



WILLIAM J. GRETZULA, Ed.D.
Superintendent

PENNSBURY SCHOOL DISTRICT

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March 26, 2019

Ms. Helen Weigel, Director
Bureau of School Audits

Dear Ms. Weigel:

In response to the February, 2019 finding of the Limited Procedures Engagement performed by The Department of the Auditor General, the administration of the Pennsbury School District developed the attached Administrative Procedure (Index #810.14). It is our determination that when fully implemented by the appropriate district personnel, this procedure will address the issues raised in the audit and provide sufficient oversight to insure accurate reporting of data as required.

Please review the attached and contact my office if there are any questions regarding the implementation of this policy. We thank you for your prompt attention to this matter.

Respectfully,

William J. Gretzula, Ed.D.
District Superintendent
Pennsbury School District
A State and National School District of Character



MISSION

Recognizing our proud traditions and diverse community, the Pennsbury School District prepares all students to become creative, ethical, and critical thinkers for lifelong success in a global society.

Pennsbury School District

Administrative Procedure

Effective Date	Supercedes Index No.	Index No.
3/11/19	New	810.14

Title: PDE Reporting of Transportation Data

Purpose: To define the procedures utilized to review data, reconcile information, and accurately report the results to the Pennsylvania Department of Education (PDE) to ensure accuracy in the number of pupils transported, including all public and non-public school students entitled to transportation services based upon the Public School Code.

Reference: Section 2541(a) of the Public School Code indicates that "School Districts shall be paid by the Commonwealth for every school year on account of pupil transportation which, and the means and contracts providing for which, have been approved by the Department of Education, in the cases hereinafter enumerated, an amount to be determined by multiplying the cost of approved reimbursable pupil transportation incurred by the District, by the District's aid ratio." In determining the formula for the cost of approved reimbursable transportation, the Secretary of Education may prescribe methods of determining approved mileages and the utilized passenger capacity of vehicles for reimbursement purposes.

Procedure: The Director of Transportation or his/her designee shall gather all information related to the transportation of public, non-public and charter school students at the close of each school year.

This information should include:

- Identification of the vehicles utilized
- Students assigned to each separate run by each vehicle
- Number of miles travelled with and without students on each run
- Classification (i.e. Public, Non-Public, Charter) of each student being claimed for services on the report
- Verification of the calendar of operating days for each school
- Bus rosters with individual student names shall be attached to all reports
- List of students classified as non-public and/or charter school students shall be provided as a supplemental list.


The Director of Pupil Services or his/her designee will review the students listed on the report to confirm that the classification of each student is correct based upon the information within the student data system or other records maintained by the Pupil Services Department.

The information shall be placed in a format that duplicates the information required to be submitted on the PDE-1049 Report.

The Business Administrator will review the PDE-1049 Report with the Director of Transportation or his/her designee to insure that the data has been recorded accurately and is reflected on the reports.

The appropriate Administrative personnel (Superintendent, Board Secretary, Director of Transportation, etc.) shall confirm the accuracy of the information by providing required signatures on the PDE-1049 document.

**Responsible
Administrator:** Business Administrator



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