation.

Updated password standards have already been implemented.

**Recommendation 2:** The District should limit users' access in the accounting system to only those functions needed to perform their job duties.

District Response: The District agrees with the recommendation and will implement the recommendation.

All accounts in this program are being reviewed in order to set them to their appropriate levels. This review will be completed by the 13<sup>th</sup> of September 2019. Future entries will be closely monitored to ensure the user only has access appropriate to their job.

**Recommendation 3:** The District should implement procedures to ensure that terminated employees have their computer network and systems access promptly removed to reduce the risk of unauthorized access.

District Response: The District agrees with the recommendation and will implement the recommendation.

A procedure has already been implemented. All staff changes will be sent to the technology director from the personnel department. All accounts will be removed the day the personnel change notice is received.

**Recommendation 4:** The District should review and reduce the number of users with administrator-level access to its computer network and systems to reduce the risk of unauthorized access, errors, and fraud.

District Response: The District agrees with the recommendation and will implement the recommendation.

A policy has already been implemented. Standard users will no longer have administrative access to their local systems. All access will be restricted by the active directory through the use of groups. All users will be assigned the minimum level of rights necessary to do their jobs.

**Recommendation 5:** The District should create and implement a customized written IT contingency plan detailing how to restore systems in the event of system or equipment failure or interruption and the individuals responsible for each step. Additionally, the District should review the plan, at least annually, to ensure all individuals understand their responsibilities and that the plan accurately reflects the environment it is written to protect.

District Response: The District agrees with the recommendation and will implement the recommendation.

An update of our current policy manual is in progress. We anticipate a completed policy manual by 1 October 2019.

**Finding 2:** District sometimes used unallowable bus to transport students to and from school, posing an increased risk to student safety

District Response: The District agrees with the finding.

We have not been able to keep a full staff of bus drivers so using the white extracurricular buses seemed a solution. We understand now it was not an appropriate resolution to the problem. We have discontinued this practice along with increasing salaries and other benefits to bus drivers with the expectation of employing a full bus driver staff.

**Recommendation 6:** The District should discontinue using its bus that does not meet the State's Minimum Standards to transport students to and from school and explore other appropriate options for transporting its students when a certified bus driver is not available, such as requiring its substitute drivers to become certified school bus drivers so that they can operate the District's regular school buses.

District Response: The District agrees with the recommendation and will implement the recommendation.

Besides the above listed steps to boost meeting our staffing needs, the district is investigating other incentives to encourage employees to train as substitute drivers.