ANTELOPE

UNION HIGH SCHOOL DISTRICT #50
"HOME OF THE RAMS"
9168 S. AVENUE 36E, WELLTON, AZ 85356

June 7, 2011

Debbie Davenport, Auditor General
State of Arizona
Office of the Auditor General
2910 N. 44th Street, Suite 410
Phoenix, AZ 85018

RE: Response to Antelope Union High School District #50 2009 Performance Audit

Dear Ms. Davenport:

Please accept this as our written response to the Performance Audit conducted by the Auditor General for fiscal year 2009 of the Antelope Union High School District #50. We would like to thank Ann Orrico and her team for the professional manner in which the audit was conducted.

The Governing Board, as well as the District, was very pleased with the District Overview in how we were compared favorably to our peer districts in both student achievement and operational efficiencies.

We found that the audit was very beneficial to our school district. Your recommendations are not viewed as criticism but as a tool to assist the District to perform in a more efficient manner. We welcome your performance improving recommendations as we strive to be more accountable to our students, parents and community.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Robert Klee
Superintendent

RK:mhm

ROBERT KLEE, SUPERINTENDENT
DISTRICT (928) 785-4041

RAM PRIDE
HIGH EXPECTATIONS + HARD WORK + PERSEVERENCE

Finding 2 – IT Controls

Recommendations

1. **The District should implement stronger password controls, requiring its employees to create more secure passwords and to periodically change those passwords.**

   The District agrees with this recommendation. The District will implement this recommendation for all District users to follow. The District's IT vendor will set up a domain policy that will require all users to reset their password every 120 days with a lockout policy of three (3) failed attempts at which time the users will have to contact the District's IT coordinator. The District will implement policies and procedures to increase password complexity and periodic changing of passwords.

2. **The District should establish written policies and procedures for reviewing and monitoring user activity to determine whether any unauthorized activity or changes to critical applications or systems has occurred.**

   The District agrees with this recommendation. The following policy will be added to the District's technology agreement; "An employee that uses any resource provided by Antelope Union High School District #50 will be subject to information system activity review". The District will implement procedures to regularly review records of information system activity such as audit logs, access reports and security incident tracking reports.

3. **The District should create a formal process for disabling unused network connection outlets on district walls.**

   The District agrees with this recommendation. The District servers have been upgraded to Windows 2008 server software and programmed to require a username and password to access network and internet connections.

4. **The District should work with its IT vendor to establish written policies and procedures to address adding and deleting access**

to systems, including procedures to remove accounts when an employee leaves district employment.

The District agrees with this recommendation. The District has implemented policies and procedures with the IT vendor whereas the Superintendent will approve request to add or delete users through a flow chart put into place. The District's IT coordinator will have the responsibility to make sure that the requests have been met with the District's IT vendor. All requests will be done via email.

5. **The District should establish written agreements with its IT service providers that outline each party's responsibilities for its network, student information system, and accounting system.**

The District agrees with this recommendation. The District is in the process of working with the IT vendor to establish written agreements to outline the responsibilities in the three areas as recommended by the AG's office.

6. **The District should create a formal disaster recovery plan and test it periodically to identify and remedy deficiencies. Additionally, backup tapes should be stored in a secure offsite location.**

The District agrees with this recommendation. The District will implement this recommendation in fiscal year 2011-2012. The student information system, accounting system, credit recovery and benchmark testing data will be stored off campus at two different locations. The web based programs used for these purposes will make this possible. Each vendor has guaranteed the storage and security of the data that the District will be using. District and staff data will be backed up locally and moved off campus to another location every Friday of each week.

Other Findings – Transportation

Recommendation

1. **The District should ensure that it conducts all required random drug and alcohol testing as specified in the Minimum Standards.**

The District agrees with this recommendation. The District conducts drug and alcohol testing annually for all drivers and will also conduct the random drug and alcohol testing on two drivers each quarter to commence in fiscal year 2011-2012.