

## 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.

<b>AUN:</b>	101633903	<b>School:</b>	McGuffey School District	<b>CAN:</b>	126499
<b>Audit Period:</b>	July 1, 2016 to June 30, 2020	<b>Findings:</b>	One	<b>Recommendations:</b>	Two

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

McGuffey School District received and reviewed the Auditor General's report in regards to the district's performance around safe schools in February 2022. As a result of this performance audit, the district has implemented fundamental changes to the areas identified within the review. Below you will find the specific areas identified within the review along with McGuffey School District's modifications to the safe schools programing.

#### **Plan**

##### 1) Existence and Phases

- a. McGuffey School District has an emergency operations plan that was last updated in 2012. We are currently revising the 2012 plan and modifying its contents to reflect changes to the organization over the past 10 years. Part of this update includes procedures to ensure the annual review modification of the plan as needed. The new plan will include all necessary components including

preparedness and recovery. In addition to the overall emergency operations plan, we are currently revising the Critical Response Handbook for use by our faculty and staff.

2) Community Partnerships

- a. The newly revised plan includes the creation of the McGuffey Safety and Security Committee (MSSC) focused on contributing to the development and annual review of the district's emergency operations plan. The MSSC has been created and includes school district personnel as well as members of the community. Community memberships include organizations and agencies focused on the management of crisis, emergency management, and prevention. One focus of the community relationships established through this safety committee is the strategic development of procedures that allow for efficient sharing of critical information, effective communication, and reunification of students in the event of an emergency during school hours. Additional focal points of the plan will include procedures outlining the necessary communication to staff, students and families of emergency procedures of the district.

3) Leadership and Communication

- a. McGuffey School District understands the importance of reducing the possibility of confusion during emergency situations and establishing standardized procedures to efficiently manage emergency situations. For this reason, McGuffey School District has adopted and is implementing the NIMS (National Incident Management System) system. This adoption includes the training of key staff members in the NIMS as well as ICS (Incident Command System) and will address the needs of the district while meeting federal and state mandates.

### **Training and Emergency Procedures**

With the formation of the safety committee, we have started to address the needs surrounding the training and emergency procedures in the district. The major deficit we have noticed because of the audit is the need for better documentation in this area. Our current procedures allow us to train the individuals in our district but the lack of documentation has made it difficult to support our claims of compliance. For this reason, the revised emergency preparedness plan will address specific procedures regarding documentation and vehicles for communication to all stakeholders while assigning responsibility for these measures to district staff members. An example of necessary documentation would be the completion and submission of after action reports to supervisors or collection of training agendas for documentation purposes.

### **Risk Vulnerability and Assessment**

With the creation of the MSSC at McGuffey School District we have identified the need to implement risk and vulnerability assessments across the district at all levels of the organization as well as within our community. These assessments will be conducted by a sub-committee which will be identified by the MSSC. These risk and vulnerability assessments will be conducted during the 2022-2023 school year. Annual risk and vulnerability assessments will be conducted moving forward.

### **School Climate Survey**

School climate surveys are currently being created and are planned to be distributed during the 2022-2023 school year. Annual surveys will be conducted moving forward. A sub-committee is currently being established to address the creation, distribution and analysis of the surveys.

### **Bullying Prevention**

McGuffey School District has a bullying policy in place that is annually updated and adhered to across the district. Procedures are being developed and will be implemented to ensure the consistent application of the guidance provided in the bullying policy. These procedures will include the outline of responsibilities for safe schools reporting purposes and the training aspects for our school community on how to recognize and intervene in bullying situations. Additional focus has been placed on the mandatory documentation of the training regarding bullying and state reporting mandates for safe schools reporting to properly document our implementation of the bullying policy and federal and state mandates.

### **Memorandum of Understanding**

McGuffey School District maintains a current MOU (Memorandum of Understanding) with local and state law enforcement agencies. We recognize the need to file these MOU's with PDE's Office of Safe Schools on a biennial basis and have put procedures in place to ensure this reporting occurs moving forward.

### **Building and Security**

#### All School Buildings

*Monitoring of Camera Systems* – Monitoring of the camera systems at all buildings occurs on an ongoing basis throughout the school day when police officers are in the security offices.

*Drop Off Zones* – The district is currently reviewing the drop off zones for safety and flow of traffic. Drop off zones have been designated and will be properly marked by the during the 2022-2023 school year.

*Key and Identification* – Written procedures are currently being developed that will address the need for accountability of keys and access cards. Procedures will be implemented during the 2022-2023 school year. Student identification will be addressed during the MSSC meetings in the near future.

*Deliveries* – Procedures are in place to address the inspection of deliveries. Written procedures will be developed by the MSSC and implemented by school district staff to ensure the proper identification, inspection, and distribution of deliveries.

*Doors and Windows* – The district is currently in the process of researching the implementation of a new access control system for exterior doors. McGuffey School District has started the process of numbering the all exterior windows.

*Risk and Vulnerability Assessment* – With the creation of the MSSC at McGuffey School District we have identified the need to implement risk and vulnerability assessments across the district at all levels of the organization as well as within our community. These assessments will be conducted a sub-committee which will be identified by the safety committee. These risk and vulnerability assessments will be conducted during the

2022-2023 school year. Annual risk and vulnerability assessments will be conducted moving forward.

Claysville Elementary School

*Building Interior During School Hours* – McGuffey School District will establish and implement universal procedures to ensure the security of unassigned lockers. These procedures will go into effect during the 2022-2023 school year.

**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.