



# THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

600 SOUTHEAST THIRD AVENUE • FORT LAUDERDALE, FLORIDA 33301-3125 • TEL 754-321-2600 FAX 754-321-2701

**DR. FRANK TILL**  
*Superintendent of Schools*

## SCHOOL BOARD

*Chair*: STEPHANIE ARMA KRAFT, ESQ.  
*Vice Chair*: BENJAMIN J. WILLIAMS  
CAROLE L. ANDREWS  
ROBIN BARTLEMAN  
DARLENE CARTER  
MAUREEN S. DINNEN  
BEVERLY A. GALLAGHER  
ROBERT D. PARKS, Ed.D.  
MARTY RUBINSTEIN

February 24, 2005

TO: School Board Members

FROM: Patrick Reilly, Chief Auditor *PR*  
Office of the Chief Auditor

VIA: Frank Till *[Signature]*  
Superintendent of Schools

**SUBJECT: Review of Miramar High School 24 Classroom Addition  
Regular School Board Meeting March 1, 2005  
Agenda Item-D8**

At the request of Michael Garretson, Deputy Superintendent of Facilities and Construction Management Division, revised management responses to recommendations 4 and 5 are being included in the audit report.

If you have any questions, please call me at 754-321-2400.

FT/PR:mfg  
Attachment  
2004-05/#1482

cc: Michael Garretson, Deputy Superintendent

*The School Board Of Broward County, Florida*  
**Facilities & Construction Management**  
**Michael C. Garretson**  
**Deputy Superintendent**

February 23, 2005

TO: Patrick Reilly  
Executive Director

FROM: Michael C. Garretson SIGNATURE ON FILE  
Deputy Superintendent

SUBJECT: REVISED DRAFT AUDIT OF THE MIRAMAR HIGH SCHOOL 24  
CLASSROOM ADDITION

Listed below are the revised responses to observations #4 and 5.

4. **Improve policies and procedures to ensure that all project documents are included in each master project file**

**Revised Administrative Response:**

On 2/9/05 and 2/11/05, Facilities staff met with representatives of the Zyscovich architectural firm to discuss reimbursement to the district. We are considering an approach where the American Institute of Architects would help to determine the actual value of the uncompleted work.

5. **Improve policies and procedures to ensure that all project documents are included in each master project file**

**Revised Administrative Response:**

Facilities immediately implemented the above procedure. On 2/15/05, all project managers will be trained in the new procedure.

MCG/sat