

January 24, 2020

Clayton P. Carroll, II, Audit Coordinator
Bureau of Budget and Fiscal Management
Department of Education
333 Market Street – 4th Floor
Harrisburg, PA 17126

Re: Performance Audit Report Response and Corrective Action Plan
Fiscal Years Ending July 1, 2014 – June 30, 2018

Dear Mr. Carroll:

The Austin Area School Board of School Directors has reviewed the Auditor General's Performance Audit Report for fiscal years July 1, 2014 through June 30, 2018 and concurs with the findings outlined in the report. Please find below our responses and corrective action plan for each finding and recommendation.

Finding No. 1: The District repeatedly failed in its legal duty to ensure its contracted bus drivers were qualified and cleared to transport students, putting its students at risk of harm.

- The District assigned a new Transportation Director effective November 1, 2019. The new director will meet with the contractor by July 1st of each year to collect all required paperwork/clearances. Only drivers with all paperwork/clearances will be presented to the Board of Directors for approval.
- Beginning January 1st, the District started using Incident Tracker, a tracking software company, to record all paperwork/clearances for bus and van drivers. The new software will notify the transportation director and the transportation contractor prior to items expiring.
- The District is adding procedures to the hiring policy for background and clearance approvals, and will be implementing those procedures for clearance renewals. The new procedures will be implemented February 10th after board approval.
- The District has reviewed the transportation contract and the District's transportation policy. The new transportation director will ensure that both are adhered to and are closely aligned with the amendments to the PSC and the CPSL.

- In December of 2019, the newly assigned transportation director completed the Elements of Transportation course offered by Pennsylvania Association of School Business Officials. She has met with other local transportation directors and has been in close contact with Mrs. Herzing, an auditor from the Department of the Auditor General. She has ridden on the bus routes and is quickly becoming acclimated with her new role. She will ensure that the District and the contractor are fulfilling their responsibilities as outlined in the transportation contract and District policy.

Finding No. 2: The District failed to hire a permanent Superintendent for over six years and may have violated PSERS requirements when it employed an annuitant continuously during that period.

- In August of 2018, the District hired a permanent Superintendent. When the need arises in the future to hire a replacement, the District will ensure that it complies with the PSC and the PSERS. We will appoint a superintendent as soon as possible or practicable after the vacancy is created.



Kimberly Rees, Superintendent

AUSTIN AREA SCHOOL BOARD OF SCHOOL DIRECTORS
 RESOLUTION 2020-3
 February 10, 2020

Whereas, the Austin Area Board of School Directors at their regular meeting held on Monday, February 10, 2020, approved the response and corrective action plan for the Auditor General's Performance Audit Report for fiscal years July 1, 2014 through June 30, 2018 and concurs with the findings outlined in the report. The vote is recorded as follows:

<u>Board Member</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Joseph Burgett	<u>X</u>	<u> </u>	<u> </u>
Nancy Glover	<u>X</u>	<u> </u>	<u> </u>
Britta Hooftallen	<u>X</u>	<u> </u>	<u> </u>
Julie Jeffers	<u>X</u>	<u> </u>	<u> </u>
Darwin Reese	<u>X</u>	<u> </u>	<u> </u>
Jerome Sasala	<u>X</u>	<u> </u>	<u> </u>
Sarah Stafford	<u>X</u>	<u> </u>	<u> </u>
Michelle Valenti	<u>X</u>	<u> </u>	<u> </u>
Ralph Young	<u> </u>	<u> </u>	<u>X</u>


 Kathy Jeffers, Board Secretary

February 10, 2020
 DATE

SEAL

Austin Area School District Administrative Procedures

Adopted: February 10, 2020

Revised:

Background and Clearance Administrative Procedures

- Administration will designate a school employee to receive all clearances and ID numbers for online look up, for all perspective employees, new hires, and contracted personnel. Designated employee will keep track of all current employees and renewal dates.
- Upon review of all clearances, and whereby all clearances resulted in no findings, the recommended new hire and/or contracted personnel will be presented to the Board of Directors for approval.
- Upon review of all clearances and results show a misdemeanor, the report will be sent to the Superintendent for further review.
- Upon review of all clearances and results show a felony, the report will be sent to the Board of Directors for further review.
- Designated employee will keep a dated log when FBI clearances are checked and results will be documented on the log. FBI clearances will not be printed.
- All clearances with findings will adhere to the proper look back period.