

## Appendix A



### COMMONWEALTH OF PENNSYLVANIA PENNSYLVANIA DEPARTMENT OF THE AUDITOR GENERAL

#### Act 44 Auditee Reporting Form (School District Audits)

The Department of the Auditor General provides this form for every school district to report its adoption of the Department's recommendations in its most recent audit pursuant to Act 44 of 2017 amendments to The Fiscal Code regarding Auditee reporting requirements and the Department's STATEMENT OF POLICY and FORM in 4 Pa. Code Part XIV published in the Pennsylvania Bulletin on February 10, 2018.

Within **120 business days** of the publication of the audit listed below, the school district must submit a response to the Department detailing the adoption of the Department's recommendations, or the reason why recommendations have not been adopted.

AUN:  School:  CAN:   
Audit Period:  Findings:  Recommendations:

**District Response:** (Textbox below will expand or attachments can be added as necessary)

**Note:** Pursuant to Section 1.5 of Act 44, if the Auditee fails to respond to the Department's recommendations within **120 business days**, the Department will notify the Governor and the Chairpersons and Minority Chairpersons of the Appropriations Committees of the Senate and the House of Representatives, which may consider an Auditee's failure to respond to the Department's audit when determining the Auditee's future appropriations.



2625 Morgantown Road Uniontown, PA 15401    PHONE : (724)564-7190    FAX : (724)564-7195

*Mr. Christopher A. Pegg, Superintendent*

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**Reference: Auditor General's Performance Audit Report for Fiscal Period July 1, 2014 through June 30, 2018:**

**STATEMENT OF CONCURRENCE  
CORRECTIVE ACTION PLAN**

The District Administration agrees with the finding that we inaccurately reported transportation data by not using the weighted average method of reporting the transportation data, but instead used a random sampling method. In response to the finding identified in the Albert Gallatin Area School District's audit report for the fiscal period July 1, 2019 through June 30, 2018, the district submits the following Corrective Action Plan.

The District has accepted the recommendations of the department of the Auditor General as follows:

1. The District ensures that personnel in charge of the calculating and reporting transportation data are trained with regard to PDE's reporting requirements.
2. The District has developed written procedures for transportation reporting. The procedures include a review of transportation data by an employee other than the employee who prepared the data to provide additional assurances of the accuracy of the information before being submitted to PDE.
3. The District will review the completed transportation report for the 2018-2019 school year. If necessary, the district will submit a revised report to PDE.
4. The District immediately took the appropriate administrative measure to ensure that all documentation supporting the transportation data reported to PDE is retained. It is being done in accordance with the Pennsylvania School Code's record retention requirements.

In conclusion, the District agrees with the Auditor in that the implementation of the recommendations will help the District improve internal controls over the reporting of transportation data and help ensure the accuracy of transportation data reported to PDE.

Sincerely,

A handwritten signature in blue ink that reads "Christopher A. Pegg". The signature is written in a cursive style with a large, looping initial "C".

Christopher A. Pegg  
Superintendent



2625 Morgantown Road Uniontown, PA 15401    PHONE : (724) 564-7190    FAX : (724) 564-7195

*Mr. Christopher A. Pegg, Superintendent*

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## **Procedures for Transportation Reporting**

**All information compiled by the Transportation Director for the ETRAN report will be verified by the secretary of the Transportation department as the figures are entered into the district spreadsheets containing mileage and student averages for the entire year. Additionally, another Administrator will oversee the input of these numbers into the actual ETRAN report. This will ensure the accuracy of the data. A final review will be made by the Superintendent of Schools before the report is actually transmitted to PDE.**

**Albert Gallatin Area School Board – SPECIAL MEETING MINUTES**  
**Central Office and Zoom Session – 6:00 PM**  
**Wednesday, May 6, 2020**

**MEMBERS PRESENT:** Vice President Ryan Porupski, Secretary Betty Moser, Paul Dunham, David Howard, Carl Planiczka

**MEMBERS PRESENT VIA ZOOM LIVESTREAM:** President Carla Franks, Treasurer Michael Dunham, Charity Grimm Krupa, Robert Mangold

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Superintendent Christopher Pegg, Controller Vince Belczyk and Attorney Lee Price-Zoom Livestream

Vice President Porupski called the meeting to order at 6:21 p.m. followed by a Moment of Silent Meditation and Pledge of Allegiance after which all present responded to roll call.

**PUBLIC FORUM**

None

**EXECUTIVE SESSION**

An executive session was held on Wednesday, May 6, 2020 from 5:52 pm to 6:17 pm for collective bargaining and personnel.

A motion was made by Howard second by Planiczka to adopt agenda as presented.  
All members present voting in favor of motion.

**CHROMEBOOK PURCHASE**

A motion was made by Planiczka second by Howard to approve the purchase of Chromebooks supplying grades two through six at a cost of \$320,397.00. This will allow us to complete our one to one initiative and be better prepared for future issues such as the Covid -19 Pandemic. Funds are to be provided from use of the Fund Balance.

Ayes: P. Dunham, M. Dunham, Franks, Howard, Moser, Porupski, Planiczka  
Nays: Krupa, Mangold

**SOLICITOR'S REPORT**

None

**KINDERGARTEN REGISTRATION PROCEDURE**

A motion was made by Planiczka second by M. Dunham to approve Kindergarten Registration procedure – students must be registered at the elementary school according to residence/attendance area.  
All members present voting in favor of motion.

**AUDIT RESPONSE/CORRECTIVE ACTION PLAN**

A motion was made by Franks second by Planiczka to approve audit response and corrective action plan for the audit period July 1, 2014 through June 30, 2018.  
All members present voting in favor of motion.

**Albert Gallatin Area School Board – SPECIAL MEETING**

**D. Ferd Swaney – 6:00 PM**

**Wednesday, May 6, 2020**

**I. CALL TO ORDER**

- A. Silent Meditation
- B. Pledge of Allegiance
- C. Roll Call

**II. PUBLIC FORUM**

**III. SECRETARIAL**

- A. Enter into executive session, if needed.
- B. Adopt agenda as presented.

**IV. FINANCIAL**

- A. Approve the purchase of Chromebooks supplying grades two through six at a cost of \$320,397.00. This will allow us to complete our one to one initiative and be better prepared for future issues such as the Covid -19 Pandemic. Funds are to be provided from use of the Fund Balance.

**V. SOLICITOR'S REPORT**

**VI. CURRICULUM AND INSTRUCTION**

- A. Approve Kindergarten Registration procedure – students must be registered at the elementary school according to residence/attendance area.

**VII. ADMINISTRATIVE**

- A. Approve audit response and corrective action plan for the audit period July 1, 2014 through June 30, 2018.

**VIII. ADJOURNMENT**

- A. The next regular meeting will be held on May 20, 2020 in the D. Ferd Swaney Elementary School cafeteria.
- B. Motion to adjourn