

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:	120486003	School:	Saucon Valley School District	CAN:	117006
Audit Period:	July 1, 2014 to June 30, 2018	Findings:	One	Recommendations:	Five

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

In response to the findings from the auditor's report for the Saucon Valley School District we will be taking the following steps to rectify the noted deficiencies. The previous Supervisor of Campus Operations did not take measures to retain, review, and certify the collection and submission of transportation reports for the Department of Education. As result, we will immediately take the appropriate administrative measures to ensure that we retain all documentation supporting the transportation data reported to the PDE, including odometer readings and student bus routes in accordance with the PSC's record retention requirements, as well as requirements set forth in school district policy. We shall also establish a safe and adequate location to store documents and calculations supporting the transportation data submitted. We shall also ensure that record retention procedures are documented and staff are trained on such procedures. The Supervisor of Campus Operations shall fulfill these action steps. Additionally, we shall develop internal control procedures over transportation reporting by implementing a secondary review of all data prior to submission to PDE. Lastly, we will

develop detailed written transportation reporting procedures specifically addressing the accurate identification and reporting of non-reimbursable students and students who are reimbursable. Additionally, training will be provided to all users to properly equip them to use the Versatrans software effectively. Once again, the Supervisor of Campus Operations will follow through on all action plans.

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.

Director Eichfeld, seconded by Director Dettmar moved to approve Education Item #3 with the exception of Policy 913 which will go back for review by the solicitor.

Vote: 9-yes, 0-no

B. Personnel

1. Approve the extension of the commission of Dr. Craig Butler, Superintendent of schools for a time period September 5, 2020 to September 4, 2022 and approve the extension employment agreement with Dr. Butler.

Director Eichfeld, seconded by Director Miller moved to approve Personnel Item #1.

Vote: 8-yes, 1-no (Karabin)

C. Facilities

A. Facilities Committee Meeting Summary from April 1, 2020

1. Approve the engineering study for the cooling tower replacement by HB Engineers, Inc ,per review and approval of the District solicitor, at a cost of \$12,000.
2. Approve the telephone proposal from ET&T at a cost of \$122,332.03. Also attached is the proposal from IntegraOne.

Director Baxter asked where the money is coming from for these projects.

Mr. Bonenberger stated that the money will be coming from Capital Reserve Fund.

Director Welch, seconded by Director Eichfeld moved to approve Facilities Items #1&2 with money to come from the Capital Reserve Fund. Vote: 9-yes, 0-no

D. Finance

2020-2021 Budget Timeline for the 2019-2020 School Year

May 31, 2020 - *District Deadline* to adopt the 2020-2021 proposed final budget and upload the signed Certification of Use of PDE-2028 into the Consolidated Financial Reporting System application.

June 10, 2020 (20 days prior to final budget adoption deadline) – *District Deadline* to make the 2020-2021 Proposed Final Budget available for public inspection on PDE-2028.

June 20, 2020 (10 days prior to final budget adoption deadline) – *District Deadline* to offer public notice of its intent to adopt the 2020-2021 final budget.

1. Approve the response to the district audit findings for the Act 44 Audit.

Director Miller, seconded by Director Eichfeld moved to approve Finance Item #1.

Vote: 9-yes, 0-no

E. Community Outreach – SV Partnership – Michael Karabin and Shawn Welch