

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:	101261302	School:	Connellsville Area School District	CAN:	120508
Audit Period:	July 1, 2015 to June 30, 2019	Findings:	One	Recommendations:	Four

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

Connellsville Area School District, as of the submission of this response, has adopted the Department of the Auditor General's recommendations of the Department's July 1, 2015 to June 30, 2019 Audit. CASD has achieved adoption of the recommendations by:

- CASD complies with the requirement to obtain, review and maintain required clearances for all contracted employees. CASD will begin using the official FBI clearance obtained by human resources and the actual PSP clearance results.
- CASD has developed written procedures requiring the Board to approve a list of drivers for each contractor prior to the start of each school year, and includes procedures for Board approval of contracted drivers added throughout the school year, stipulating this approval is required prior to these drivers transporting District students.
- CASD implements formal written procedures requiring the District to determine driver eligibility prior to employment and to conduct routine and ongoing monitoring of driver records. These procedures will ensure that all required credentials and clearances are obtained, reviewed, and on file at the District prior to individuals transporting students,

and that all required documentation is continuously monitored, updated, and complete. The procedures require the administration to attest that the list of drivers provided for approval contains only drivers for whom the District has obtained all the required records.

- CASD updated board policies and procedures for contracted services to address the requirements of all laws, regulations, and the PDE guidance document that governs transportation and student safety of all District students. These policies ensure that drivers are qualified and have obtained all clearances, as well as the requirement to obtain updated clearances every five years. (Policy and CONTRACTED TRANSPORTATION DRIVERS REQUIREMENTS AND PROCEDURES attached)

Joseph G. Bentley

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.