FRISCO ISD
RECOMMENDATION TRACKING
FISCAL YEAR 2019

AUDIT NUMBER	AUDIT	AUDIT REPORT DATE	RECOMMENDATION(S)	ESTIMATED IMPLEMENTATION	STATUS	PERSON(S) RESPONSIBLE
19-01	BUSINESS CONTINUITY AND DISASTER RECOVERY	11/5/18	1. Develop a comprehensive Business Continuity Plan.	N/A		Cheryl McDonald, Chief Technology Officer
			2. Ensure that the Disaster Recovery Plan is comprehensive.	N/A		
			3. ███████████████	June 2026	Will take approximately 5 years to complete the project. Exploring wireless technology currently. Fiber looks to be cost prohibitive currently.	
			4. Conduct a full recovery test for eFinance and eSchool to ensure functionality in the event of a disaster.	N/A		
19-02	HEALTH SERVICES	12/17/18	1. Develop a comprehensive Health Services Procedure Handbook that is maintained, indexed, and easily accessible and acknowledged by School Nurses annually.	N/A		Kathy Tolbert, Director of Nursing Services
			2. Improve school clinic compliance with District policies and Health Services procedures.	N/A		
			3. Ensure that clinic web page content is consistent between	N/A		

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			schools.			
19-03	LAB SAFETY	2/22/19	1. Ensure that the Career and Technical Education Center is included in all Lab Safety initiatives.	N/A		Tim Sanz, Director of Risk Management
			2. Improve lab safety practices.	N/A		
			3. Develop a process to ensure that only chemicals that are required by the curriculum are purchased.	N/A		
			4. Improve compliance with CFR 1910.1450 Laboratory Standard (e)(3)(v) and (vii). Also, develop a process to ensure that fume hoods are periodically inspected per the Chemical Hygiene Plan.	N/A		
			5. Ensure that elementary Science Safety Contracts are obtained for all 4th and 5th grade elementary students.	N/A		
			6. Develop a periodic lab safety inspection process.	N/A		
			7. Develop a uniform chemical storage standard to ensure chemicals are stored safely.	N/A		
19-04	ATTENDANCE	5/17/19	1. Ensure that official attendance is taken by teachers daily and submitted prior to the end of the official attendance snapshot period.	N/A		Liz Abbott, Director of Student Information Services
			2. Ensure that proper attendance	N/A		

AUDIT NUMBER	AUDIT	AUDIT REPORT DATE	RECOMMENDATION(S)	ESTIMATED IMPLEMENTATION	STATUS	PERSON(S) RESPONSIBLE
			coding is used to comply with TEA requirements.			
			3. Ensure daily attendance files include all required documentation.	N/A		
			4. Ensure that attendance verification and enrollment verification reports are properly signed and dated by all teachers and returned to the Data/Attendance Clerks.	N/A		
			5. Ensure that substitute class rosters are utilized by the substitute when taking attendance and are signed and dated in ink. Also, ensure that these documents are retained in the daily attendance file by the school.	N/A		
			6. Ensure that the Frisco ISD Attendance Procedures Manual is comprehensive and is acknowledged annually by all Data/Attendance Clerks.	N/A		
			7. Ensure that Middle school teachers and High school teachers are consistently taking attendance all eight periods a day and all four periods a day, respectively.	N/A		
			8. Ensure that annual training for all	N/A		

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			Data/Attendance Clerks is more detailed and comprehensive to improve compliance with the Frisco ISD Attendance Procedures Manual. Also, Campus administration should require that Data/Attendance Clerks comply with the Frisco ISD Attendance Procedures Manual. Additionally, ensure that Student Information Services is involved in the selection process for high school Attendance Clerks.		 	
19-05	CHILD NUTRITION	5/3/19	1. Improve cafe practices at elementary, middle, and high schools.	N/A	 	Lisa Jenkins, Director of Child Nutrition
			2. Enhance compliance with CO (LOCAL) Meal Charges.	N/A	 	
			3. Improve negative balance processes.	N/A	 	
			4. File a Plan for Reducing an Excessive Operative Fund Balance form with the Texas Department of Agriculture to comply with ARM 14 - Excessive Fund Balance.	N/A	 	
19-06	PAYROLL	8/8/19	1. Improve controls over pay rate input for initial pay rate set up and pay rate changes.	N/A	 	Laura Patton, Director of Payroll
			2. Improve controls over approving and processing Extended Leave.	N/A	 	

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			3. Implement a Clean Desk Policy for the Payroll Department.	N/A		
			4. Ensure that Employer's Quarterly Federal Tax Return (941) refunds are deposited timely.	N/A		
			5. Improve logical and physical access controls to Payroll information.	N/A		
			6. Improve compliance with DEA (LEGAL) - Notice Regarding Earned Income Tax Credit.	N/A		
			7. Enhance Payroll related data analytics reports to identify errors and irregularities.	N/A		
19-07	ATHLETICS	8/21/19	1. Improve controls over manual ticket sales (non AXS).	N/A		David Kuykendall, Managing Director Athletics
			2. Comply with Texas Education Code 33.207 (b).	N/A		
			3. Improve compliance with Texas Education Code 33.208 (a).	N/A		
			4. Improve compliance with Texas Education Code 33.202 (d).	N/A		
			5. Improve compliance with Texas Education Code 33.206 (a).	N/A		
			6. Ensure concussion documentation requirements are followed related to return to play in practice or competition and providing training related to the concussion documentation	N/A		

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			requirements.		 	
			7. Establish documentation requirements to enhance compliance with the District's athletic suspensions for drugs.	N/A	 	
			8. Improve the reconciliation process for AXS pregame tickets sold and establish a requirement to issue ticket refunds in the initial form of payment.	N/A	 	
			9. Ensure that all gate workers and event managers complete the required Gate Worker and Event Manager compliance training.	N/A	 	
			10. Comply with Texas Education Code 38.008.	N/A	 	

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.