

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: **School:** **CAN:**
Audit Period: **Findings:** **Recommendations:**

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

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.



SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT

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DISTRICT OFFICE

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Susquehanna Township School District
Audit Report Response to PDE
Years Ending June 30, 2017, 2016, 2015, and 2014

Susquehanna Township School District continues the process of implementing its organizational performance excellence framework to provide the district with a strategy for establishing and maintaining systems and processes to better improve efficiency and effectiveness of operations.

Attached to this correspondence is a document entitled Susquehanna Township School District, Response to Auditor General's LEA Performance Audit, Corrective Action Plan (CAP). Both this letter and the referenced document shall serve as the required district response to the Findings, Observations, and Recommendations cited in the Commonwealth of Pennsylvania, Department of the Auditor General, Performance Audit.

Sincerely,

Dr. Tamara Willis
Superintendent

Approved by the Susquehanna Township School District Board of Directors: July 15, 2019

Susquehanna Township School District
Response to Auditor General's LEA Performance Audit
Corrective Action Plan (CAP)

6/29/19

Finding, Observation, Recommendation	Finding, Observation, Recommendation Title	Concurrence (or) Non-concurrence Statement	Corrective Action Steps (or) Reason Corrective Action Not Determined Necessary	Timetable for Implementation of Corrective Action	Monitoring Procedures to Ensure Corrective Action is Taken
Finding (1)	STSD failed to conduct all required monthly fire drills in accordance with the public school code and did not maintain adequate supporting documentation.	STSD agrees with finding.	Each building principal will be required to submit, in writing, the date, time and duration of each drill to the Superintendent and the Data Supervisor on a monthly basis.	August 2019 and each subsequent month during school operations	The district safety committee will review the status of fire and emergency drills and monitor a district-wide tracking system (SharePoint) on a monthly basis and report to the Superintendent.
Recommendation (1.1)	Conduct monthly fire and emergency drills with staff and students at each school building while in session, as required by the PSC.	STSD agrees with recommendation.	Each building principal will be required to submit, in writing, the date, time and duration of each drill to the Superintendent and the Data Supervisor on a monthly basis.	August 2019 and each subsequent month during school operations	The district safety committee will review the status of fire and emergency drills and monitor a district-wide tracking system (SharePoint) on a monthly basis and report to the Superintendent.
Recommendation (1.2)	Ensure that the district is reporting factually accurate data to the PDE in its annual fire drill reports that can be evidenced by supporting documentation.	STSD agrees with recommendation.	The district safety committee will review the status of fire and emergency drills and monitor a district-wide tracking system (SharePoint) on a monthly basis and report to the Superintendent. The district's Data Supervisor will retain a copy of all source documents supporting the completion of the required fire and/or emergency drill in accordance with PSC.	July 2019 and each subsequent month during school operations	The district safety committee will review the status of fire and emergency drills and monitor a district-wide tracking system (SharePoint) on a monthly basis and report to the Superintendent.
Recommendation (1.3)	Request its solicitor to advise district officials about the amendments to the PSC related to fire and school security drill requirements beginning in the 18-19 school year so that the district can ensure compliance with all applicable, current provisions of PSC.	STSD agrees with recommendation.	District Administration requested that its solicitor advise applicable administration members of amendments to the PSC related to fire and school security drill requirements.	Consulted district solicitor on July 2, 2019 regarding amendments to PSC relating to fire and school security. Applicable requirements will be reviewed with appropriate administration prior to start of 19-20 School Year	The district safety committee will review the status of fire and emergency drills and monitor a district-wide tracking system (SharePoint) on a monthly basis and report to the Superintendent.