

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:	105259703	School:	Wattsburg Area School District	CAN:	116374
Audit Period:	July 1, 2014 to June 30, 2018	Findings:	One	Recommendations:	Four

District Response:

The District was not able to provide documentation verifying the number of nonpublic students reported as transported during the audit period. The District agrees with the finding and will implement all the Auditor General Department recommendations approved by the Wattsburg Areas School District Board of Directors on April 20, 2020 in the following action plan:

1. Starting with the 2020-2021 school year, the district will require a written request for transportation for all nonpublic school students and charter school students from the parent or guardian of the student. Requests will be kept on file at the district office and will be reconciled with the bus rosters each year to ensure accurate reporting to PDE.
2. As soon as possible, the district will develop written administrative procedures for transportation reporting. The procedures will include the process that is already in place

where data is reviewed by someone other than the person that prepared the data and/or entered the data into a spreadsheet to ensure accurate information is reported to PDE.

3. Starting with the 2020-2021 school year, the district will provide to the transportation contractor a listing of all nonpublic school students and charter school students that require transportation for the contractor to place nonpublic and charter school students on a bus roster. The nonpublic and charter school student written requests for transportation from parents or guardians will be required prior to adding students to a bus roster and will be maintained at the district administrative office.
4. As soon as possible, district personnel in charge of calculating and reporting the number of nonpublic school students and charter school students transported by the District will be trained on PDE's reporting requirements.

Note: During the State Audit Review meeting on January 15, 2020, State Auditors stated that in the notes from the previous audit, transportation information regarding nonpublic students and rosters was requested but the District was unable to provide adequate documentation. This information was not disclosed to the Superintendent or Business Administrator by a verbal comment or written finding. Had this information been shared with administrators at the time of the previous state audit review meeting, the District would have put corrective actions into place at that time to avoid this current finding.

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.

Superintendent: Kenneth A. Berlin

Signature: 

Date: 04/23/2020



Mrs. Rebecca Kelley
Assistant to the Superintendent

Mr. Kenneth Berlin
Superintendent

Mrs. Vicki Bendig
Business Administrator

04/23/2020

Clayton P. Carroll, Auditor Coordinator
Bureau of Budget and Fiscal Management
Department of Education
333 Market Street – 4th Floor
Harrisburg, PA 17126-0333

AUN: 105259703
CAN: 116374
Audit Period: July 1, 2014 to June 30, 2018
Findings: One

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Please let me know if any additional documentation or action is needed regarding this audit.

Sincerely,



Kenneth A. Berlin

WATTSBURG AREA SCHOOL DISTRICT BOARD OF EDUCATION

APRIL 20, 2020

The Wattsburg Area School District Board of Education held their Regular Board via electronic virtual meeting platform on Monday, April 20, 2020. President Andy Pushchak called the meeting to order at 7:00 p.m. and the Pledge of Allegiance was recited.

Mr. Jeremy Bloeser, Mrs. Amanda Farrell, Mr. Shawn Matson, Mr. Steve O'Donnell, Mr. Josh Paris, Mrs. Julie Pikiewicz, Mrs. Tara Pound, Mr. Marty Pushchak and Dr. Andy Pushchak attended. Mr. Kenneth Berlin, Superintendent; Mrs. Rebecca Kelley, Assistant to the Superintendent; Mrs. Vicki Bendig Business Administrator and Attorney Christine McClure, Solicitor also attended.

Roll Call

Dr. Pushchak announced for citizens wishing to address the board this evening to submit their name and address at this time using the Question and Answer feature (to simulate using the sign-up sheet at meetings held in person).

Motion by Mr. Pushchak, seconded by Mr. Paris to approve the following resolution:

By-Laws: Methods of Operation

WHEREAS, WASD Policy 006.1 authorizes voting by electronic communications under extraordinary circumstances; and

WHEREAS, the declaration of a nationwide pandemic by the World Health Organization and a statewide emergency by Pennsylvania Governor Wolf and a County state of emergency by County Executive Dahlkemper is found to constitute extraordinary circumstances by the Wattsburg Area School District Board of Education;

BE IT RESOLVED that the requirement in Policy 006.1 that a majority of the Board members be physically present is hereby WAIVED the requirement for physical presence for this and all future regular board meetings sessions until rescinded by future motion, that all members participating through electronic communications shall be considered present so long as any member so participating can hear everything said and those attending can hear everything said by that member.

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Paris, seconded by Mrs. Pound to approve the agenda and addendum as presented. Motion approved by a voice vote with no opposition. Motion carried.

Agenda

Motion by Mr. Paris, seconded by Mr. O'Donnell to approve the meeting minutes of the February 17, 2020 Regular Board and Finance Committee meetings, the March 9, 2020 Athletic Committee meeting and Work Session and April 13, 2020 Finance Committee Meeting and Work

Meeting Minutes

Session. Motion approved by a voice vote with no opposition. Motion carried.

No school reports were given this evening.
No Visitors requested to address the Board this evening.

School Reports Guests & Citizens

Mr. Berlin shared that there is an amended motion this evening for the emergency hotspots.

Superintendent's Report

He investigated leasing but found that it was no advantageous for the district to lease as the payments are only spread out over time and interest is charged to lease. Therefore, it made more sense to purchase the hotspots. We are also adding to the number of hotspots to purchase as over 53% of our district does not have access to broadband internet. In comparison, Fairview School District has only 1% with no access and General McLane has about 7%. It is important to get internet to those students who do not have access so we can begin our distance learning beginning May 4, 2020. Verizon was chosen as they have the best coverage in our area but the company supplying the hotspots can also work with Sprint and T-Mobile if needed.

The state has delayed the \$42,000 grant as the monies from the grant went to more poverty-stricken districts. We are looking at receiving \$240,000 from the CARES Act from the Federal Government which is based on a formula.

Motion by Mr. Pushchak, seconded by Mr. Paris to approve the following reports, payments and invoices as presented:

Business Administrator's Report

- Revenue & Expenditure Reports ending March 31, 2020
 - General Fund: \$8,774,174.26
 - YTD Budget to Actual Report: Revenue Expenses
 - Capital Projects: \$2,625,029.81
 - Cafeteria: \$196,765.93
 - Cafeteria Profit/Loss: [February](#) \$(14,783.41) [March](#) \$(25,948.83)
- Checks and Invoices
 - [Exhibit A1](#) Checks Already Written: \$497,114.32
 - [Exhibit A2](#) Checks Already Written: \$45.02
 - [Exhibit A3](#) General Fund Bills: \$387,656.54
 - [Exhibit B1](#) Cafeteria Checks Already Written: \$30,789.57
 - Exhibit B2 Cafeteria Bills:
 - [Exhibit C1](#) Capital Projects Checks Already Written: \$4,300.00
PLGIT: \$513,220.63
 - [Exhibit C2](#) Capital Project Fund Bills: \$145,711.40 PLGIT:
\$678,322.61
 - [Exhibit D](#) SHS Activity Fund Report: \$63,032.14

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Pushchak, seconded by Mr. Paris to approve the budgetary transfers:

Budgetary Transfers

- Monthly budgetary transfer from the budget vs actual report as outlined in [Exhibit E](#).
- From the Committed Reserve Fund to the Capital Project Fund in the amount of \$4,300.

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Pushchak, seconded by Mr. O'Donnell to approve the following resolution:

PlanCon K Resolution

RESOLVED, that the Wattsburg Area School District, Erie, PA Board of Directors hereby grants approval to certify PlanCon K related to the issuance of the General Obligation (Limited Tax) Bonds, Series 2020A and all attached materials for submission to the Pennsylvania Department of Education for its approval.

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Pushchak, seconded by Mr. Paris approve the adoption of the proposed General Fund Budget for 2020 – 2021 in the amount of \$26,005,521 and to authorize the Secretary to post the following notice: The Board of Directors tentatively approved the proposed final budget for the Wattsburg Area School District for the fiscal year of 2020-2021 on April 20, 2020. A copy of the said budget in the amount of \$26,005,521 is open for inspection by the public on April 27, 2020 on the District Website. Adoption of the final budget is scheduled for June 15, 2020, 7:00 p.m. at the Wattsburg Area Elementary Center. Motion by Mr. O'Donnell to amend the motion to change the meeting from the elementary center to an electronic virtual meeting platform. Seconded by Mrs. Farrell. Motion to amend the motion was approved by a voice vote with no opposition. Motion to approve the adoption of the proposed General Fund Budget for 2020 – 2021 in the amount of \$26,005,521 and to authorize the Secretary to post the following notice: The Board of Directors tentatively approved the proposed final budget for the Wattsburg Area School District for the fiscal year of 2020-2021 on April 20, 2020. A copy of the said budget in the amount of \$26,005,521 is open for inspection by the public on April 27, 2020 on the District Website. Adoption of the final budget is scheduled for June 15, 2020, 7:00 p.m. utilizing an electronic virtual meeting platform. In a recorded roll call vote, the following members voted to approve the proposed budget: Mr. Pushchak, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiewicz, Mrs. Pound and Dr. Puschak. Motion carried.

Proposed Final 2020-2021 Budget

Motion by Mr. Pushchak, seconded by Mr. Paris to approve the [Northwest Tri-County Intermediate Unit General Operating Budget for the 2020-2021 school year](#) in the amount of \$61,886,803.00 and to further approve Wattsburg Area School District's contribution to the School Improvement Services (Fund 020) budgets of the Intermediate Unit for the 2020-2021 fiscal year in the amount of \$31,061.58 and \$165,401.00 to the Special Education Services Consortium (Fund 23). In a recorded roll call vote, the following members voted to approve the NW Tri-County Intermediate Unit budget: Mr. Pushchak, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiewicz, Mrs. Pound and Dr. Puschak. Motion carried.

Northwest Tri- County Intermediate Unit Budget

Motion by Mr. Paris, seconded by Mr. Bloeser to approve the following:

- The revised field color and center logo for the Outdoor Athletic Stadium Complex as outlined in [Exhibit F](#).
- The Change Order as outlined in [Exhibit G](#). To be funded out of the project contingency.
- The Lease Agreement between Northwest Tri-County Intermediate Unit #5 and WASD for rental of WAEC space July 1, 2020 through June 30, 2021 as outlined in [Exhibit H](#).
- The purchase and installation of a new water softener system for the water treatment plant as outlined in [Exhibit I](#).
- Waiving the rental fees assessed the YMCA daycare program during the pandemic related school closure.
- The repair of the bus garage fuel storage tanks as outlined on [attachment 1](#).

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Bloeser, seconded by Mr. O'Donnell to approve the additions to the Kelly Educational Staffing Substitute List as outlined.

Jennifer Angelo Beth Ann Kopay Kiera Singer
Nathaniel Freed Kenzil Mundkowsky Alexandria Smiley

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Bloeser, seconded by Mr. Paris to approve the following personnel appointments:

- Colonel Eric B. Moses as Aerospace Instructor at Seneca High School and the Act 93 Agreement between WASD and Colonel Moses.
- Stephanie Krzak as Primary Subject Area Teacher at WAMS effective August 19, 2020.

Motion approved by voice vote with no opposition. Motion carried.

Motion by Mr. Bloeser, seconded by Mr. Paris to approve Rebecca Kelley and Hillary Barboni to attend PAFPC Annual Conference for Federal Programs Coordinators, October 12-15, 2020 in Champion, PA, at an estimated cost of \$2,887.00 Funds from Title IV. Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Bloeser, seconded by Mr. Pushchak to accept the resignations of Guy White, Technology Systems and Services Director effective March 1, 2020 and D'Arcy Frontera, Accounting Clerk for the purpose of retirement effective May 2, 2020. Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Bloeser, seconded by Mrs. Farrell to approve the additions of Brooke Gibbs and Susan Oleski to the 2019-2020 Service Substitute list. Motion approved by a voice vote with no opposition. Motion carried.

Field Color and Center Logo

Athletic Field Change Order IU #5 Classroom Lease Agreement

Water Softener

YMCA Rental Fees

Fuel Storage Tank Repair

Kelly Education Staffing Substitutes

Personnel Appointments

Conference Requests

Resignations

Service Substitute List

Motion by Mr. Bloeser, seconded by Mrs. Farrell to approve the anticipated summer positions to be paid at the contractual rate according to the WASD/WEA Collective Bargaining Unit as follows:

- Seneca High School:
 - Susan Nolan – Mathematics
 - Christopher Langer-Williamson– English
- Anticipated Extended School Year Teacher anticipated the month of July 2020 and possibly August 2020 to be paid at contractual rate according to the WASD/WEA Collective Bargaining Unit Agreement: Pam Carson, Noelle Naughton, and Ray Treichel.

Motion approved by a voice vote with no opposition. Motion carried.

Summer Positions

Motion by Mrs. Farrell, seconded by Mr. Paris to approve the second reading of the following policies:

- 004 Membership – [Exhibit J.](#)
- 201 Admission of Students – [Exhibit K.](#)
- 204 Attendance – [Exhibit L.](#)
- 208 Withdrawal from School – [Exhibit M.](#)
- 209 Health Examinations/Screenings – [Exhibit N.](#)
- 227.1 Student Athletic Drug Testing – [Exhibit O.](#)
- 233 Suspension and Expulsion – [Exhibit P.](#)
- 333 Professional Development – [Exhibit Q.](#)
- 705 Facilities and Workplace Safety – [Exhibit R.](#)
- 709 Building Security – [Exhibit S.](#)
- 805 Emergency Preparedness and Response – [Exhibit T.](#)
- 805.1 Relations with Law Enforcement Agencies – [Exhibit U.](#)
- 805.2 School Security Personnel – [Exhibit V.](#)
- 808 Food Services – [Exhibit W.](#)

Motion approved by a voice vote with no opposition. Motion carried.

Second Reading Policies

Motion by Mrs. Pikiewicz, seconded by Mr. Bloeser to approve the following:

- The Wattsburg Area School District Special Education Plan effective July 1, 2020 through June 30, 2023 as outlined in [Exhibit X.](#)
- The Agreement for Alternative Education for Disruptive Youth between Bethesda Lutheran Services and Wattsburg Area School District as outlined in [Exhibit Y.](#)
- The Wattsburg Area School District Comprehensive K-12 School Counseling Plan as outlined [Exhibit Z.](#)
- The following courses be offered beginning in the 2020-2021 school year at Seneca High School as outlined in [Exhibit AA:](#)
 - History
 - Independence: America's Struggle for Liberty
 - Math
 - Integrated Statistics
 - Honors Algebra II/Trig
 - Science
 - Agri Science
 - Technology Education

Special Education Plan

Alternate Education Agreement

K-12 School Counseling Plan

New Course Offerings

- Pre-engineering I and II
- The following courses beginning in the 2021-2022 school year at Seneca High School:
 - History Department
 - Grade 10 - core course - World History I (Academic and Honors)
 - Grade 11- core course - World History II (Academic and Honors)
 - Grade 12 - core course - U.S. Government (Academic and Honors)
 - Business Department
 - Personal Finance
- The following curriculum resources for the elementary center beginning the 2020-2021 school year
 - My View by Pearson
 - Geodes by Open Library
 - Wit and Wisdom by Great Minds
- The purchase of Acadience, K-2 as outlined in [Exhibit BB](#).
- The Affiliation Agreement between Grand Canyon University and Wattsburg Area School District as outlined in [Exhibit CC](#).
- The attendance of Lita Joy Pilkinton at Seneca High School to complete her senior year with tuition waived.

New Course Offerings

WAC Curriculum Resources

Acadience K-2 GCU Affiliation Agreement Tuition Waived

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mrs. Pound, seconded by Mr. O'Donnell to approve the following:

- Connectivity as the Wireless Access Points Update for WAC/WAMS as outlined in [Exhibit DD](#).
- The ISP Agreement between Zito Business and Wattsburg Area School District as outlined in [Exhibit EE](#).

Wireless Provider

Internet Service Provider

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mrs. Pound, seconded by Mr. Pushchak to amend the emergency purchase of cellular hotspots approved April 13, 2020 with the new exhibit to enable student distance learning as outlined on [attachment 2](#). In a recorded roll call vote, the following members voted to approve the amendment on purchase of cellular hotspots: Mrs. Pound, Mr. Pushchak, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiewicz, and Dr. Puschak. Motion carried.

Cellular Hotspots

Motion by Mr. O'Donnell, seconded by Mrs. Pound to adopt the transportation action plan for students attending nonpublic schools as outlined in [Exhibit FF](#). Motion approved by a voice vote with no opposition. Motion carried.

Non-Public Transportation Action Plan

Motion by Mr. Matson, seconded by Mr. Bloeser to approve the following additions to the WASD Volunteer List as outlined.

Volunteer List

Erin Barnes	Lynne Brozewicz	Michael Kyle
Joseph Brozewicz	Michelle Kowalski	Barbara McNally

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Matson, seconded by Mr. Bloeser to approve the following athletic appointments for the 2020-2021 school year:

- Branden Williams, 1st Assistant Football Coach, Step 2
- Ryan Murphy, 2nd Assistant Football Coach, Step 2
- Derek Peterman, Other Assistant Varsity, Step 2
- Justin Skinner, Other Assistant Varsity, Step 2
- Jerry Adamus, Other Assistant 7th/8th Grade, Step 2
- Noah Runser, Other Assistant 7th/8th Grade, Step 2

Motion approved by a voice vote with no opposition. Motion carried.

**Athletic
Appointments**

Motion by Mr. Matson, seconded by Mr. Bloeser to accept the resignation of Kathy Holland as the Rainbow Coordinator effective June 6, 2020. Motion approved by a voice vote with no opposition. Motion carried.

**Extra-Curricular
Resignation**

Motion by Mr. Matson, seconded by Mr. Bloeser to accept the resignation of Steve Carter as Golf Coach effective April 20, 2020. Motion approved by a voice vote with no opposition. Motion carried.

Athletic Resignation

Motion by Mr. Pushchak, seconded by Mr. Paris to declare items as surplus as outlined in [Exhibit GG](#). Motion approved by a voice vote with no opposition. Motion carried.

Surplus Items

Motion by Mr. Paris, seconded by Mr. Bloeser to approve the agreement between Kidder Media and Wattsburg Area School District for Newsletter production as outlined in [Exhibit HH](#). Motion was approved by a voice vote with 3 opposing (Mr. Matson, Mrs. Pikiwicz, and Mrs. Pound). Motion carried.

Kidder Agreement

Mr. O'Donnell shared that Erie County Technical School's JOB will meet on Thursday, April 23, 2020 via virtual meeting.

ECTS Report

Dr. Pushchak shared that the Northwest-Tri County Intermediate Unit Board will be meeting on Wednesday, April 22, 2020 via virtual meeting.

**NW Tri-Co IU5
Report**

During Board Correspondence and Dialogue, Mrs. Farrell questioned if the students will be evaluated for next school year due to the closing of schools the remainder of this year. Mrs. Kelley stated that the first weeks of next school year students will be assessed, there will be review and continuing the students' education as needed.

**Board
Correspondence
and
Dialogue**

Mr. O'Donnell requested that the principals attend the May meeting to update the Board on events of each building.

Dr. Pushchak thanked the administration for their continued hard work on securing grants and the deployment of hotspots to launch our distance learning during this time.

There being no further business before the Board, upon motion by Mr. Paris second by Mr. Pushchak, the meeting was adjourned at 7:52 p.m.

Adjournment

Signature on File
Vicki Bendig
School Board Secretary