



James P. Harris, Superintendent

ADMINISTRATIVE OFFICE
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August 30, 2018

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

Dear Mr. Carroll:

Please find attached our Audit Response and Corrective Action Plan to the July, 2018 LEA Performance Audit. We will be obtaining Board approval at our September 19, 2018 legislative meeting.

Please feel free to contact me if you have any questions.

Sincerely,

James P. Harris
Superintendent of Schools

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)

Finding No. 1: The District did not adequately maintain safety plans – The Woodland Hills School District agrees with this finding and is in the process of complying with all the audit recommendations.

Finding No. 2: The District failed to obtain certification determinations from PDE for locally-titled positions - The Woodland Hills School District agrees with this finding and is in the process of complying with all the audit recommendations. The District has eliminated the Behavior Specialist positions that were in question.

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.

Woodland Hills School District Performance Audit

Corrective Action Plan

Entity / Location:	Woodland Hills School District 531 Jones Avenue North Braddock, PA 15104	Audit / Inspection Date:	July 2018
Superintendent:	James P. Harris 	Safety and Security Officer	Steve Mutter

Item	Recommendations	Proposed Corrective Action (by audited area)	Priority (Risk Rating)	Person Responsible for follow-up	Nominated Completion Date	Status
1. The District Did Not Adequately Maintain Safety Plans	1. Immediately take steps to rectify the specific concerns expressed confidentially by the PA Department of the Auditor General with regard to the District's planning efforts regarding disaster response and emergency preparedness.	1. The District is working with the Allegheny Department of Emergency Services Division of Emergency Management to create both the District and building level multi-hazard plan and annexes. District level administrators and all building principals and assistant principals participated in the G364 class presented by the Allegheny County Department of Emergency Services on August 15 th and 16 th of 2018. We have developed a district level team to go through and create the district plan and functional annexes. The principals will then establish building safety teams to complete the building level plans and functional annexes.	1	James Harris	January 2019	In Progress

Item	Recommendations	Proposed Corrective Action (by audited area)	Priority (Risk Rating)	Person Responsible for follow-up	Nominated Completion Date	Status
	<p>2. Internally conduct, or contact the PA State Police to arrange for, a risk and vulnerability assessment, which will ultimately provide useful information for the District in developing and maintaining its overall safety plans. This assessment should be reviewed annually and updated, as necessary.</p>	<p>2. The District contacted the Homeland Security Offices of the State Police and spoke to Trooper Matt Pavone who is in charge of the risk and vulnerability division. The proper paperwork was submitted and we are in the cue to get the assessment completed.</p>	1	James Harris	November 2018	In progress
	<p>3. Establish standard, written procedures to ensure consistent compliance with the "Safe Schools Act" and its associated regulations regarding the required biennial update and re-execution of MOUs with all appropriate law enforcement agencies.</p>	<p>3. The following language is written in the MOU's: <i>"This Memorandum may be amended, expanded or modified at any time upon the written consent of the parties. It must be reviewed and re-executed within two years of the date of its original execution and every two years thereafter."</i></p>	1	James Harris	August 2018	Completed
	<p>4. Follow up with the two local law enforcement agencies to obtain re-executed MOUs.</p>	<p>4. The district has received all of the appropriate signed MOU's required.</p>	1	James Harris	August 2018	Completed
	<p>5. Establish standard, written procedures regarding bullying prevention to ensure consistent compliance with its own policy and the "Safe Schools Act" and its associated regulations.</p>	<p>5. The District bullying policy has been posted in every classroom and it is reviewed by each teacher in each classroom. The District also uses the Owleus anti-bullying program in the schools to ensure proper documentation and tracking.</p>	1	James Harris	August 2018	Completed
	<p>6. Review and update all District policies governing school safety, and communicate these updates to the school community so that students, parents, teachers, and administrators are aware of them.</p>	<p>6. Once completed, the district will make available the safety plan to all required entities.</p>	1	James Harris	January 2019	In Progress

Item	Recommendations	Proposed Corrective Action (by audited area)	Priority (Risk Rating)	Person Responsible for follow-up	Nominated Completion Date	Status
<p>2. The District failed to obtain certification determinations from PDE for Locally-Titled Positions</p>	<p>1. Submit to PDE for final determination all employees working in locally-titled positions and, after PDE's determination, ensure all employees working in these positions are certified or licensed in accordance with PDE's determination.</p> <p>2. Ensure that, going forward, all locally-titled positions are submitted to PDE for review and determination of the appropriate certification or licensure prior to hiring individuals to fill those positions.</p> <p>3. Implement standardized, written procedures to routinely monitor and ensure that all professional employees obtain proper and valid certificates prior to being hired or reassigned to new positions and to ensure employees' certifications remain active and valid.</p>	<p>1. The position has been eliminated. The District has been in contact with PDE concerning locally-titled employees. PDE directed us to emergency certify these individuals for the 2018-2019 school year, which was completed. The District and PDE will be working together throughout the school year to develop a proper job description and title for specific locally-titled positions.</p> <p>2. The District's Human Resources (HR) Department is in compliance with this recommendation and will continue to submit proper documentation for locally-titled positions.</p> <p>3. The district HR department tracks all employee certification based on employee's with level 1 and level 2 certifications based on their PPID. The TIMS system is monitored immediately and regularly during the hiring process and throughout the employee's tenure with the District. The HR department is actively gathering information in which to create a standard operations procedure for HR hiring practices and continued employment of employees.</p>	1	Licia Lentz Angel Boyd	May 2019	In Progress
			1	Angel Boyd	August 2018	In Progress