



Board Action Required

No Action Required

To: Coppell ISD Board of Trustees
From: Brad Hunt
Date: August 3, 2016

cc: Dr. Waldrip, Kay Ryon and Shane Conklin

Re: Student Services Audit

During the 2016 Spring Semester at the direction of the superintendent, a Student Services Audit was conducted by an outside auditor (see attached). The audit consisted of conducting a series of interviews with campus and district administrators, tours of the facilities and a review of the following documents:

- Student Code of Conduct
- Board Policy
- Complaint/Grievance/Appeals Process
- PEIMS Data
- District and Campus Forms (discipline referral forms, grievance forms, etc.)

The primary purpose of the audit is to advise the district and provide recommendations regarding the function and operations of Student Services in the Coppell ISD. The recommendations are being proposed to CISD with input from district and campus administration.

A major component of the audit consists of a redesign of the complaint, grievance and appeal process. The redesign includes a more campus focus to appeals resolution and a team approach to the level process.

RECOMMENDATION: That the Coppell ISD Board of Trustees approve the recommendations presented from the Student Services Audit including a redesign of the complaint, grievance and appeals process.