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# COMPLIANCE UNIT BOARD REPORT

COMMITMENT – AWARENESS – OBJECTIVITY



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Fernando Marino

For the month of April 2022

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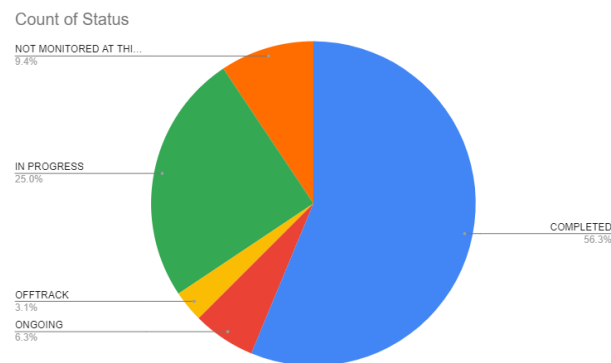
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# Accomplishments

## Corrective Action Plan (CAP) Oak Cliff Grades

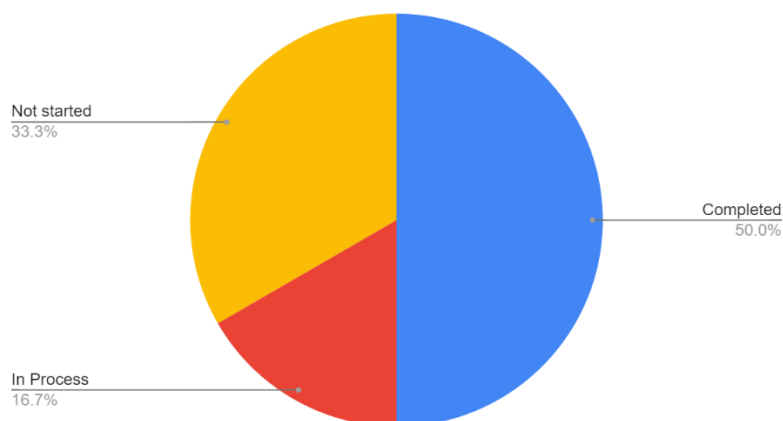
The Compliance Unit created the CAP for grading issue at Oak Cliff Campus. The CAP was presented to conservator Susan Tim who approved the document and timelines embedded in the CAP. Status of the CAP can be found clicking [here](#). All stakeholders involved in the CAP signed and accepted the terms and conditions on March 10, 2022. Signed copy of the document is available [here](#). An overall status of the CAP is illustrated below:



## Corrective Action Plan (CAP) for Student Information System (SIS) and Student Management System (SMS)

The Compliance Unit created the CAP for the PEIMS audit conducted by Region 10. The CAP was presented to conservator Susan Tim who approved the document and timelines embedded in the CAP. Status of the CAP can be found clicking [here](#). An overall status of the CAP is illustrated below:

CAP Overall Status - SIS and SMS



## 360 and CIP Correlation

The Compliance unit completed the 1<sup>st</sup> year monitoring the CIP. A summary of the first year CIP can be found clicking [here](#). The compliance unit is working with the Conservator calibrating the CIP process for 2022-23 School Year.

## 360 and CIP Correlation

The Compliance Unit successfully correlated every condition from the renewal letter with a District or Campus Evaluation Review 360. See the chart below showing which 360 evaluation is related to each condition:

<b>Condition # 1</b> Monitors to Conservators <b>No 360 Required</b>	<b>Condition # 2</b> <ul style="list-style-type: none"> <li>Award of credit - student placed in appropriate classes promptly</li> <li>Credit by exam - policies must be adopted by board</li> <li>Personal Graduation Plan - establishment</li> </ul> <b>Data Validation 360</b>	<b>Condition # 3</b> <ul style="list-style-type: none"> <li>Individual Graduation Plan (IGCs) - implemented with Fidelity</li> <li>Tiered intervention for students facing IGCs</li> </ul> <b>Data Validation 360</b>
<b>Condition # 4</b> Transcript's accuracy <b>Data Validation 360</b>	<b>Condition # 5</b> Credit Recovery - policies and procedures <b>Data Validation 360</b>	<b>Condition # 6</b> Testing integrity <b>Testing 360</b>
<b>Condition # 7</b> <ul style="list-style-type: none"> <li>ESL - certifications</li> <li>Special Education - compliance</li> <li>Special Education - graduation</li> <li>ESL - compliance</li> </ul> <b>ESL &amp; SPED 360</b>	<b>Condition # 8</b> Finance  <b>Internal Audits</b>	<b>Condition # 9</b> <ul style="list-style-type: none"> <li>Certified Counselors</li> <li>Onboarding and annual training</li> <li>T-TESS and P-TESS</li> <li>Compliance Unit – reporting</li> </ul> <b>Special Reports</b>
<b>Condition # 10</b> <ul style="list-style-type: none"> <li>Board training</li> <li>Human Resources - audits</li> <li>Management - training</li> <li>Engagement</li> </ul> <b>Governance 360</b>		

## 360 Updates

**Term 3 360s:** The Compliance Unit is completing the Term III 360 for campuses and Central Office. Results will be available during the second week of May.

## Data Clerk Centralization – Data Entry

Processes, Procedures and task assignment are completed. The Data Entry team now produce reports for Conservators and Superintendent to fulfill conditions 2, 3, 4 and 5 from renewal letter.

## PEIMS Submission

PEIMS department completed satisfactory and on time the following submissions:

- Membership Cycles
- Pandemic Electronic Benefits Transfer P-EBT

# Current Projects

## CIP Phase II

On April 25<sup>th</sup> 2022, our Senior Compliance Officer provided a status update of the Continuous Improve Plan (CIP) and discovery of next steps. A detail of the CIP can be found clicking [here](#).

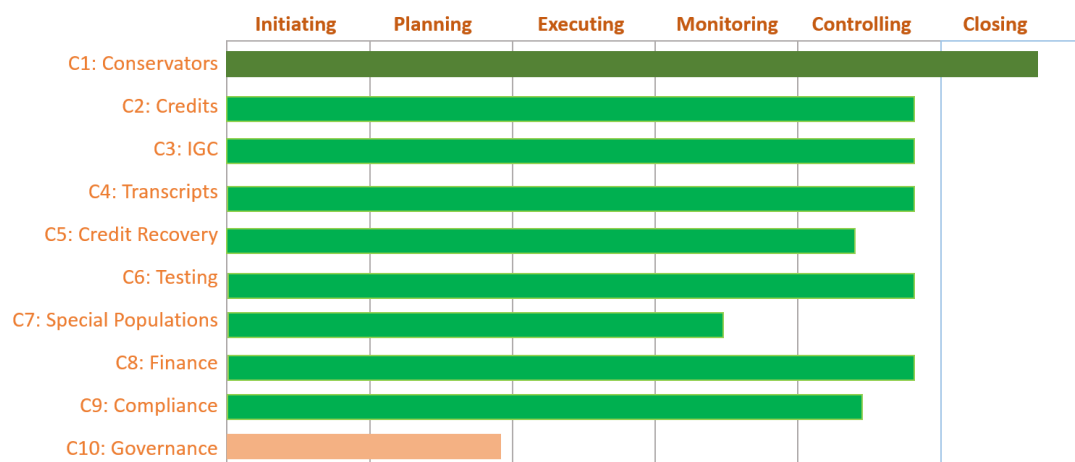
### District Continuous Improvement Plan Update

Condition Number	Condition Name	CIP Action Steps Status
2a	Award of Credit - Compliance	In Progress
2b	High School Personal Graduations Plans- Counseling	In Progress
2c	Curriculum Audit Recommendations - <b>Stacy Venson</b>	Off Track
3a	Individual Graduation Committees (IGCs)- <b>Stacy Venson</b>	In Progress
3b	Tiered Intervention - <b>Stacy Venson</b>	On Track
4	Accuracy of Transcripts - <b>Fernando Marino</b>	On Track
5a	Limitation of Implementation - <b>Gina Phillips</b>	On Track
5b	Local Policy Development - <b>Gina Phillips</b>	In Progress
5c	Staff Attestation Credit - <b>Gina Phillips</b>	In Progress
6	Testing - <b>Cynthia Miles</b>	On Track
7a	Certifications - <b>Mia Story</b>	In Progress
7b	Special Education Compliance - <b>Stacy Venson</b>	In Progress
7c	Special Education Graduation and Drop-Out Rate - <b>Stacy Venson</b>	In Progress

<b>7d</b>	ESL Compliance - <i>Jennifer Phillips</i>	In Progress
<b>8</b>	Finance - <i>Marian Hamlett</i>	On Track
<b>9a</b>	Compliance with TEC 33.007 - <i>Mia Story</i>	In Progress
<b>9b</b>	Human Resources - <i>Mia Stroy</i>	In Progress
<b>9c</b>	Accountability - <i>Joseph Mena</i>	In Progress
<b>9c</b>	Educator/Superintendent Evaluation - <i>Cynthia Miles</i>	In Progress
<b>9d</b>	Compliance Monitoring - <i>Fernando Marino</i>	On Track
<b>10a</b>	Board Training - <i>James Ponce</i>	Off Track
<b>10b</b>	Human Resources Audit - <i>Mia Story</i>	In Progress
<b>10c</b>	Change Management Training - <i>James Ponce</i>	On Track
<b>10d</b>	High-Quality Engagement - <i>James Ponce</i>	In Progress

The above report shows the status of the CIP as of April 25<sup>th</sup>, 2022.

Overall, the CIP stage is under **Monitoring / Controlling**.



## Tracking Professional Development

During the month of April 2022, HR Department released the Annual Compliance Training. Through the tracking training system, the Compliance Unit will be able verify that required training from CAP letter is provided in a timely matter and ensure attendance requirements are met. Find below all provided training until September 30, 2021:

Alignment Conference 2021-2022: SA Highland  
Alignment Conference 2021-2022: DFW, SA main, Austin  
Campuses  
Beginning of School Year Bulletin  
Course Prerequisites  
Course Sequencing  
CPS Reporting  
District Mission-100% Accurate Schedules  
Ellevation BOY Training  
Endorsements  
Enrollment Training Austin/SA-BOY  
Enrollment Training Dallas -BOY- Dallas Group 1  
Enrollment Training Dallas-BOY- Dallas Group 2  
Enrollment Training Fort Worth -BOY  
Enrollment Training Houston -BOY  
Enrollment Training Makeup  
eSchool & Infosnap, Google  
ESL Program Overview  
ESL Program Overview  
ESL Program Overview Presentation  
HB 5 State Graduation Requirements  
HB4545 Preview Only  
Instructional Coach Training - Start of School  
LPAC Framework Training  
Math & Science  
Meeting Norms  
Online Learning  
Other Graduation Requirements  
PEIMS Coding  
Personal Graduation Plan  
SMS  
Support Courses  
Talk Read, Talk Write for Administrators  
Test Training Name  
TOT ELPS  
Training  
Transcript Audit Cycle  
Transition 101- Indicator 13 Compliance

## Aeries Software

The PEIMS department is leading the transition from eSchool to Aeries software. This project started on October 1<sup>st</sup>, 2021 and will continue throughout this school year. Click [here](#) to see the milestones and plan for the project. Project updates for the month of March 2022 are below:

- ✓ Master Schedule File was completed on January 20, 2021
- ✓ Aeries Academy training for Corporate, Principals, Assistant Principals, Counselors, Registrars and Data Clerks on May 9, 10 and 24 2022.
- ✓ The Compliance Unit started reviewing some students in the application.
- ✓ PEIMS is considering the Integration between Tableau and Aeries. Cognos capability is not cost efficient connecting with Aeries.
- ✓ All Special Populations Codes are mapped.
- ✓ Master Schedule will be created in eSchool and transfer to Aeries during the integration.
- ✓ Historical Data start to be transferred.
- ✓ Third party export data will start on May 4, 2022.

## Process Description

One of the goals of the compliance unit is to analyze the systems established to ensure compliance with TEA policies, plans, procedures, laws, and regulations that could have a significant impact on operations and reports and in determining the district's compliance status.

Compliance is ensuring that all the policies, procedures and processes are house in one location that is available for the entire organization: DocCentral.

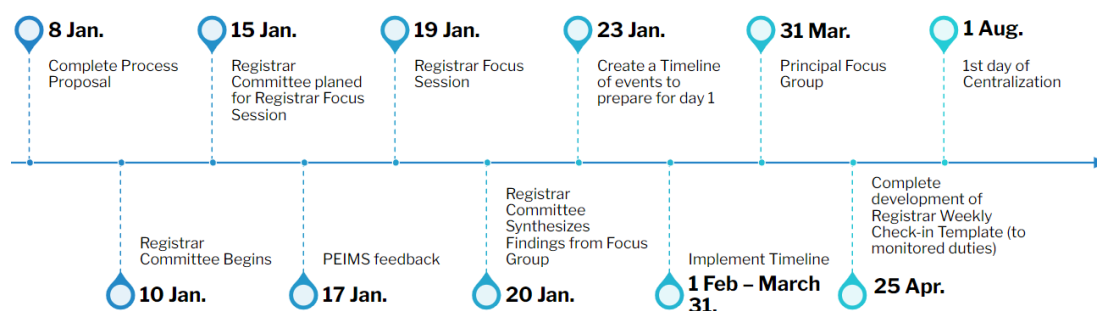
Compliance updates the material on DocCentral periodically at the request of district leaders.

## Registrar Centralization - Calibration

The Compliance Unit in conjunction with PEIMS, Registrars and Administrators completed the proposal for centralizing and calibrating the processes and procedures for this important operational position. Upon approval by Superintendent the plan will be implemented and executed on August 1<sup>st</sup>, 2022. Find copy of the plan clicking [here](#).

Timelines for this project is illustrated below:

### PROJECT PLANNING TIMELINE





# Compliance Monitoring

## Award of Credits

The Compliance Unit ran the following reports to ensure that credits are awarding correctly. The data obtained from those reports are listed below and have been discussed with all the campuses during the 360 reviews:

- **Duplicate credits:**

Year	Duplicate Credits
2017	140
2018	308
2019	490
2020	495
2021	240
2022	Term I: 23 Term II: 16 Term III: 8

- **Online Services class placement:**

As of March 31, 2022, a total of 2,514 Students are actively enrolled in Online Services. A total of 808 Courses have been completed 100% (0.5 Credits). Full report can be found clicking [here](#).

### Online Services (OS) Report

#### SUMMARY

Category	Data Analysis 08-2021 to 03-2022
Total of Active Enrollments (OS)	4,201
Total Students Served Currently	3,422
Total Completed Courses	1,712
Total Courses Completed and Passed	1,684
Total Courses Completed and Fail	28

- **Credit by Exam (CBE) reports:**

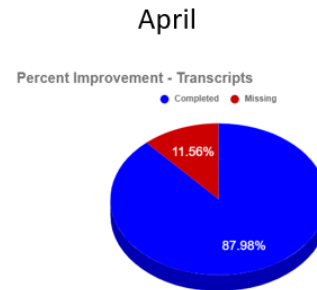
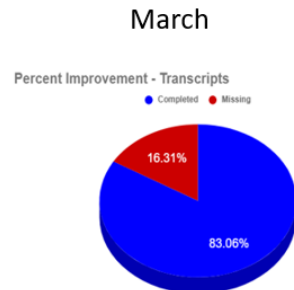
From the Grading Issue at Oak Cliff campus the testing department received 9 Credit by Exam Requests. The details of the timelines are described below:

1. Forms collected Monday, March 7th
2. Tests paid/ordered Monday, March 7th
3. Training for Oak Cliff Admin: Friday, March 11th
4. Emailed Texas Tech University CBE Contact Friday, March 11th
5. Tests will arrive one week prior to the test date: March 23, 2022
6. Test Date: March 31<sup>st</sup> (All test completed)
7. Round 2 Order deadline: March 25<sup>th</sup>, 2022 (NO submissions received)
8. Tests are graded within 2 days of receipt of exams to Texas Tech University
9. All test results were received and communicated to the students
10. Only one student is still pending for Credit By Exam Test.

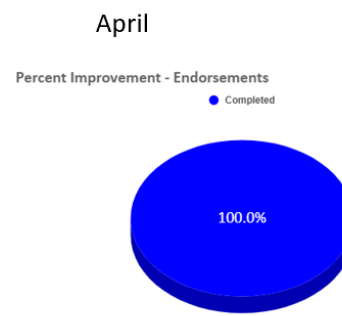
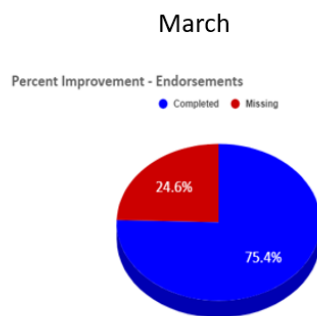
## Academic Achievement Records (AAR)

At the end of March 2022, the Compliance Unit ran the following reports to ensure that credits are awarding correctly:

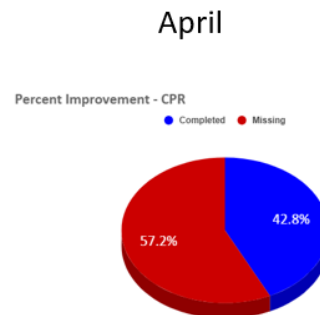
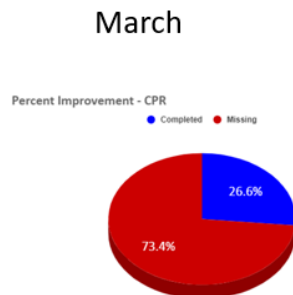
- Incoming Transcripts Status:**



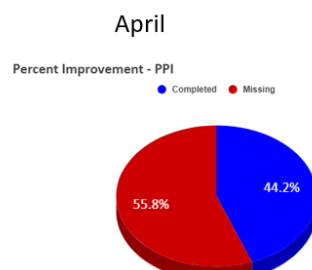
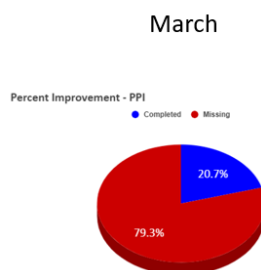
- Endorsements Completion Status**



- CPR Certifications Completed:**

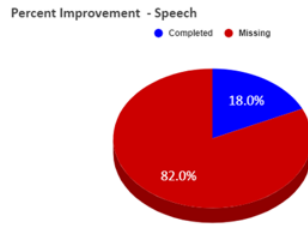


- Police Proper Interaction (PPI) Certification:**

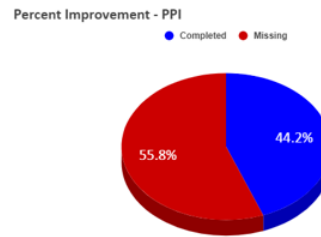


- **Speech Requirement**

March

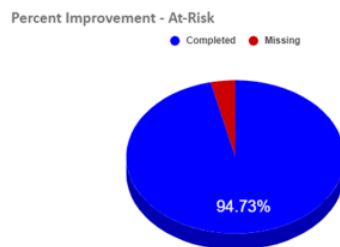


April

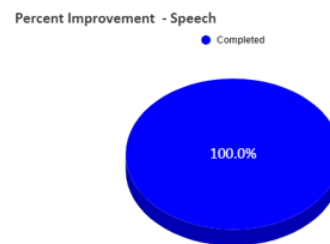


- **At Risk**

March



April



## Personal Graduation Plan (PGP)

The Personal Graduation Plan completion data is illustrated below:

The PGP Goal is to complete all 9<sup>th</sup> Grades Students by April 1<sup>st</sup>, 2022. The results below are showing which PGPs have been completed by March 31, 2022.

Campus	9 <sup>th</sup> Graders	PGPs Completed	Completion %	Status
Dallas North	84	82	98%	Completed
Oak Cliff	90	86	95.5%	Did Not Meet
CFB	101	76	75%	Did Not Meet
Pleasant Grove	154	146	95%	Did Not Meet
Grant East	102	102	100%	Completed
Austin	88	84	95.5%	Did Not Meet
Westcreek	81	79	98%	Completed
Lancaster	144	138	96%	Did Not Meet
Houston North	105	105	100%	Completed
Houston Hobby	73	12	16.5%	Did Not Meet
San Antonio	67	35	52%	Did Not Meet
Houston SW	122	120	98%	Completed
Garland	58	58	100%	Completed

The Personal Graduation Plan completion next goal is to complete all Sophomore by May 27, 2022.

## PEIMS Coding

Conservators and Board Members will now have access to the live data from Texans Can. This data platform will provide information on Attendance, Demographics, CCMR, and more. The PEIMS department, under the Compliance Unit, will upload the data every month. To access the data dashboards, see instructions below. The data available represent last school year. If you need access to the database, please contact [compliance@texanscan.org](mailto:compliance@texanscan.org). Reports can be seeing below:

Student Demographics (2021 - 2022 Preliminary Fall PEIMS file loaded 01/12/2022)			Count	Percent
Gender				
Female			2,410	47.85%
Male			2,627	52.15%
Ethnicity				
Hispanic-Latino			3,331	66.13%
Race				
American Indian - Alaskan Native			9	0.18%
Asian			12	0.24%
Black - African American			1,490	29.58%
Native Hawaiian - Pacific Islander			2	0.04%
White			101	2.01%
Two-or-More			92	1.83%

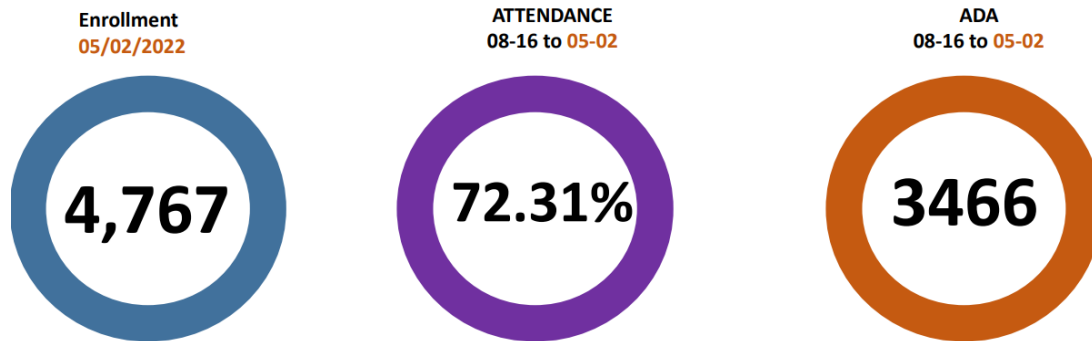
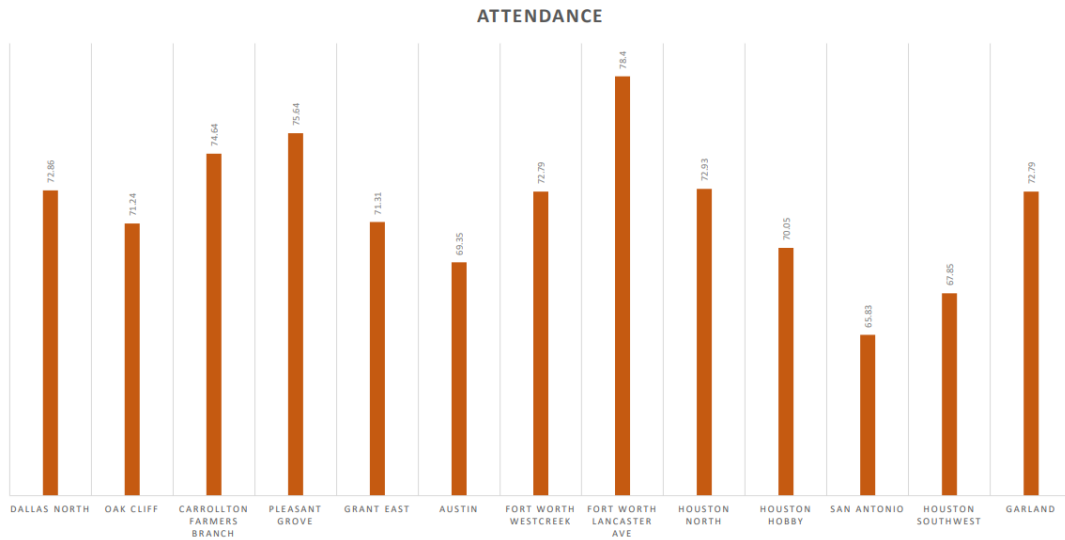
  

Student by Program (2021 - 2022 Preliminary Fall PEIMS file loaded 01/12/2022)			Count	Percent
Emergent Bilingual (EB)			1,580	31.37%
Bilingual			0	0.00%
English as a Second Language (ESL)			1,409	27.97%
Alternative Bilingual Language Program			0	0.00%
Alternative ESL Language Program			0	0.00%
Gifted and Talented			0	0.00%
Special Education (SPED)			487	9.67%
Title I Participation			5,037	100.00%
Dyslexia			136	2.70%
Economic Disadvantage				
Economic Disadvantage Total			4,641	92.14%
Free Meals			4,630	91.92%
Reduced-Price Meals			11	0.22%
Other Economic Disadvantage			0	0.00%
Homeless Statuses				
Homeless Status Total			7	0.14%
Shelter			1	0.02%
Doubled Up			2	0.04%
Unsheltered			1	0.02%
Hotel/Motel			3	0.06%

Other Student Information (2021 - 2022 Preliminary Fall PEIMS file loaded 01/12/2022)			Count	Percent
At-Risk			4,763	94.56%
Title I Homeless			0	0.00%
Immigrant			0	0.00%
Migrant			1	0.02%
Military Connected			0	0.00%
Foster Care			0	0.00%
CTE Single Parent/Pregnant Teen			0	0.00%
Section 504			282	5.60%
Intervention Indicator			1	0.02%
IEP Continuer			109	2.16%
Transfer in Students			0	0%

August 16<sup>th</sup> to May 02<sup>nd</sup>, 2022



Week	Attendance	ADA
8/16 - 8/20	88.15%	2292
8/23 - 8/27	78.84%	3254
8/30 - 9/03	77.19%	3400
9/07 - 9/10	75.59%	3530
9/20 - 9/24	73.74%	3629
9/27 - 10/01	73.2%	3643
10/04 - 10/08	74.08%	3723
10/11 - 10/15	76.07%	3818
11/01 - 11/05	73.91%	3797
11/08 - 11/12	76.02%	3897
11/15 - 11/19	73.48%	3675
11/29 - 12/03	72.76%	3566
12/06 - 12/10	85.62%	4113
12/13 - 12/17	68.48%	3234
1/3 - 1/7	63.68%	3043
1/10 - 10/14	82.22%	3834
1/18 - 1/21	79.93%	3812

Week	Attendance	ADA
1/24 - 1/28	70.5%	3457
1/31 - 2/04	75.78%	3803
02/07 - 02/11	76.87%	3887
2/14 - 02/18	78.66%	3964
2/21 - 2/25	64.77%	3234
2/28 - 03/04	76.66%	3808
3/7 - 3/11	77.48%	3547
3/14 - 3/18	SPRING	BREAK
3/21 - 3/25	72.51%	3444
3/28 - 4/1	75.48%	3554
4/4 - 4/8	74.6%	3446
4/11 - 4/15	73.67%	3457
4/18 - 4/22	73.18%	3470
4/25 - 4/29	75.67%	3597

# OTHER TASKS

## ASSIGNED BY CONSERVATORS

### Graduation Report – May 2, 2022

The Compliance Unit is prepared to receive 2021-22 Graduates.

Status	Number of Students
<b>2021-22 Graduated</b>	110 Total (12 Highlands)
<b>2021-22 Potentials Upcoming Graduates</b>	916
<b>Graduating with IGC</b>	7
<b>Approved IGC</b>	25 Students 34 Projects
<b>Graduation Rejections</b>	20
<b>IGC Rejections ONLY</b>	10

### Enrollment Metrics

The Compliance Unit completed a report until March 31, 2022. Click to [here](#) to see the report.

### Graduates Transcripts

A total of 103 transcripts have been upload in the Dropbox folder shared with conservators.

### IGC Projects

The Compliance Unit have received a total of 34 IGC projects from 25 different students, all the projects have been individualized by each student. Each project received from campuses have been submitted to 3 evaluators that have conducted a detail review. The review results are below:

Action	Number of Projects
<b>Approved</b>	34
<b>Rejected for Fraud</b>	1
<b>Rejected for Plagiarism</b>	1
<b>Require Feedback</b>	13

### Students Placed in Appropriate Classes

To fulfill with this condition the following items are under detail review by the compliance unit:

1. Data Roster inside of SMS: During the 360 this area was reviewed and the following campuses were not in compliance: Dallas North. Due to staff shortage Pleasant Grove, Austin and CFB were not evaluated in this area.

2. TREx: The TREx report that is inside of the enrollment metrics demonstrate that only 6 students were missing TREx and Transcripts.
3. Duplicate Credits: The Duplicate Credit report above demonstrate the district success in this condition. The Data Entry team is collaborating with the Counseling Unit to proactively prevent future duplicates.
4. Blanks on EOC Scores: The Data Entry team during the month of March 2022, review every single blank score in the student's transcripts. The team found 2,543 records missing scores and a report was provided to Counseling Department for a second review to ensure students are placed in appropriate classes.

## **Special Request Conservators**

Corrective Action Plan for Grades and SIS-SMS, See above under accomplishments area.

Fernando Marino  
Compliance Unit Director

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