



College Station Independent School District

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MEMORANDUM

To: Dr. Valerie Jochen, Board President

From: Molley Perry, Executive Director of Special Services
Dr. Marla H. Ramirez, Director of Special Programs *MRM*

Date: April 13, 2017

Subject: Special Allotment Monitoring Program (SAMP) Pilot Process

Agenda Item: H-4

Background

TEA auditors are conducting a voluntary pilot process to test the Special Allotment Monitoring Program (SAMP) processes to help refine the newly developed audit system, to reduce or limit audit procedures, scope and/or testing parameters.

The key CSISD operational areas that would be affected during the pilot process include:

- a. Human Resources/Business Office
- b. Attendance Management
- c. State Compensatory Education
- d. Career and Technology
- e. Bilingual/ESL
- f. High School Allotment
- g. Gifted and Talented
- h. Special Education

Pilot Process Demands on CSISD:

TEA would be seeking feedback from various staff on the items used for sample testing, ensuring that reports are not duplicative or redundant. The possibility of 24/48 hour turn-around requests on key reports or support documentation items during the compliance testing of student records, HR personnel records or financial transaction records could also be required.

TEA auditors would engage the selected school with a mock letter of Request for Information (RFI) list and follow up with an onsite mock audit visit.



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During the fieldwork phase, up to the reporting phase the pilot school's leadership would be involved in providing feedback on the mock preliminary findings that are identified. After the pilot process is complete CSISD would be provided mock corrective actions and recommendations.

Pilot Process Benefits:

The benefits for CSISD include a better understanding of the new SAMP before TEA implements this audit process.

TEA will provide private mock reports for CSISD to use to make corrective measures to assure Special Allotment Program compliance

TEA will provide a three year audit waiver to pilot schools to make needed corrections

A handwritten signature in blue ink, appearing to read "Marla H. Ramirez".

Marla H. Ramirez, Ed.D.
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