

INTERNAL AUDIT REPORT

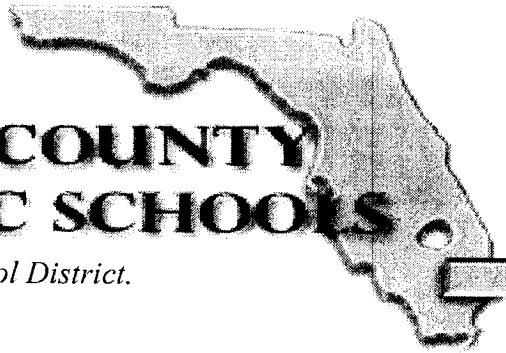
Audit of the Arts in Education Program Grant

April 2007



**BROWARD COUNTY
PUBLIC SCHOOLS**

The Nation's Sixth Largest School District.



To be presented to the:

**Audit Committee
On May 17, 2007**

**School Board of Broward County, Florida
On June 19, 2007**



The School Board of Broward County, Florida

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THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

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Office of the Chief Auditor
Patrick Reilly, Chief Auditor
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Interim Superintendent of Schools

April 10, 2007

Ms. Mary Becht, Director
Broward Cultural Division
100 S. Andrews Avenue
Fort Lauderdale, Florida 33301-1829

**Re: Grant Audit Report
Arts in Education Program Grant
Contract No. ECD24-2006**

Dear Ms. Becht:

In accordance with the Arts in Education Program Grant requirements, we have audited the accompanying Statement of Grant Assistance, under Contract Number ECD24-2006 for the period ended September 30, 2006. The Statement of Grant Assistance (the "Statement") is the responsibility of the Grant Administrators of the School Board of Broward County, Florida. Our responsibility is to express an opinion on this Statement based on our audit.

We conducted our audit in accordance with Government Auditing Standards issued by the Comptroller General of the United States and Rules of the Auditor General of the State of Florida. Those rules and standards require that we plan and perform the audit to obtain reasonable assurance that the Statement was free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts in the Statement. In planning and performing our audit of the Statement for the period ended September 30, 2006, we considered the internal control structure in order to determine our auditing procedures for expressing our opinion on the Statement. We believe our audit provides a reasonable basis for our opinion.

In our opinion, the Statement mentioned in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of the grant for the year then ended. We found as of September 30, 2006 no funds including interest earned on such funds are due back to Broward County. However we found that the Program should be strengthened to ensure artist consultants receive security screening as required by the Jessica Lunsford Act, 1012.465 F.S. In addition, we found that compliance with internal control procedures for disbursements should be strengthened by ensuring purchases are submitted through the on-line purchasing process and are properly approved and documented.

This report is intended solely for the information of the Broward Cultural Division of Broward County and the School Board and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report which, upon acceptance by Broward County, is a matter of public record.

Sincerely,

Patrick Reilly, CPA
Chief Auditor
Office of the Chief Auditor

PR:pm

TABLE OF CONTENTS

PAGE

SECTION I: Financial Statement

Statement of Grant Assistance..... 1
Notes to Statement of Grant Assistance.....2-3

SECTION II: Audit of the Arts in Education Program

1. Ensure Artist Consultants Receive Required Security Screening4-5
2. Strengthen Compliance with Internal Control Procedures for Disbursements6-7

SECTION III: Administrative Response

Director, Athletics and Student Activities.....8-29

SECTION I
Financial Statement

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ARTS IN EDUCATION PROGRAM GRANT
CONTRACT NUMBER ECD24-2006
STATEMENT OF GRANT ASSISTANCE
FOR THE PERIOD OCTOBER 1, 2005 TO SEPTEMBER 30, 2006

REVENUES

Grant Revenue - Broward Cultural Council	\$ 30,862
School Board of Broward County	<u>30,862</u>
Total Revenue	\$ <u>61,724</u>

EXPENDITURES

Outside Professional Services - Artistic/Other	\$ 41,676
Personnel - Artistic/Administrative	9,431
Supplies	6,501
Equipment	<u>4,116</u>
Total Expenditures	\$ <u>61,724</u>
Revenues Less Expenditures	\$ <u><u>0</u></u>

See Notes to the Statement of Grant Assistance

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ARTS IN EDUCATION PROGRAM GRANT
CONTRACT NUMBER ECD24-2006
NOTES TO STATEMENT OF GRANT ASSISTANCE
OCTOBER 1, 2005 TO SEPTEMBER 30, 2006

NOTE 1 – GRANT DESCRIPTION

The School Board of Broward County (School District) obtained a grant totaling \$45,000 for the Arts in Education Program from Broward County (County) for the Broward Cultural Division Education and Community Development Program Grant. The School Board approved matching funds of \$45,000 on January 17, 2006 to equal the amount to be paid by Broward County for a program total of \$90,000. This audit covers the grant amount for the period October 1, 2005 through September 30, 2006.

The Arts in Education Program is a collaborative project sponsored by the School Board of Broward County, Florida and the Broward Cultural Division to provide art education projects in different schools and/or innovation zones. The Arts in Education Program has been a part of the educational process in Broward County Public Schools since the 1994-95 school year, with the exception of the 2002-2003 school year, when funding was not available.

An agreement has been completed for the Arts in Education Program for the term October 1, 2006 through September 30, 2007. The County and School Board approved the grant of \$45,000 from the County with \$45,000 matching funds to be provided by the School Board for a program total of \$90,000.

For Fiscal Year 2005-2006 the County agreed to reimburse the School District for a minimum of four Arts in Education programs with each innovation zone or school project to impact a minimum of 100 students and/or teachers. All School District schools and innovation zones were eligible to apply for project funds and request up to \$20,000 for their arts projects. Project applications were to be reviewed and allocated by a panel of School District and Cultural Division staff.

Projects could include, but were not limited to:

- Artist residencies that promote the development of cognitive, behavioral, or affective learning in any subject through arts integration,
- Workshops for educators to promote cognitive, behavioral, or affective learning in one or more arts disciplines or promote the development of knowledge and skills in the theories and/or methods of art instruction and/or arts integration, and
- Development of resource materials.

Arts in Education project funding was awarded to five schools in three innovation zones. The represented zones included Coral Springs, Dillard and Hollywood Hills. The schools that received grant awards were Bethune Elementary, Dillard High, Park Springs Elementary, Parkway Middle and the Quest Center.

NOTE 2 – BASIS OF PRESENTATION

The accompanying Schedule is presented using the modified accrual basis of accounting. Under the modified accrual basis, revenue is recognized if it is measurable and available for use during the year. Expenditures are recognized in the period the liabilities are incurred, if measurable.

NOTE 3 – SOURCE OF FUNDING

The School Board approved matching funding for the program for the period ended September 30, 2006, from the unappropriated general fund.

NOTE 4 – GRANT FUNDS

The County awarded the Board \$45,000 for work actually performed and completed pursuant to the grant agreement. The Board made disbursements and reimbursable grant expenditures prior to September 30, 2006 in accordance with the grant agreement. A total of \$30,862 was invoiced and was received from the County in February 2007. This amount was 50% of the funds expended for the grant program in compliance with the grant agreement. Funds were expended in accordance with the grant agreement. Our tests disclosed that no interest was earned on funds.

NOTE 5 – MATCHING FUNDS

The matching agreement required the County and the Board to provide 50/50 matching funds up to \$90,000 expended or \$45,000 each. Expenditures totaled \$61,724 resulting in \$30,862 to be provided by the County and \$30,862 by the School District.

NOTE 6 – STATEMENT OF GRANT ASSISTANCE

The Statement of Grant Assistance was compiled from the closing worksheet provided by the School District's Financial Reporting Contracts and Grants Department and from School District accounting records.

SECTION II

Audit of the Arts in Education Program Grant

**ARTS IN EDUCATION PROGRAM GRANT
OBSERVATIONS
October 1, 2005 through September 30, 2006**

1. ENSURE ARTIST CONSULTANTS RECEIVE REQUIRED SECURITY SCREENING

OBSERVATION

We found that artist consultants who were paid from the grant for a one day district-wide professional staff development workshop held by Dillard High School before the start of the 2005-2006 school year had not received Level 1 or Level 2 Security Screening. In addition, we found that three artist consultants paid by the grant at Park Springs Elementary, Parkway Middle and The Quest Center had Level 2 Security Clearance including fingerprinting as Volunteer/Chaperones and not as Vendor/Consultants, which is a different category of screening according to Special Investigative Unit (SIU) Security Clearance Office staff.

In our previous audit we found some artists had not received Level 2 Screening and had not been issued badges by the School District's Security Clearance Office. The Grantee Department Administrator in his award letter to the schools had instructed "1. All artists/consultants working on artist in residency programs must receive Level 2 Security Screening, which requires fingerprinting and the issuance of a security badge by the School District's Security Clearance Office prior to having direct contact with students. Security badges must be worn at all times while on School Board property."

School Board Policy 4002 Hiring Procedures and Security Background/Screening and Photo Identification Badge Requirements states "Contract Awards, Professional Consultants, and Outside Vendors: Personnel not previously mentioned but who perform contracted services, including but not limited to:...in-house field trip providers, professional consultants and outside vendors, salaried or volunteer, shall be subject to the requirements of this policy." Rule 8. states "Security Background Screening: Each applicant recommended for employment or contracted services by the Board, or appropriate other personnel, shall permit the recording of his/her fingerprints....The fingerprints shall be submitted to the Department of Law Enforcement and the Federal Bureau of Investigation for processing. All individuals must complete a security background form....A review of all documentation will be conducted by the security clearance personnel." Rule 12. states "Non-employees, including but not limited to consultants...entering onto School Board property will wear a photo identification badge issued by the School Board of Broward County. Any applicant denied a badge is prohibited from entering onto School Board Property. School Principals must review and approve the access of outside vendors provided by independent school related organizations."

School Board of Broward County New Fingerprinting Procedures published on the School Board's SIU website states "Attention All Vendors, Consultants, Construction Workers, Pre-Professional, Aftercare Workers, and all contracted personnel Beginning March 5, 2007, PrideRock Holding Company will process all fingerprinting services for the above listed individuals in accordance with the Jessica Lunsford Act 1012.465 F.S."

RECOMMENDATION

We recommend the Grantee Department Administrator and the School Principals discuss security clearance with SIU staff and ensure appropriate security clearance procedures are documented for the artist consultants paid by the School District before the consultants provide services at the schools.

ADMINISTRATIVE RESPONSE(S)

Director, Athletics and Student Activities

See Pages 8 to 10 for Management's Response

2. STRENGTHEN COMPLIANCE WITH INTERNAL CONTROL PROCEDURES FOR DISBURSEMENTS

OBSERVATION

During our review of program disbursements, we noted:

- Four artists were paid from \$500 to \$5,000 without consultant agreements.
- Consultant agreements did not always include the daily/hourly rates or number of consulting days/hours.
- Consultants did not always document the dates and hours of service on invoices submitted for payment.
- Four locations incorrectly paid invoices by check requests and not on-line requisitions through the FAST system.
- A camcorder (Object 641 Furniture, Fixtures & Equipment \$1,000 or More), incorrectly purchased for \$3,000 by check request and not on-line requisition, had not been entered on the school's property inventory. This was corrected during the audit.
- Consultant agreements and check requests were not approved by a Deputy/Area/Associate Superintendent.

Consultant agreements were available for one artist who was paid \$7,750 (over \$6,000) and eighteen artists who were paid from \$750 to \$1,500 (over \$500) per day for 1 to 2 days.

The Grantee Department Administrator in his award letter to the schools instructed "3. All artists/consultants must sign a Consultant Agreement form. Consultant Agreement forms must be forwarded to my attention for additional approval. On-line requisitions must be generated by your school in FAST system for all artists being paid by grant funds." The award memo to the schools for the current year, revised during audit, states "The Consultant Agreement form (attachment 2) must include the number of days the artist/consultant will be working on the project, an hourly/daily rate of pay (preferably hourly) and the total dollar amount to be paid..."

The Grant Agreement between Broward County and the School Board of Broward County, Florida ECD24-2006 Section VIII. states "All consultants hired must sign a standard School Board of Broward County, Florida, Consultant Agreement form. However, the parties agree that payments over \$6,000 in total or over \$500 per day from the Education and Community Development ECD24-2006 Grant do not require individual approval from either the School Board of Broward County, Florida, or Broward County Board of County Commissioners."

School Board Policy 3320 Purchasing Policies Section I. states "A Requisition shall be utilized for purchases of goods or services included in a contract awarded or approved for use by the School Board and for any expenditure approved by an Agenda Item."

In accordance with School Board Policy 6302 Use of Consultants the School District provided a Standard Practice Bulletin to assist staff in implementing this policy. Standard Practice Bulletin A-466 Use of Consultants/Clinicians/Tutors Section A. states "Use of Consultants/Clinicians/Tutors:

- This procedure is to be used in conjunction with School Board Policy 6302, 'Use of Consultants'....
- All payments to outside consultants/clinicians must be processed through the District Accounting Department.
- Check requests will not be accepted for the payment of consultants/clinicians.
- A statement of consultants hired, services rendered and a complete list of all costs must be forwarded to the School Board by the Superintendent on a quarterly basis."

Section B.1. states “Consultant Agreement (Exhibit 1) – the form to be completed and approved when hiring a consultant and Board approval is not required due to the amount of the total contract.”

Section D.1. states “When Board Approval is Required: Agreements that exceed \$6,000 must have prior School Board approval, as per Policy 6302, ‘Use of Consultants’. In these cases a Consultant Agreement is not required.”

Section D.2. states “When Board Approval is not Required:

- a. Agreements that are under \$6,000 do not require School Board Approval but do need a Consultant Agreement (Exhibit 1) completed.
- b. Per policy 6302, after the Consultant Agreement is completed, it needs to be approved by the administrator and the appropriate Deputy/Area/Associate Superintendent. If the consultant’s fee exceeds \$500 per day (excluding travel), the Consultant Agreement must also be approved by the Superintendent.”
- c. After all approvals are received, the Consultant Agreement is sent to the school/department where an on-line requisition will be entered into the FAST system. The requisition is to be approved on-line by the appropriate school/department administrator. 1. When creating the requisition, enter the number of days the consultant is being hired to work...so the number of days will print on the purchase order. 2. Ensure that the consultant’s name (vendor) and unit price are entered on the requisition line and that number of consulting days and the Program Title are entered under Requisition Comments.”

Section E. states: “Account Coding of Consultants/Clinicians: 1. If the consultant/clinician is Board approved and the charge exceeds \$6,000, the object code is 312. 2. If the consultant/clinician does not need to be Board approved and the charge is less than or equal to \$6,000, the object code is 316.”

Standard Practice Bulletin P-402 Purchasing Policies Section I. states “All requisitions require the approval of the Principal or county level Department Head (also referred to as Unit Administrator). The use of check requests for objects 641, 643 and 691 require Cabinet level approval.” Section I.G. states “2. Emergency purchases in objects 641, 643 and 691 – Purchases made to these objects must only be made via a requisition...”

RECOMMENDATION

We recommend the Grantee Department Administrator review School Board Policies 3320 and 6302, and Standard Practice Bulletins A-466 and P-402 with the School Principals and ensure:

1. All consultants hired have accurately completed Consultant Agreements or School Board approval and are appropriately approved according to the School Board grant agreement, policies and procedures.
2. Disbursements for artists’ services and other purchases, including equipment costing \$1,000 or more, are properly documented and submitted through Accounting.

ADMINISTRATIVE RESPONSE(S)

Director, Athletics and Student Activities

See Page 8 and 10 for Management’s Response

SECTION III

Administrative Responses

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE DEPUTY SUPERINTENDENT**

CURRICULUM & INSTRUCTION/STUDENT SUPPORT

May 14, 2007

TO: Patrick Reilly, Chief Auditor
Office of the Chief Auditor

FROM: Earlean C. Smiley, Ed.D., Deputy Superintendent
Curriculum & Instruction/Student Support

SUBJECT: **RESPONSE TO AUDIT REPORT ON ARTS IN EDUCATION
PROGRAM**

Please find attached the response to the Audit Report on Arts in Education Program Grant performed by the Management Audits Department. We concur with the audit findings. Please note we have clarified with SIU regarding security level checks for consultants attending the Broward Cultural Teacher Workshop. Since the workshop is held on a planning day, prior to the beginning of the school year and with no students, a Level 2 security clearance is not required.

ECS/DH:sw
Attachment

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ATHLETICS & STUDENT ACTIVITIES
Damian Huttenhoff, Director

Telephone: (754) 321-2550

Facsimile: (754) 321-2552

May 10, 2007

TO: Dr. Earlean C. Smiley, Deputy Superintendent
Curriculum & Instruction/Student Support

FROM: Damian Huttenhoff, Director
Athletics & Student Activities

**SUBJECT: RESPONSE TO AUDIT REPORT ON ARTS IN EDUCATION
PROGRAM**

This is in response to the audit observations for the 2005-06 school year.

Recommendation 1

We recommend the Grantee Department Administrator and the School Principals discuss security clearance with SIU staff and ensure appropriate security clearance procedures are documented for the artist consultants paid by the School District before the consultants provide services at the schools.

Response

We agree that all artistic consultants who work with students at schools shall receive a Level 2 clearance. On March 30, 2006 I sent a directive to each principal and school grant point person who received a grant guidelines that must be followed (see attachment 1). The first guideline stated,

“All artists/consultants working on artist in residency programs must receive Level 2 Security Screening, which requires fingerprinting and the issuance of a security badge by the School District’s Security Clearance Office prior to having direct contact with students. Security badges must be worn at all times while on School Board property.”

In your observations you stated that a few schools utilized fingerprinting procedures for Volunteer/Chaperones instead of Vendor/Consultants. We clarified our guidelines in 2006-07 to make it clear that artists would need the issuance of a security badge through PrideRock Holding Company. The guidelines sent to principals and grant contacts on March 8, 2007 (see attachment 2) states, “All artists/consultants working on artist in residency programs must receive Level 2 security screening, which requires fingerprinting and the issuance of a security badge through PrideRock Holding Company prior to having direct contact with students. Security badges must be worn at all times while on School Board property.”

Through the Arts in Education Grant program, a one-day teacher workshop, in conjunction with the Broward Arts Council, is conducted at Dillard High. This workshop is conducted on a planning day prior to the starting date for students. No students are on campus during the workshop. According to SIU, Level 2 security clearance is not required since students are not on campus. I was put in contact with two individuals from SIU, Delores Brown and Shannon Dunbar. The instructions are to provide the names of the workshop consultants and date of birth to their attention for screening purposes.

Recommendation 2

We recommend the Grantee Department Administrator review School Board Policies 3320 and 6302, and Standard Practice Bulletins A-466 and P-402 with the School Principals and ensure:

1. All consultants hired have accurately completed Consultant Agreements or School Board approval and are appropriately approved according to the School Board grant agreement, policies and procedures.
2. Disbursements for artists' services and other purchases, including equipment costing \$1,000 or more, are properly documented and submitted through Accounting.

Response

We agree, the following guidelines were sent out to all grant recipients on May 10, 2007 (see attachment 3).

DH:sw
Attachments

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ATHLETICS AND STUDENT ACTIVITIES
Damian Huttenhoff, Director**

Telephone: (754) 321-2550

Facsimile: (754) 321-2552

March 30, 2006

TO: Mary Lou Ridge, Principal, Bethune Elementary School of the Arts
Joy Carter, Project Coordinator, Bethune Elementary School of the Arts

FROM: Damian Huttenhoff, Director
Athletics and Student Activities

SUBJECT: ZONE RESIDENCY GRANT

Congratulations! Your school has received funding in the amount of \$10,000 for the Innovation Zone Artist in Residency Grant, "*We Are One – Africa Inside and Out.*"

You are authorized to move forward to implement your grant. The following guidelines must be followed:

1. All artists/consultants working on artist in residency programs must receive Level 2 Security Screening, which requires fingerprinting and the issuance of a security badge by the School District's Security Clearance Office prior to having direct contact with students. Security badges must be worn at all times while on School Board property.
2. All grant activities and expenditures must conclude by September 30, 2006.
3. All artists/consultants must sign a Consultant Agreement form. Consultant Agreement forms must be forwarded to my attention for additional approval. On-line requisitions must be generated by your school in the FAST system for all artists being paid by grant funds. All invoices for payment must be signed by the principal and then forwarded to my office for final approval. Payment cannot be processed until the services have been rendered. The invoices must be original (note: not faxed) and include the following information: date(s) and time(s) services rendered, description of services provided and reimbursement amount.
4. School Board employees working with grant activities cannot be paid as a consultant. Employees must be paid through the school system's SAPGUI Payroll system by creating an additional position for each employee. A Position Request form must be completed, signed by the principal and then forwarded to my office for additional approval. My office will fax the form to Personnel Records for completion. Each employee must keep a log with their name, hourly rate of pay,

times of start and end of hours worked, dates that they worked on the grant project and description of grant activities performed. This information must be turned in to the payroll processor at your school to receive payment for hours worked. In addition, a copy of the log (see Attachment 1) must be submitted to my office for auditing purposes.

5. As a condition of this grant, you are required to produce a replicable teaching unit at the conclusion of the grant period. This unit should be submitted as a "PDF" file ready to be published on the "world wide web." Any illustrations or artwork should be scanned and included in the file. All references to art works and other sources should be properly notated in a bibliography. Music and video files may be submitted separately and should be referenced in the PDF file. Units should include all of the standard requirements for an acceptable lesson plan including educational goals, methods and assessment protocols. The goal of this requirement is to provide a teacher with no knowledge of your project with enough information and resources to replicate it.
6. Provide me a copy of your final project timeline (dates/times/etc.), including dates of artist school visits, parent workshops, planning activities and schedule of events including the grant's culminating event through the CAB e-mail. In turn, I will submit this information to Terrie Ford, Arts Education Specialist, Broward Cultural Division.
7. A complete log of all program activities (i.e. planning meetings, dates of performances, residency visits, etc.) must be maintained by the participating school. The School Board's Management/Facility Audits Department will conduct a financial audit of all paperwork at the conclusion of the grant period.
8. Exhibit "B," Project Evaluation Report, with all required information, must be completed and submitted to my office within ten (10) working days after completion of the project. A copy of the Exhibit "B," Project Evaluation Report is attached (see Attachment 2).
9. Finally, please extend the following credits when marketing grant activities to your school community. The residency grant is a funded partnership between the School Board of Broward County and the Broward Cultural Division.

Should you have any questions, please feel free to contact my office at (754) 321-2550.

DH:sw

Attachments

cc: Dr. Earlean C. Smiley, Deputy Superintendent, Curriculum & Instruction/Student Support
Area Superintendent
Area Directors
Frank Mandley, Director, Grants Administration/Government Programs
Terrie Ford, Broward Cultural Division

GRANT NAME _____
TEACHER'S NAME John Doe
SCHOOL NAME _____
HOURLY RATE OF PAY 20.00

Date	Start Time	End Time	Description of Grant Activities	# Of Hours
1/1/06	9 am	11:30 am	Planning and development mtg. between teachers and artist	2.50

SAMPLE

Attachment 1

GRANT NAME _____

TEACHER'S NAME _____

SCHOOL NAME _____

HOURLY RATE OF PAY _____

Date	Start Time	End Time	Description of Grant Activities	# Of Hours

**EXHIBIT B
BROWARD CULTURAL COUNCIL
EDUCATION AND COMMUNITY DEVELOPMENT
PROJECT EVALUATION REPORT**

This grant project evaluation report must be filed with the Cultural Division with the final invoice and no later than 30 days after the completion of the project.

Organization:	
Mailing Address:	
Project Director:	Telephone: _____ Ext. _____
Title:	Fax: _____
Project Title:	BCC Grant #: ECD _____
Date project began:	Total Cost of Project: \$ _____
Date project ended:	Amount of Grant Award: \$ _____

APPLICANT'S CATEGORY (CHECK ONE)

- Public entity
- Cultural nonprofit organization
- Individual

1. Briefly describe your project - What did you do? When did you do it? Where did you do it?

2. Staff/Outside Professionals engaged in the project

Number	Artists	Program / Professionals	Administrative	Other Staff	Board	Totals
Full-time						
Part-time						
Volunteers						
Totals						

3. Clients served by the project

Age	Male	Female	African American	Asian / Pacific Islander	Caucasian	Hispanic	Native American	Disabled
Under 6								
6 - 10								
11 - 16								
17 - 55								
Over 55								
Totals								

4. What was the average number of hours that any one participant received instruction in one discipline or worked toward a culminating activity?

5. Did you screen participants for participation in this project? yes no
 If yes, on what basis did you deny participation?

6. Briefly describe your marketing strategy:

7. In your application, you were required to provide three model lesson plans. Please identify three educational goals from those plans that the project addressed:

8. For each of the goals identified in # 7 above, please provide the data that demonstrates the extent to which the goals were met.

9. Optional: Please identify any social, economic, political, or advocacy goals. Did the project have an impact on the community?

10. Did the project start on the date projected in the proposal? yes no
If the answer is no, why was there a delay?

11. Did you have to change any aspect of the project as originally designed? yes no
If yes, briefly explain. (Please attach a copy of all grant change requests.)

12. Artist/Teacher salaries: For each artist and/or teacher you employed for this project, please

provide the hourly salary actually paid. (You may attach a separate page, if necessary.)

Artist	Hourly Salary

13. How did you involve family members or members of the community in the program? Was it difficult to obtain this engagement?

14. Do you plan to repeat this project or continue it in some modified version? yes no
If yes, when? If no, why not?

15. What follow-up and continuum of service do you plan for your project's participants?

16. Required Attachments

_____ Enclose EITHER two (2) quality black and white OR two (2) color first generation (an original, not a copy) photographs. Electronic/digitized images that clearly document the organization's or individual artist's grant activity are preferred.

_____ Copies of programs and other promotional materials showing the Broward County funding statement and logo.

CERTIFICATION: It is certified that the information provided is true and correct, and grant expenditures were incurred solely for the purpose of the approved grant activity.

Signature - Chief Executive Officer	Signature - Project Director
Typed name of CEO:	Typed name of Project Director:
Date:	Date:

EXHIBIT B
BROWARD CULTURAL COUNCIL
EDUCATION AND COMMUNITY DEVELOPMENT
PROJECT EVALUATION REPORT

These two pages must be copied and distributed to each member of the project team (artists, teachers, collaborators, administrators, project director, etc.)

1. Name of person completing this page:
2. Name of City, Organization, or Individual receiving the grant:
3. What were your responsibilities?
4. What were the project's strengths?
5. What were the project's weaknesses?
6. Please describe the meetings that occurred to plan, implement, and evaluate the project. Who attended them? Were they productive? Why or why not?
7. What changes would you recommend if this project were to happen again?

8. Please describe the contributions made by each member of the project team? Did each member contribute as expected? Please elaborate.

9. What was the role of the Cultural Division's staff in the project? What did they do to help or hinder the project? What would you have liked to have seen them do?

10. Please provide any additional comments that you wish to make.

Please return completed reports to:
Terresa Ford
Cultural Division
100 S Andrews Avenue
Fort Lauderdale, FL 33301

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ATHLETICS AND STUDENT ACTIVITIES
Damian Huttenhoff, Director**

Telephone: (754) 321-2550

Facsimile: (754) 321-2552

March 8, 2007

TO: Kevin Sawyer, Principal, Boyd Anderson High
Mitzi Plunkett, Project Coordinator, Boyd Anderson High

FROM: Damian Huttenhoff, Director
Athletics and Student Activities

SUBJECT: ZONE RESIDENCY GRANT

Congratulations! Your school has received funding in the amount of \$10,000 for the Innovation Zone Artist in Residency Grant, "Engaging Students in Literacy Through Art and Technology."

You are authorized to move forward to implement your grant. The following guidelines must be followed:

1. All artists/consultants working on artist in residency programs must receive Level 2 security screening, which requires fingerprinting and the issuance of a security badge through PrideRock Holding Company prior to having direct contact with students. Security badges must be worn at all times while on School Board property.
2. All grant activities and expenditures must conclude by September 30, 2007.
3. All artists/consultants must sign a Consultant Agreement form. Consultant Agreement forms must be forwarded to my attention for additional approval. On-line requisitions must be generated by your school in the FAST system for all artists being paid by grant funds. All invoices for payment must be signed by the principal and then forwarded to my office for final approval. Payment cannot be processed until the services have been rendered. The invoices must be original (note: not faxed) and include the following information: date(s) and time(s) services rendered, description of services provided and reimbursement amount.
4. School Board employees working with grant activities cannot be paid as a consultant. Employees must be paid through the school system's SAPGUI Payroll system by creating an additional position for each employee. A Position Request form must be completed, signed by the principal and then forwarded to my office for additional approval. My office will forward the form to Grants Administration for completion. Each employee must keep a log with their name, hourly rate of

pay, start and ending times of hours worked, dates that they worked on the grant project and description of grant activities performed. This information must be turned in to the payroll processor at your school to receive payment for hours worked. In addition, a copy of the log (see Attachment 1) must be submitted to my office for auditing purposes.

5. As a condition of this grant, you are required to produce a replicable teaching unit at the conclusion of the grant period. This unit should be submitted as a "PDF" file ready to be published on the "world wide web." Any illustrations or artwork should be scanned and included in the file. All references to art works and other sources should be properly notated in a bibliography. Music and video files may be submitted separately and should be referenced in the PDF file. Units should include all of the standard requirements for an acceptable lesson plan including educational goals, methods and assessment protocols. The goal of this requirement is to provide a teacher with no knowledge of your project with enough information and resources to replicate it.
6. Provide me a copy of your final project timeline (dates/times/etc.), including dates of artist school visits, parent workshops, planning activities and schedule of events including the grant's culminating event through the CAB e-mail. In turn, I will submit this information to Terrie Ford, Arts Education Specialist, Broward Cultural Division.
7. A complete log of all program activities (i.e. planning meetings, dates of performances, residency visits, etc.) must be maintained by the participating school. The School Board's Management/Facility Audits Department will conduct a financial audit of all paperwork at the conclusion of the grant period.
8. Exhibit "B," Project Evaluation Report, with all required information, must be completed and submitted to my office within ten (10) working days after completion of the project. A copy of the Exhibit "B," Project Evaluation Report is attached (see Attachment 2).
9. Finally, please extend the following credits when marketing grant activities to your school community. The residency grant is a funded partnership between the School Board of Broward County and the Broward Cultural Division.

Should you have any questions, please feel free to contact my office at (754) 321-2550.

DH:sw

Attachments

cc: Dr. Earlean C. Smiley, Deputy Superintendent, Curriculum & Instruction/Student Support
Dr. Harry LaCava, North Central Area Superintendent
North Central Area Directors
Frank Mandley, Director, Grants Administration and Government Programs
Terrie Ford, Broward Cultural Division



School Board of Broward County



New Fingerprinting Procedures

ATTENTION

All Vendors, Consultants, Contractors, Construction Workers, Pre-Professional, Aftercare Workers, and all contracted personnel

The School Board of Broward County has formed an alliance with PrideRock Holding Company (PRHC) for outsourcing fingerprinting.

Beginning March 5, 2007, PrideRock Holding Company will process all fingerprinting services for the above listed individuals in accordance to the Jessica Lunsford Act 1012.465 F.S. You **MUST** register for fingerprinting services online at <http://broward.sofn.net>. You **MUST** have an email address or the email address of the human resource contact person at your company in order to complete the registration process.

The new fingerprinting fee will be \$80.00 payable in the form of credit card, paypal, or electronic check through the online system. You may also pay in person by check or money order at designated locations. If you would like to setup direct billing, you must contact PrideRock Holding Company at (770) 736-7112. All fingerprints are electronically transmitted to the Florida Department of Law Enforcement and the Federal Bureau of Investigation.

PLEASE NOTE: If paying by personal check or company check, your fingerprints WILL NOT be submitted to FDLE/FBI until your check clears with the bank. This will result in a delay of completing your background check. As a reminder, please allow 7-10 business days for your check to clear.

Once your registration is complete, you will be prompted to print out a receipt form with a bar code that you **MUST** take to the fingerprinting center along with the government identification you registered with. PrideRock Holding Company has fingerprinting locations in Broward County and several other Florida locations. This form will be your proof of payment and registration.

Badge Pick-Up Site

Lockhart Stadium (Will-Call)
5301 NW 12 Avenue
Ft. Lauderdale, Florida 33309
(South Side of Stadium)

Tuesday & Wednesday
8:00a.m. – 12:00 noon

Thursday
8:00a.m. – 4:00p.m.

Please remember to bring (2) forms of valid identification, one must be a State issued ID with a photo when picking up your badge.

For more information, contact Security Clearance Department at 754-321-1213 or log on to www.browardschools.com

Attachment 1

GRANT NAME _____

TEACHER'S NAME _____

SCHOOL NAME _____

HOURLY RATE OF PAY _____

Date	Start Time	End Time	Description of Grant Activities	# Of Hours

**EXHIBIT B
BROWARD CULTURAL COUNCIL
EDUCATION AND COMMUNITY DEVELOPMENT
PROJECT EVALUATION REPORT**

grant project evaluation report must be filed with the Cultural Division with the final invoice and no later than 30 days the completion of the project.

Organization:	
Mailing Address:	
Name of person completing this form:	
Project Director: Title:	Telephone: _____ Ext. _____ Fax: _____
Project Title:	BCC Grant #: ECD _____
Date project began: Date project ended:	Total Cost of Project: \$ _____ Amount of Grant Award: \$ _____

APPLICANT'S CATEGORY (CHECK ONE)

- Public entity
- Cultural nonprofit organization
- Individual

1. Briefly describe your project - What did you do? When did you do it? Where did you do it?

2. Staff/Outside Professionals engaged in the project

Number	Artists	Program / Professionals	Administrative	Other Staff	Board	Totals
Full-time						
Part-time						
Volunteers						
Totals						

3. Clients served by the project

Age	Male	Female	African American	Asian / Pacific Islander	Caucasian	Hispanic	Native American	Disabled
Under 6								
6 - 10								
11 - 16								
17 - 55								
Over 55								
Totals								

4. Briefly describe your marketing strategy and how you recruited participants:

5. Briefly describe your participant retention efforts. How many participants signed up and how many completed the program? What was the average attendance throughout the project?

Florida Sunshine State Learning Standards Checklist FOR _____ (MUSIC, DANCE, DRAMA, VISUAL ARTS, LANGUAGE ARTS, MATH, SCIENCE OR SOCIAL STUDIES)
<http://www.firn.edu/doe/curric/prek12/frame2.htm>

	DISCIPLINE	CATEGORY/GOAL	STANDARD	ACTIVITIES/OUTCOMES
EX	Visual Art	Skills & Techniques	VA.A.1.1	17 Students attended 75 % of the classes; 12 learned acrylic painting techniques and 9 created 3 acrylic paintings.
EX	Dance	Cultural & Historical Connections	DA.C.1.3	22 Students attended 59% of the classes; 18 learned and performed 5 traditional Native American dances.
1.				
2.				
3.				
4.				
5.				

Optional: Please identify any social, economic, political, or advocacy goals. Did the project have an impact on the community?

- 3. Explain any delays the project had in starting.
- 9. How did you involve family members or members of the community in the program and strategies?
- 10. What suggestions do you have to improve the program?

18. Required Attachments

Enclose EITHER two (2) quality black and white OR two (2) color first generation (an original, not a copy) photographs. Electronic/digitized images that clearly document the organization's or individual artist's grant activity are preferred.

Copies of programs and other promotional materials showing the Broward County funding statement and logo.

CERTIFICATION: It is certified that the information provided is true and correct, and grant expenditures were incurred solely for the purpose of the approved grant activity.

Signature - Chief Executive Officer	Signature - Project Director
Typed name of CEO:	Typed name of Project Director:
Date:	Date:

Please return completed reports to: Terrie Ford, Cultural Division, 100 S Andrews Avenue, 6 Fl, Fort Lauderdale, FL 33301

EXHIBIT B
BROWARD CULTURAL COUNCIL
EDUCATION AND COMMUNITY DEVELOPMENT
PROJECT EVALUATION REPORT

Collaborator _____ Organization/Grantee _____

Each page must be copied and distributed to each member of the project team (artists, teachers, laborators, administrators, project director, etc.).

1. What were your responsibilities?
2. What were the project's strengths?
3. What were the project's weaknesses?
4. Please describe the meetings that occurred to plan, implement, and evaluate the project. Who attended them? Were they productive? Why or why not?
5. What changes would you recommend if this project were to happen again?
6. Please describe the contributions made by each member of the project team? Did each member contribute as expected? Please elaborate.
7. What suggestions do you have to improve the program including the role of the Cultural Division's staff in the project?
8. Please provide any additional comments that you wish to make on the back of this form or attach a page.

Contracted Instructor _____ Date _____

Please return completed reports to: Terrie Ford, Cultural Division, 100 S Andrews Avenue, 6 Fl, Fort Lauderdale, FL 33301

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
ATHLETICS & STUDENT ACTIVITIES
Damian Huttenhoff, Director**

Telephone: (754) 321-2550

Facsimile: (754) 321-2552

May 10, 2007

TO: Irene Cejka, Principal, Dolphin Bay Elementary
Rosanna Snyder, Project Coordinator, Dolphin Bay Elementary

FROM: Damian Huttenhoff, Director
Athletics and Student Activities

**SUBJECT: RECENT MANAGEMENT AUDIT ON ARTS IN EDUCATION
GRANTS**

We recently received an audit report on the 2005-06 Arts in Education Program. Please ensure that the following requirements are followed:

1. Ensure artist consultants received required security screening.

Artist consultants must receive Level 2 Security Clearance as Vendor/Consultants including recording of his/her fingerprints and the completion of a security background form. Photo identification badges issued by the School Board of Broward County must be worn at all times while on school property.

At this time, PrideRock Holding Company processes all Vendor/Consultants in accordance with the Jessica Lunsford Act.

Vendor/Consultants are prohibited from being on school property until proper security clearance procedures have been followed and artist consultants have been cleared for services by Security Clearance Office staff.

2. Strengthen Compliance with internal control procedures for disbursements.

Consultants must sign a Consultant Agreement form, which includes the daily/hourly rate of pay, number of days/hours to be worked and the total amount to be paid. Consultant Agreement forms must be signed by the principal and then forwarded to Damian Huttenhoff, Director, Athletics & Student Activities, for additional approval. Once approved, the Consultant Agreement form will be returned to the school so that an on-line requisition can be processed in the FAST system. Consultants must be paid by purchase order. Check requests cannot be utilized to pay a consultant.

Consultants must submit invoices to the school for payment. Invoices must include the dates, beginning and ending hours worked, description of services performed and amount to be paid. Invoices must be signed by the principal and then forwarded to Damian Huttenhoff for additional approval.

Any purchases costing \$1,000 or more must have a purchase order generated. Check Request forms amounting to or exceeding \$1,000 will not be approved and will be returned to the school. Any equipment purchased that costs \$1,000 or more must be recorded on the school's property and inventory report and the Property and Inventory department must be notified of the purchase.

If you have any questions or require any additional information, please contact my office.

DH:sw