

Executive Summary
Prepared for Board of Trustees Meeting
April 19, 2016

Internal Audit – PEIMS (Public Education Information Management System)

Board Goal:

Growth, Change, & Fiscal Responsibility

- Review and adjust policies and procedures as appropriate to address the challenges of rapid growth and changing demographic characteristics while maintaining and enhancing our strong sense of community
- Demonstrate effective and efficient management of district resources
- Provide leadership and/or oversight to ensure District meets all fiscal, legal and regulatory requirements

Purpose of Report:

The purpose of this report is to provide the board an update of the findings of the internal PEIMS audit, provided by DRV Educational Solutions.

Objectives:

The audit was conducted in response to the need for increased PEIMS data accuracy and how that data accuracy relates to the potential for increased revenue opportunities.

Operational Impact:

The PEIMS data is used to determine ADA Eligibility Classification.

Result:

An internal audit was conducted by DRV Educational Solutions to check the quality of our PEIMS coding and processes on December 1-3, 2015, with a follow-up visit on January 21, 2016. The consultants interviewed department heads from Business, CTE, Curriculum and Instruction, Data Processing, and Support Services. They also conducted audits on seven campuses.

DRV Educational Solutions presented their findings to the Superintendent, Assistant Superintendents, and participating department heads on February 25, 2016.

The following is a list of their findings and implications:

Topic	Findings	Responses
Training	Additional training at every level. Some departments and campuses are functioning from historical procedures rather than what is outlined in the current Student Attendance Accounting Handbook provided by TEA.	<ul style="list-style-type: none"> • Trainings are currently being scheduled for all campus principals and attendance/PEIMS clerks • Trainings will be provided several times a year for campus staff, going forward • Processes are being developed and a procedures manual is being created to provide consistency across the district
Data Quality	<p>Emphasis in data quality across all departments by the district's central administration.</p> <p>Emphasize the importance of attendance coding and its impact on state funding across the district.</p> <p>All departments and campuses should receive attendance and ADA reports each six weeks and be able to monitor data trends for reasonableness and anomalies. Training on how to read the reports is essential.</p>	To be determined
Communication	<p>Since PEIMS affects funding and accountability, communication is essential between the PEIMS Coordinator, CFO, HR, and Accountability.</p> <p>In collaboration with the campuses, the ADA snapshot time should be reviewed and monitored, understanding the importance of taking attendance at the time set by the district for the campuses.</p>	<ul style="list-style-type: none"> • Regularly scheduled meetings have been put in place with members from these departments • Campus administrators have been instructed to remind teachers of the attendance time. Attendance reports are being monitored
Human Resources	A process for hiring campus level PEIMS personnel should be put in place to ensure the person hired is successful.	To be determined
Campus Audits	Campus audits were conducted at seven schools, using a scorecard of 25 standards.	<ul style="list-style-type: none"> • The remaining campuses are being audited by the PEIMS Coordinator to determine a baseline for improvement

Other Options:

None