

Management Corrective Action Plan- (Title I Internal Audit)

Recommendation (Rec)	Rec #	Disagree/ Agree	If an alternative action is planned please describe it here	Department	Responsible Person or Dept	Estimated Completion Date	Actual Completion Date	Verified by Auditor on
Continue Recruitment efforts to hire and retain appropriately certified teachers	B.1		Tucson Unified School District has established and maintains a robust recruitment and retention strategy in accordance with the Unitary Status Plan that includes nationwide recruitment efforts, Campus recruiting, salary stipends, and pathways to certification for teachers who are working on appropriate certification. We will be working toward hiring for the 18-19 school year until the beginning of the school year in August 2018.	Human Resources	Janet Rico Uhrig	8/5/2018		
Create an internal tracking tool, to track the addition and loss of appropriately certified teachers in classrooms. This will help the Superintendent to determine whether he is achieving his goal of decreasing the number of classrooms without certified teachers of record.	B.2		The HR Department tracks all additions and losses of certified teachers in the District. We implemented a process that utilizes our Visions data to review and confirm certification. Additionally, we audit all sites annually to ensure teachers are appropriately certified for the subjects they teach and report this information to the Arizona Department of Education.	Human Resources	Janet Rico Uhrig	10/1/2017		
Directors should train the Program Coordinators on which expenses are allowable expense when using Title I funding.	C.1			Title I	Tina Stephens	5/30/2018		

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Require Program Coordinators to work with office managers/principals to determine whether each purchase is allowable.	C.2		Initial step in the process to officialize what is currently happening on an as needed basis: Coordinators will connect with the office managers from their assigned schools at the Summer STARS Office Manager Training held by Finance/Title I.	Title I	Tina Stephens	8/30/2019		
Provide Program Coordinators with IVisions access that allows the Program Coordinator to determine whether all necessary documentation is submitted with each purchase requisition.	C.3			Title I	Tina Stephens	1/30/2019		
Require Program Coordinators to review purchase requisitions before the Assistant Superintendents perform their review.	C.4			Title I	Tina Stephens	1/30/2019		
Title I Directors should ensure Program Coordinators are reviewing and approving purchase requisitions in a timely manner.	C.5			Title I	Tina Stephens	1/1/2019		
Implement a strategy that requires more than one staff member to check for account coding errors and the need for budget modifications.	C.6			Title I	Tina Stephens	1/1/2019		

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Create a continuity binder that contains important information such as which expenses are allowed and documentation that is required when submitting a purchase order. The binder can be digital or hard copy and can add more important information over time. This can provide continuity when staff members change positions. All 78 Title I Schools should have a continuity binder.	C.7			Title I	Tina Stephens	5/31/2018		
Implement HAYES barcoding system to ensure that the location of assets can be known.	D.1			Asset Management /Finance	Asset Management/ Finance	6/30/2018		
Note in Asset Management records who the assets were assigned to, in order to provide better accountability.	D.2			Technology Services	Site Leadership	Beginning of FY19 SY and as assets are distributed		
Create a compact that has a place for parent signatures.	E.1			Title I	Tina Stephens	3/1/2018		