



Corrective Action Plan Follow-up Review: DEIC Process

ASSURANCE • INSIGHT • OBJECTIVITY

Final Follow-up Report

Audit Plan Code: 22-08

Management developed and implemented a corrective action plan (CAP) with 14 activities to address concerns related to the administration and operations of the District Education Improvement Council. As such, this report represents the close-out of the CAP.



Contents

ASSURANCE • INSIGHT • OBJECTIVITY

Corrective Action Plan (CAP) Follow-Up Review

Background	1
Objective and Scope	1
Methodology	1
Inherent Limitations	1
Summary of Results	1
Status of CAP Activities	2

Abbreviations

BOT	Board of Trustees
CAP	Corrective Action Plan
DEIC	Districtwide Educational Improvement Council
EPISD	El Paso Independent School District
IIA	Institute of Internal Auditors



CAP Follow-up Report

ASSURANCE • INSIGHT • OBJECTIVITY

Background

The Institute of Internal Auditors' (IIA) International Standards for the Professional Practice of Internal Auditing, Performance Standard 2500 - Monitoring Progress, require we "...establish and maintain a system to monitor the disposition of results communicated to management." Internal Audit has established the Corrective Action Plan (CAP) process to meet this requirement. The process includes monitoring and reporting whether management has implemented corrective actions to address audit findings, observations, and recommendations.

Internal Audit was asked to monitor the implementation of the corrective action plan (CAP) developed by management and administration in response to concerns related to the administration and operations of the District Education Improvement Council (DEIC).

Objective and Scope

The objective and scope of this follow-up review were to determine whether management implemented the 14 CAP activities or took other actions to address concerns, received on March 2021, related to the administration and operations of the DEIC.

Methodology

To achieve our follow-up review objective, we:

- Held meetings and communicated with persons responsible for carrying out the CAP activities.
- Reviewed supporting documentation maintained by management as evidence of completion of the CAP activities provided to Internal Audit.

Inherent Limitations

This was a limited scope follow-up review covering only the actions taken by the administration to address the concerns stated in the Objective and Scope section of this report. No representations of assurance are made to other areas or periods not covered by this follow-up review.

Summary of Results

CAP Activities	Implemented	Overall CAP Status
14	14*	Closed

Management implemented a CAP with 14 activities to address concerns related to the administration and operations of the DEIC .

*As part of CAP activity 13, the Superintendent's DEIC designee would ensure that departments in Academics and School Leadership presented program information to DEIC on a rotating basis, and seek out other departments as necessary. Management determined that instead of departments presenting on a rotating basis, DEIC members would have the opportunity to request updates from Departments, at each meeting, on an as-needed basis. The decision was documented on a Risk Acceptance Form signed by the process owner and approved by the respective Executive Cabinet members.

This report represents the close-out of the corrective action plan.

Status of CAP Activities

The status of the CAP activities and the person(s) responsible, are outlined below:

1

Activity 1: The Superintendent's DEIC designee ensures that revisions to BQA (Regulation) regarding Elections and Election Procedures processes are in accordance with BQ and BQA (Legal) and (Local), include procedures for selecting business representatives, community members, and members, outline the expectations for communication, frequency, type of communication, and posting of committee members, meeting dates, agendas, minutes, etc.

Person Responsible: Assistant Superintendent Schools

Status: Implemented

2

Activity 2: The Superintendent's DEIC designee ensures that the notification of vacancies is made through an electronic distribution of election packets and that they are sent to teachers, campus-based and eligible District-level professional employees, and department heads showing the representative positions open for election. The Superintendent's DEIC designee will ensure the election packets are posted on the District's website. This will be addressed in the revision of BQA (Regulation), to include timelines when steps need to be completed.

Person Responsible: Chief Academic Officer

Status: Implemented

3

Activity 3: The Superintendent's DEIC designee will ensure that campus and department heads announce the date set for the election and that teachers, campus-based and District level nonteaching professional employees are aware when online voting begins and that online ballots are available for a minimum of 48-hours. Timelines, when these steps need to be completed, shall be included in BQA (Regulation).

Person Responsible: Chief Academic Officer

Status: Implemented

4

Activity 4: The Superintendent's DEIC designee will schedule and post the dates of four annual meetings on the DEIC website by September 1.

Person Responsible: Assistant Superintendent Schools

Status: Implemented

5

Activity 5: The Superintendent's DEIC designee shall ensure that the DEIC obtains a broad-based community, parent, and staff input and provides information to those persons on a systematic basis in regards to District Improvement Plans, new/innovative districtwide programs, instructional calendar, and other initiatives of a districtwide nature. DEIC will also be provided information/updates for continuous improvements of existing programs

Person Responsible: Assistant Superintendent Schools

Status: Implemented

6

Activity 6: The Superintendent's DEIC designee will document the composition of the committee met BQA (Local) guidelines by posting the final committee on the DEIC website for public view

Person Responsible: Chief Academic Officer

Status: Implemented

7

Activity 7: The Superintendent's DEIC designee will ensure that election results are posted on the EPISD website and shared on social media

Person Responsible: Chief Academic Officer

Status: Implemented

8

Activity 8: The Superintendent's DEIC designee will notify the Superintendent of vacant business representatives, community members, and parent vacancies. Recommend this requirement be outlined in the regulation to ensure continuity.

Person Responsible: Chief Academic Officer

Status: Implemented

9

Activity 9: The Superintendent will identify business representatives, community members, and parents to serve on DEIC.

Person Responsible: Interim Superintendent

Status: Implemented

10

Activity 10: The Superintendent's DEIC designee will ensure that there is a tab in the official District webpage for DEIC (www.episd.org).

Person Responsible: Chief Academic Officer

Status: Implemented

11

Activity 11: The Superintendent's DEIC designee will ensure that the DEIC webpage is kept current with all documentation pertaining to DEIC to include, committee members, meeting dates, meeting notices, agenda, and minutes

Person Responsible: Assistant Superintendent Schools

Status: Implemented

12

Activity 12: The Superintendent's DEIC designee will ensure that Academics and School Leadership administrators and any other pertinent Central Office administrators have training as to the role of DEIC.

Person Responsible: Assistant Superintendent Schools

Status: Implemented

13

Activity 13: The Superintendent's DEIC designee will ensure that departments in Academics and School Leadership present program information to DEIC on a rotating basis, and seek out other departments as necessary.

Person Responsible: Assistant Superintendent Schools

Status: Implemented. Management made a determination to invite departments to present to DEIC on an as-needed basis versus on a rotating basis. The decision was documented on the Risk Acceptance Form. In addition, DEIC updated the language on the Code of Conduct For Effective Meetings listed on their website.

14

Activity 14: The Superintendent's DEIC designee will ensure that all new DEIC members receive orientation training, and all members have annual training.

Person Responsible: Chief Academic Officer

Status: Implemented



EL PASO INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

Al Velarde, President, District 2
Daniel E. Call, Vice-President, District 7
Leah Hanany, Secretary, District 1
Dr. Josh Acevedo, District 3
Isabel Hernandez, District 4
Israel Irrobali, District 5
Freddy Khlayel-Avalos, District 6

Internal Audit Department

📍 1014 N. Stanton St. El Paso, TX 79902

📞 Phone 915-230-2743 ✉️ Email audit@episd.org

Fraud, Waste, and Abuse Hotline:

<https://www.reportlineweb.com/EPISD> or (800) 620-8591



The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.