

**FRISCO ISD  
RECOMMENDATION TRACKING  
FISCAL YEAR 2020**

AUDIT NUMBER	AUDIT	AUDIT REPORT DATE	RECOMMENDATION(S)	ESTIMATED IMPLEMENTATION	STATUS	PERSON(S) RESPONSIBLE
20-01	IT SECURITY AND GENERAL CONTROLS	10/25/19	1. Develop IT Security Awareness compliance training.	N/A		Kirk Ryan, Director of Technical Services
			2. Ensure that periodic internal and external penetration testing is conducted.	N/A		
			3. Ensure that network operating systems on network servers are routinely updated and patched	N/A		
			4. Enforce password complexity requirements.	N/A		
			5. Disable VPN accounts that are not utilized within a certain time interval.	N/A		
			6. Develop a comprehensive IT Security Policy.	N/A		
20-02	RISK MANAGEMENT	12/6/19	1. Improve compliance with Texas Administrative Code 120.3 (b) and (c).	N/A		Tim Sanz, Director of Risk Management
			2. Improve compliance with TAC 110.101 (e).	N/A		
			3. Comply with 40 CFR 763.95 – Warning Labels.	N/A		
			4. Ensure District boilers are inspected as required by Texas Department of Licensing and Regulation, Sec. 755.025 (d) and require inspection certificates to be sent to Risk Management rather than campuses.	N/A		
			5. Implement a document management system, either manual	N/A		

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			or electric, to store inspections in a centralized repository.			
			6. Develop a Risk Management process and procedures manual.	Progress is being made on the manual, but it has been a lower priority for Risk Management due to workload. They have explored having a vendor assist with implementation, but the cost is a factor.	<div>Risk Management Manual</div> <div>Section(s):</div> <div>Projected Completion Dates:</div> <div>Workers Compensation -Complete</div> <div>Unemployment Compensation -Complete</div> <div>Environmental Health &amp; Safety -Complete</div> <div>Professional Development 12/01/2024</div> <div>Facilities Compliance 4/01/2025</div>	

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					Student Insurance 4/01/2025  Fleet Vehicle Management 2/01/2025  Property/Casualty Insurance 2/01/2025  Risk Management Procurement 3/01/2025  Operations & Maintenance 6/01/2025	
20-03	AFTERSCHOOL PROGRAMS (YMCA AND ALPHABEST)	11/12/19	1. Ensure the school listing for YMCA afterschool care sites is kept current.	N/A		Amanda Campbell, Director of School Services  Sally Turner, Coordinator of Childcare
			2. Formalize the YMCA contract.	N/A		
			3. Consider utilizing only one after school program provider.	N/A		
			4. Monitor the AlphaBest contract to ensure compliance with the guaranteed minimum revenue share per year.	N/A		

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20-04	FERPA (Family Educational Rights and Privacy Act)	2/18/20	1. Comply with 34 CFR 99.7 (b) (2).	N/A		Erin Miller, Chief Student Services Officer
			2. Comply with 34 CFR 99.30 (b) (2).	N/A		
			3. Ensure FERPA compliance training is completed annually as required by the District.	N/A		
20-05	STUDENT TRAVEL	4/20/20	1. Comply with Student Travel Guidelines to ensure consistency among campuses.	N/A		Dr. Amy Harp, Managing Director of Academic Programs
			2. Comply with the Student Travel Guidelines related to parent permission forms. Also, ensure permission forms are retained for two years following the event and longer if an incident occurs and that District approved permission forms are utilized.	N/A		
			3. Comply with the Student Travel Guidelines related to chaperone ratios and gender requirements.	N/A		
			4. Comply with the Student Travel Guidelines related to chaperone background checks.	N/A		
			5. Ensure that all prospective chaperones sign and acknowledge the Chaperone Information & Guidelines 5th Grade Outdoor Education Program.		Implementation of this recommendation to be fall of 2024 as training is rolled out to the campus	

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					secretaries at the round-table meetings held by the Compliance Department in late spring.	
			6. Develop a comprehensive Student Travel Procedures Manual.	N/A		
			7. Develop student travel related training.	N/A		
20-06	TITLE IX	7/20/20	1. Improve compliance with 34 CFR 106.8 (a).	N/A		Dr. James Hill (Managing Director of Human Resources) (Title IX Coordinator - Employees)
			2. Improve compliance with 34 CFR 106.9 (b).	N/A		
			3. Ensure that Title IX duties are included in the job descriptions of the Title IX coordinators.	N/A		Paige Hoes (Managing Director of Secondary Student Services) (Title IX Coordinator - Students)
20-08	TRAVEL	10/2/20	1. Improve compliance with District Travel Guidelines related to State Hotel Occupancy Tax Exemption Certificates and detailed receipts for Board travel.	N/A		Robin Turnbull, Director of Budgeting/Accounting
			2. Ensure the Superintendent's travel reimbursement forms are approved by a designated Board member.	N/A		

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			3. Improve compliance with District Travel Guidelines regarding gratuity limits and detailed receipt requirements.	N/A		
			4. Improve compliance with the District Travel Guidelines related to Out of State Travel or update the Guidelines.	N/A		
			5. Ensure process controls are in place to mitigate the possibility of duplicate payment of travel expenses.	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.