

FORT WORTH INDEPENDENT SCHOOL DISTRICT
PROCESS FOR AUDITS REQUESTED IN MID-YEAR
PROPOSED

1. Chief Internal Auditor receives a request for unplanned audit in mid-year.
2. Chief Internal Auditor reviews the merits of performing the audit in current year versus next year.
3. If requested audit is not merited in current year, Chief Internal Auditor adds the requested audit to the proposed plan for the following year, contingent upon Board approval.
4. If requested audit is merited in current year, Chief Internal Auditor contacts Audit Committee Chair for discussion and preliminary endorsement. If not endorsement is received, go to step 3 above.
5. Work will begin on the requested audit immediately if possible, once Audit Committee Chair's endorsement is received.
6. Audit Committee approval for the requested audit will be sought at the next scheduled Audit Committee meeting.

Memo

To: Larry Shaw

From: Cheryl Rauscher

Date: 1/12/11

Re: Title One – Open Records Summary

We requested from Fort Worth ISD the following Title I information for the 2009-2010, and 2010 -2011 school year. We received information from the 2008-2009 school year that we did not request. As this open records request cost you over \$400.00 it seems that some of the information we received was not pertinent and you should not have been charged.

1. **The names and position of each person who served on the Title I Committee for each school campus in the Fort Worth ISD for school year 2009-2010.** There are 127 schools in Fort Worth ISD, out of the 127 schools we received a list of committee members from 64 schools. If the school sent a list of members without the member's position I still counted it as received. Only 50% of the schools sent us a list of the members on the Title 1 Committee.
2. **How each of the above people obtained their position (elected or appointed.)** We did not receive any responses relevant to this question, nor did legal inform us that there were no documents responsive to this request.
3. **The date each of the above was elected or appointed to their position on the Title I Committee.** We did not receive any responses relevant to this question, nor did legal inform us that there were no documents responsive to this request.
4. **Any documents that were used to outline the process for the selection of members to the Committee.** We did not receive any responses relevant to this question, nor did legal inform us that there were no documents responsive to this request
5. **Any documents that were used to train the members of the committee for their role and/or duties while serving on the Committee.** Out of 127 schools only 4 sent any training information at all. That equates to 3% of the schools
6. **Copies of the agendas of each and every meeting of any Title I Committee on any campus.** 29 relevant responses were sent to us. I was extremely generous in reaching 29 if a school sent only one agenda I counted them as sending agendas. We received responses from less than 23% of the schools.
7. **Copies of the minutes for each and every meeting of any Title I Committee on any campus.** We received 5 responses to this request which is a little less than 4%

8. **Copies of the budget for each school campus for Title I spending.** We received 4 responses to this request and I counted every response that had any type of numbers or any mention of budget. We received approximately 3% of our requested responses.
9. **Copies of any and all expenditures approved by the Title one Committee for each school campus.** We received 5 responses to this request again, I was extremely generous in my accounting of this figure, we received less than 4% of our requested information.
10. **Any documents, forms, or instruction from Central Office to any and all Principals relating to Title I Committee.** We received 13 answers responsive to this request. I was extremely generous and if any paper was submitted that was not responsive to any other request I counted it as responsive to this request. We received approximately 10% of the requested information.

Overall for **2009-2010** school year, we requested 973 pieces of information of the 973 pieces we requested only 12.74% of the documents were responsive to this request.

For the **2010-2011** school year, we requested 973 pieces of information of the 973 pieces we requested only 38 documents were responsive to this request this is approximately 4% of the requested information.

Please let me know if there is any other information you need regarding this request.