

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:	123465303	School:	Methacton School District	CAN:	123025
Audit Period:	July 1, 2015 to June 30, 2019	Findings:	Two	Recommendations:	Eight

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

Finding 1 Response:

The Methacton School District (District) does not agree that it failed to meet its statutory obligations related to the employment of individuals having direct contact with students during the 2020-21 school year by not maintaining complete and updated records for all drivers transporting students. While items may have not been added to the Human Resources' driver file the information was in the possession of the contractor, First Student.

To further mitigate future concerns with a complete file being held in Human Resources, the Transportation Coordinator will be provided a log that they will maintain of all drivers and the expiration dates of the required documentation. The Transportation Coordinator will obtain the records from the contractors and provide them to Human Resources for the maintaining of the driver files.

Information to be tracked and maintained as follows:

To be supplied annually:

- Pennsylvania Driver License for Van Driver or School Bus Driver License for Bus Driver.
- Physical Exam Certificate.
- Bus Driver physical exam form.
- Certificate on completion of school bus driver's training.

To be supplied every five years:

- Act 34 Criminal Record Check.
- Act 151 Criminal Record Check.
- Act 114 FBI Fingerprint Report.

In addition, the Transportation Coordinator will be sending to Human Resources any new driver(s) in order to ensure that the School Board can approve the drivers as they are added. This will include drivers from First Student as well as any other third party drivers that are engaged by Methacton School District.

With regards to Board Policy 818 not incorporating all the significant changes to laws and regulations that were made to the PSC and the CPSL related to the requirement to obtain updated clearances every five years, the District does not agree with this statement. The Policy is reviewed per the PSBA recommendations and changes incorporated where appropriate. While the policy does not state that the clearance need to be updated every 5 years, it is well understood that this requirement exists. To help address the concern, the policy will be reviewed via PSBA and if needed the Solicitor.

Finding 2 Response:

Methacton School District ("District") agrees that the historical documents were not retained as the District relied on the Bus Boss Software for the state reporting.

- The District's reporting of students that ride but live within walking distance was deficient. To address this concern the District has worked with the software provider and the contractor to correctly identify these students for future reporting.

- The District was also under reporting students transported due to hazardous walking conditions. To address this, the District worked with the software provider to correctly identify students meeting this criteria.

- To address the documentation concerns, the District's Transportation Coordinator is electronically storing "snap shots" of the routes and rosters to support the information the software created for the state reporting.

The District will also be seeking enhanced training for the state reporting via PASBO in order to ensure that not only the proper documentation is being retained, but gain a better understanding of the reporting process and requirements.

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.