



GALETON AREA SCHOOL DISTRICT

27 Bridge Street • Galeton, PA 16922 • Ph: 814-435-6571 • FAX: 814-435-6981

Clyde N. Pierce III • Principal
Gary Ruef, Jr. • Buildings and Grounds

Alanna R. Huck • Superintendent
Penny L. Crowell • Business Manager

Megan Walck • Assistant Principal
Teri Sullivan • Food Service

December 19, 2019

Dear Ms. Weigel,

Please find enclosed the audit finding and response from the Galeton Area School District Performance Audit for fiscal years ending June 30, 2017, 2016, 2015 and 2014. I have also included the minutes from the regularly scheduled meeting of the Galeton Area School District Board of Directors for September 9, 2019 documenting the acceptance and approval of the audit finding and response.

The corrective action plan will be ongoing to ensure the correct data is being uploaded to PDE regarding our student transportation reimbursement. Our district is using the audit findings to ensure our procedures are timely and efficient to eliminate a reoccurrence of the audit finding in future years.

If you should need any further information on this matter, please feel free to reach out to me via the above referenced number or via email at ahuck@gasd.net.

Sincerely,

Alanna R. Huck
Superintendent
Galeton Area School District

Enclosures: Corrective Action Plan

September 9, 2019 Galeton Area School District Board of Directors Minutes

Description of Audit Finding	Corrective Action Plan
<p>The district inaccurately reported transportation mileage data to the PDE resulting in a net underpayment to the district of \$9396.00</p>	<p>The district acknowledged the audit finding and proposes to correct the problem prior to the submission of transportation data for the school year 2018-19. The data will be collected and reviewed by the Business Manager prior to submission to the Superintendent. The Superintendent will independently verify the calculations prior to information being uploaded to the PDE. Further, the district will have busdrivers submit odometer readings three times throughout the school year. This will allow for triangulation of the mileage data. The district also proposes to review the data from 2017-18 to make any corrections that may need to be made prior to the window closing for corrections to transportation subsidy.</p>

Galeton Area School District
School Board Meeting Minutes

September 9, 2019

A meeting of the Galeton Area School Board was held in the Music Room of the Galeton Area School District on September 9, 2019.

The meeting was called to order by Board President Bonita Stover at 6:30 PM.

Board Members and all others present recited the Pledge of Allegiance.

The following School Board Members were also present, as confirmed by roll call: Dr. Mary Geiter, Beth Fuller, Tanesha Monroe, Rick Yonkin, Tony Cimino, Charles Tameris. Kyle Lehman and Charles Bach were absent. Others present included Superintendent Alanna Huck, Principal Clyde Pierce, Assistant Principal Megan Walck and Business Manager/Board Secretary Penny Crowell.

Citizen Recognition: There were no citizens comments.

Mr. Bach arrived for the meeting.

Board Education—Summer Maintenance and Technology Update: Mrs. Huck reported on maintenance activities that included general cleaning inside and outside, stripping and waxing floors, changing all filters, running wiring for security cameras, removing fencing by the tennis courts, and removing the teeter totters that did not meet the insurance review specifications.

Mrs. Huck also reported on technology work, which included finishing the security camera project, rebuilding 8 servers from scratch, reinstalling Windows on every computer in the district, installing 13 wifi access points, and installing 16 new switches, battery backups and network racks. Throughout this process, we are learning that our computers are outdated and some are not working. This will have to be addressed in the near future.

New Reading Curriculum – Mrs. Huck reported that this curriculum is awesome. The American Reading Company representative said that we received the best product.

Operations:

President Stover asked for a motion to consider approval of the minutes from the August 12, 2019, Board Meeting. On motion of Mr. Yonkin and second of Mr. Bach, the Board voted 8 to 0 to approve the minutes.

President Stover asked for a motion to consider approval of the General Fund Bill List. On motion of Mr. Yonkin and second of Mr. Cimino, the Board voted 8 to 0 to approve the bill list (EXHIBIT).

President Stover asked for a motion to consider approval of the School Lunch Fund Bill List. On motion of Mrs. Monroe and second of Mrs. Fuller, the Board voted 8 to 0 to approve the bill list (EXHIBIT).

Call to Order

Pledge of Allegiance

Attendance

Citizen Recognition

Board Education –
summer maintenance
and technology
update

Board Minutes

General Fund Bill List

School Lunch Fund
Bill List

President Stover asked for a motion to consider approval of the Student Activities Financial Report. On motion of Mrs. Fuller and second of Mrs. Monroe, the Board voted 8 to 0 to approve the report (EXHIBIT).

Student Activities
Financial Report

President Stover asked for a motion to consider approval of the Treasurer's Report. Mrs. Crowell presented the report which showed a General Fund balance of \$1,179,701 on August 31, 2019. On motion of Mr. Cimino and second of Mr. Yonkin, the Board voted 8 to 0 to approve the report (EXHIBIT).

Treasurer's Report

President Stover read a letter from Board Member Kyle Lehman announcing his resignation effective August 13, 2019. On motion of Mr. Tameris and second of Mrs. Fuller, the Board voted 8 to 0 to accept the resignation with regret. Mrs. Huck indicated that the Administration will post the Board vacancy.

Correspondence

Principal's Report:

Inservice – Mr. Pierce reported that inservice days went well. The Escape Room Workshop lead by Mrs. Walck was fun and interesting for staff. High school staff worked on intervention groupings and learned how adverse childhood experiences can affect student learning. Elementary staff participated in reading curriculum training—the presenter was dynamic. The training will continue every two weeks through February with an American Reading Company representative working with individual teachers in the classroom, helping teach and model.

Principal's Report

Carnegie Science Assembly – This program will be presented to elementary students, which is provided free through a Shop N Save program.

Ast. Principal – Mrs. Walck reported that she started the year on August 5. She has set-up a student positive referral program, providing feedback to parents and students, participated in many IEP, GIEP and 504 meetings and is getting to know students, parents and teachers. She has bus duty and has been in many classrooms, which has helped her to get to know students.

Action Items

President Stover asked for a motion to approve the Administration's recommendation to enter into supplemental contracts with the following persons as coaches for the 2019/20 school year: Lorri Griffen, co-JV Volleyball Coach, \$1,020; Tia Green, co-JV Volleyball Coach, \$1,020; and Kyle Lehman, Jr. High Soccer Coach, \$1,490. On motion of Mr. Yonkin and second of Mrs. Monroe, the Board voted 8 to 0 to approve the coaches.

Coach
Recommendations

President Stover asked for a motion to approve the Administration's recommendation for response and Corrective Action Plan in relation to the Performance Audit for the years ending June 30, 2014, 2015, 2016 and 2017. The Plan responds to the finding that the district inaccurately reported transportation mileage data to PDE, which resulted in an underpayment to the District. The District accepts the audit finding and will implement written procedures and protocols to resolve the situation. On motion of Mr. Cimino and second of Dr. Geiter, the Board voted 8 to 0 to approve the Plan (EXHIBIT).

State Audit Response
& Corrective Action
Plan

President Stover asked for a motion to approve the Administration's recommendation to enter into an Agreement with Seneca Highlands IU 9 to contract out District speech services to IU #9 for the 2019/20 school year at a rate of \$33.00/hour. On motion of Mr. Tameris and second of Mr. Cimino, the Board voted 8 to 0 to approve the agreement (EXHIBIT).

Speech services contract to the IU

President Stover asked for a motion to approve the Administration's recommendation to award the bid for milk and dairy products to Valley Farms Dairy, a subsidiary of Upstate Niagara Cooperative, Inc., for the 2019/20 fiscal year, with an option to renew the bid award for up to one additional year by mutual agreement of the School District Administration and Valley Farms. On motion of Mr. Bach and second of Mr. Yonkin, the Board voted 8 to 0 to award the bid (EXHIBIT).

Milk Bid

President Stover made the following announcements:

Announcements

Executive Session: *none scheduled at this time*

Next Board Meeting: Tuesday, October 15, 2019, 6:30 PM
Galeton Area School District Music Room, Galeton, PA

Next Board Work Session:
none scheduled at this time

Citizen Recognition: *none*

Citizen Recognition

On motion of Mr. Tameris and second of Mr. Yonkin, the Board voted 8 to 0 to adjourn the meeting.

Adjournment

Approved as read October 15, 2019.

Respectfully submitted by:

Penny L. Crowell
Board Secretary