

**FRISCO ISD
RECOMMENDATION TRACKING
FISCAL YEAR 2021**

AUDIT NUMBER	AUDIT	AUDIT REPORT DATE	RECOMMENDATION(S)	ESTIMATED IMPLEMENTATION	STATUS	PERSON(S) RESPONSIBLE
21-01	ETHICS PROGRAM	9/25/20	No Recommendations	N/A	N/A	Dr. Pam Linton, Chief Human Resources Officer Erin Miller, Chief Student Services Officer
21-02	FINE ARTS	2/4/21	<ol style="list-style-type: none"> 1. Ensure the Fine Arts Handbook is more comprehensive. 2. Ensure access to Charms is removed when users leave the District. 3. Document annual inventory counts of District owned band and orchestra instruments. 4. Improve compliance with FISD Theatre Arts Safety Manual. 5. Improve compliance with FISD Fine Arts Handbook for private instructor background clearance. 6. Ensure instrument rental agreements are obtained and maintenance fees assessed. 7. Ensure Marching Band UIL medical histories, pre-participation physicals, and rule of 8 acknowledgements are obtained for all students participating in Marching Band. Also, ensure 	N/A		Pete Hazzard, Managing Director of Fine Arts

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			medical release forms are obtained for Marching Band participants.			
			8. Ensure that Theatre Arts Cat-walk/Height & Scene Shop Waivers are consistently obtained from students and parents.	N/A		
21-03	SPECIAL EDUCATION	5/20/21	1. The Special Education Handbook should be acknowledged annually by special education staff.	N/A		Garrett Jackson, Executive Director of Special Education
			2. Establish Frontline documentation procedures for Full Individual Initial Evaluations (FIIEs), Full Individual Evaluations (FIEs), Admission, Review and Dismissal Committees (ARDs), and Individualized Education Programs (IEPs).	N/A		
			3. Ensure Special Education is consistently notified by campuses when SPED students accumulate numerous days in In School Suspension.	N/A		
			4. Ensure restraint incidents are documented only in Frontline by the person conducting the restraint and require upload of signed written documentation to the parent.	N/A		
			5. Retain training documentation to	September 2022	N/A	

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			evidence compliance for TBSI.			
			6. Ensure accuracy of the data regarding the use of SPED restraints in eSchool for annual electronic reporting through PEIMS. In addition, develop an interface between Frontline and eSchool for data integrity.	N/A		
			7. Ensure access to Special Education student records is consistently safeguarded.	N/A		
21-04	HUMAN RESOURCES	6/1/21	1. Improve logical access controls to Human Resources information in E-Finance.	N/A		Dr. Pam Linton, Chief Human Resources Officer
			2. Improve physical access controls to Human Resources information.	N/A		
			3. Ensure required Employment notices are current and posted at all work sites in the District.	N/A		
			4. Develop and conduct an employee satisfaction survey.	N/A		
21-05	FEDERAL PROGRAMS	9/17/21	1. Ensure the District Improvement Plan complies with the Required Stakeholder, Required Provisions, and Required Assurances as listed in the Texas Education Agency's Title I, Part A Program Guide.	N/A		Manuel Gonzales, Assistant Director of Federal Programs
			2. Improve compliance related to LEA Discretion for "skipped campuses" at stated in the Texas Education Agency's Title I, Part A Program Guide.	N/A		

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			3. Ensure Campus Parent and Family Engagement Policies comply with the requirements in the Texas Education Agency's Title I, Part A Program Guide.	N/A		
			4. Ensure the District Family and Engagement Policy is included in the District Improvement Plan as required by the Program Guide for Title I, Part A.	N/A		
			5. Ensure the School-Parent Compacts include the required elements in the Program Guide for Title I, Part A.	N/A		
			6. Ensure Title I Part, A campuses include the Comprehensive Needs Assessment in the Campus Improvement Plan as required by the Program Guide for Title I, Part A.	N/A		
21-06	FLEET	9/3/21	1. Develop a Fleet process and procedures manual that is acknowledged annually by employees.	August 2022	N/A	Mark Mushaney, Fleet Supervisor
			2. Ensure employees driving department Fleet vehicles have a Texas Department of Public Safety (DPS) motor vehicle check completed annually.	August 2022	N/A	
			3. Ensure that the Fleet Manager is involved in the procurement process for vehicles purchased by departments.	TBA – Pending process developed by Purchasing	N/A	

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			4. Ensure all District Fleet Vehicles are covered by comprehensive auto insurance.	N/A		
			5. Improve physical access controls to maintenance shops.	August 2022	N/A	
			6. Replace the current maintenance system with a more comprehensive system that includes enhanced capabilities.	August 2022	N/A	
			7. Enhance safety features of maintenance shops.	N/A		
			8. Improve controls over master fueling keys and Megatronix.	August 2022	N/A	
21-CAF	CAMPUS ACTIVITY FUNDS	1/29/21	1. Improve Campus Activity Fund practices.	Next Campus Visit	N/A	Various Campus Secretaries. Finance Secretaries, and Principals

Status Reference:

Implemented

Outstanding

Partially Implemented - Management Assumes Residual Risk

Not Implemented

N/A – Follow-up audit not yet started, or recommendation has been implemented.