

**FRISCO ISD  
RECOMMENDATION TRACKING  
FISCAL YEAR 2023**

AUDIT NUMBER	AUDIT	AUDIT REPORT DATE	RECOMMENDATION(S)	ESTIMATED IMPLEMENTATION	STATUS	PERSON(S) RESPONSIBLE
23-01	BACKGROUND CHECKS AND FINGERPRINTING	2/10/23	1. Improve the process to ensure employees are fingerprinted and subscribed to the DPS database.	N/A		Dr. Pam Linton, Chief Human Resources Officer
			2. Improve the process to ensure substitute teachers (contracted from ESS) are subscribed to the DPS database.	N/A		
			3. Improve the process to ensure former employees are removed from DPS subscriptions in a timely manner.	N/A		
			4. Ensure that all current employees are subscribed to the FBI Civil Rap Back program.	October 2024	H/R is progressing towards completion.	
23-02	CUSTODIAL SERVICES	12/12/22	1. Develop a Custodial Services process and procedures manual that is acknowledged annually by employees.	August 2024	Procedures manual is complete; however, acknowledgement will be done at the start of the school year for 24/25.	Tommy Hill, Director of Custodial Services
			2. Ensure required compliance trainings are completed by all Custodial employees. Additionally, ensure that compliance trainings assigned to Custodial employees are required and relevant to their positions.	N/A		

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			3. Ensure employees driving Custodial vehicles have a Texas Department of Public Safety (DPS) motor vehicle records check completed annually.	N/A		
			4. Ensure cleaning inspections are performed routinely and documented.	N/A		
			5. Establish a feedback mechanism to enhance continuous quality control and improvement.	August 2024	Feedback survey is being developed.	
			6. Ensure a two-color system of segregating cleaning towels for heavily soiled areas from light cleaning towels is utilized.	N/A		
			7. Ensure signage directing staff and students to contact custodial services when restrooms need attention is consistently displayed.	N/A		
			8. Ensure Custodial overtime consistently has management and employee authorization.	N/A		
23-03	STUDENT PARKING	2/24/23	1. Develop documented and comprehensive Student Parking process and procedures.	N/A		Philip Evans, Managing Director of Secondary Schools
			2. Ensure that all high schools have consistent student parking information on the campus website.	N/A		Mark Mimms, Managing Director of Secondary Schools
			3. Ensure required permit registration documentation is maintained by campuses. Also, evaluate utilizing a	N/A		Ashley Rainwater,

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			Google Form with upload capability for digital storage.			Managing Director of Secondary Schools
			4. Ensure violations in the Regulations and Fees section of the Frisco ISD High School Parking Permit registration form are consistently applied. In addition, evaluate implementing booting for all campuses which reduces incidences of parking without a permit.	N/A		
			5. Ensure that permits are sequentially numbered and sold in numerical order for proper internal control.	N/A		
			6. Ensure physical access to unissued parking permits is restricted.	N/A		
			7. Ensure time allocated to parking lot patrol is adequate and consistent at campuses.	N/A		
			8. Ensure employees who collect cash and checks for parking permits have completed cash handling training as required by the Business Services Training Guide.	N/A		
23-04	ASSESSMENT AND ACCOUNTABILITY	5/1/23	1. Enhance compliance with AIB (LEGAL) – Other Annual Report Information.	N/A		Dr. Gary Nye, Managing Director of Assessment and Accountability
			2. Ensure employees who have access to the secure testing storage room have completed training prior to being listed as certified on the	N/A		

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			Secure Testing Materials Certification.			
			3. Enhance compliance with AIB (LEGAL) Campus Performance Report by developing a process to confirm that School Report Cards have been disseminated as required.	N/A		
23-05	SECTION 504	4/11/23	1. Ensure that Campus Instructional Support Facilitators (CISF) upload required 504 documentation to Frontline in a timely manner.	N/A		Jason Ellis, Assistant Director of Student Services
			2. Ensure that 504 Reevaluation timelines are in compliance with FB (LOCAL) - Review and Reevaluation Procedure.	N/A		Michelle Berry, 504 Coordinator
23-06	INSTRUCTIONAL MATERIALS	8/11/23	1. Ensure access to EMAT is periodically reviewed.	N/A		Amanda Campbell, Director of School Services
			2. Ensure access to TipWeb is periodically reviewed.	N/A		
			3. Ensure documentation of EMAT training is maintained in compliance with CMD (LEGAL) – Employee Training.	N/A		
			4. Improve compliance of CMD (LEGAL) – Responsibility for Instructional Materials and Equipment by ensuring processes are consistent between HS campuses relating to instructional materials not	N/A		

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			returned.			
			5. Ensure compliance with CMD (LEGAL) – Annual Inventory.	N/A		
23-07	BENEFITS AND COMPENSATION	9/22/23	1. Ensure documentation for stipends is consistently stored in Laser Fiche.	N/A		Dr. Pam Linton, Chief Human Resources Officer
			2. Ensure documentation is consistently stored in Laser Fiche for qualifying event changes to benefits.	N/A		
			3. Improve compliance with DECA (LEGAL) – Leaves and Absences: Family and Medical Leave.	N/A		
23-CAF	CAMPUS ACTIVITY FUNDS	11/1/22	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.