



April Renfro, CPA  
Manager, Audits Division

State of Idaho  
Legislative Services Office

OFFICE OF SUPERINTENDENT OF  
PUBLIC INSTRUCTION,  
DEPARTMENT OF EDUCATION  
SPECIAL REPORT  
90-DAY FOLLOW-UP  
FISCAL YEARS 2019 AND 2020

Date Issued: February 9, 2022

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On October 8, 2021, the Legislative Services Office released a special report for the Office of Superintendent of Public Instruction, Department of Education (Department) for the fiscal years ending June 30, 2019, and 2020. The Department was contacted on January 20, 2022, and this report addresses how it has responded to the two findings and recommendations in the report.

**FINDING 1**

The review and approval of the Student Transportation Services contracts are not adequately or consistently performed and documented to ensure compliance with Idaho Code, Section 35-1510.

**We recommended that the Department design and implement documented internal controls to ensure contracts are properly reviewed to an appropriate level of detail to identify inappropriate costs and are in compliance with Idaho Code.**

**AUDIT FOLLOW-UP**

The Department has implemented a process to document the review and approval of the Student Transportation Services contracts to ensure compliance with Idaho Code. As part of our review, we examined the State Department of Education (SDE) formal letters (33-1510 Contract Notice Letter - Reviewed; 33-1510 Contract Notice Letter - Align with SDE Model; 33-1510 Contract Appeal Letter) that were approved by the Attorney General and the Superintendent.

We were able to verify the process has changed; however, the Department has not received any contracts since the issuance of the special report. We agree that the process changes as implemented should address the compliance concerns noted in the finding, but we are unable to verify evidence of the application of the improved processes at this time so the finding will remain partially uncorrected until we can observe full implementation.

**STATUS** – Partially Corrected

## **FINDING 2**

The review and approval of school bus spot inspection final letters is not consistently performed and documented.

**We recommended that the Department strengthen internal control policies and procedures to ensure accurate completion and documentation of the spot check inspection and final letter including the retention and follow-up for the school districts' corrective action plans.**

### **AUDIT FOLLOW-UP**

The Department has implemented a process to ensure all spot inspection final letters are reviewed and retained and that follow up is performed on corrective action plans. We selected a sample of three (3) spot inspections, this represents 10 percent of spot inspections completed since the special report was issued. During our review, we confirmed that procedures were successfully implemented. Of the three spot inspections, two required corrective action plans. We were able to verify that follow-up procedures were performed and documentation was retained. Therefore, we consider this finding corrected.

**STATUS** – Corrected