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PALO VERDE
Unified School District

"Improving Learning . . . Together"

295 North First Street, Blythe, California 92225
Telephone (760) 922-4164
Fax (760) 922-5942

Board of Education

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Jock Fischer, Ed.D.
Superintendent

May 7, 1999

H. L. Wright, Foreperson
1998-99 Riverside County Grand Jury
Office of the Grand Jury
P. O. Box 829
Riverside, CA 92502

Dear Mr. Wright:

This letter serves as an official response to your letter dated March 11, 1999, regarding the Grand Jury findings and recommendations for the Palo Verde Unified School District. Your letter was entered into the official minutes of the Board of Trustees at the meeting of March 11, 1999. At that time the Board of Trustees directed the Superintendent to develop and implement a plan of action for our review. When the plan is completed, our official actions will be communicated to you. We expect this plan to be fully implemented no later than June 30, 1999.

To date, the Superintendent has instituted the following measures:

- The Superintendent continues to sign off on all personnel hire and transfer forms, a practice he began when he arrived in the district in July 1998.
- All staff members have been informed of the findings and recommendations of the Grand Jury and the steps to be followed to improve our system of checks and balances. (Memo attached as Exhibit A)
- The Superintendent is reviewing all purchase orders in amounts smaller than \$500 dollars for compliance and appropriateness after sign-off by the Assistant Superintendent, Education (for school and district instructional and staff development matters), by the Assistant Superintendent, Personnel (for personnel items) and by the Assistant Superintendent, Business (for all items related to the departments under his supervision)
- The Superintendent is reviewing and countersigning all purchase orders in excess of \$500 dollars after signature by the appropriate Assistant Superintendent.

- The Superintendent is preparing policy regarding the use of district credit cards. The policy will have two parts. It is our intent to maintain gasoline credit cards for those employees who drive district vehicles over long distances and who need to refuel the district vehicle. This first portion of the policy will reflect our existing practice. The bank credit cards will be the focus of the second part of the policy. The existing cards will be pulled until the policy is reviewed and approved.
- A team chaired by the Assistant Superintendent, Business, will upgrade the existing inventory system. Special attention will be paid to developing a system for the checkout and use of small hand tools by employees. The inventory system will become the topic of a district policy. A separate policy will be developed regarding the use of district equipment by employees.

On behalf of the Board of Trustees, I want to thank you and the other members of the Grand Jury for working with us to resolve the issues that were presented to you. The Board of Trustees feels that our Superintendent's commitment to addressing the issues went a long way to complete your investigation in a positive way for all concerned. Please be assured that we will strive to maintain our commitment to fully address and resolve your findings.

Sincerely,



Richard Babb, President
Board of Trustees

cc: Trustees
Superintendent Fischer