

# **PELHAM UNION FREE SCHOOL DISTRICT**

Corrective Action Plan related to the  
Risk Assessment Update Report dated April 10, 2023

## **Current Year Observations and Recommendations**

None Noted

## **Status of Prior Year Observations and Recommendations-Open Items**

### **PURCHASING AND STAFF ATTENDANCE** **(Recommendations from the AUP Report dated May 5, 2020)**

#### **Recommendation 1**

##### **USE OF AESOP**

We recommend the District consider how to efficiently utilize AESOP and departmental calendars to help ensure all benefit time used is ultimately recorded in nVision. This should include a reconciliation at the schools and departments prior to submission to the Personnel office so that the full complete package is provided to Personnel.

##### **Finding**

This has not been implemented. Our understanding is that as part of the administrative re-organization, this issue will be re-examined this year.

##### **District Response**

The District is exploring the expanded use of AESOP and/or another electronic time & attendance system. During the 2022-23 school year, the District established a Human Resource/Personnel Department which is in the process of addressing various initiatives. This recommendation will be considered as part of these initiatives.

**Implementation Date:** June 30, 2024

**Person(s) Responsible:** Steve Garcia, Executive Director of Human Resources & Leadership

#### **Recommendation 2**

##### **USE OF TIMEPIECE**

We recommend that the District consider how to utilize the functionality of Timepiece to record partial days off.

##### **Finding**

This has not been implemented. Our understanding is that as part of the administrative re-organization, this issue will be re-examined this year

##### **District Response**

The District has expanded the use of Timepiece for our hourly workers and is exploring expansion throughout other labor units. During the 2022-23 school year, the District established a Human Resource/Personnel Department which is in the process of addressing various initiatives. This recommendation will be considered as part of these initiatives.

**Implementation Date:** June 30, 2024

**Person(s) Responsible:** Steve Garcia, Executive Director of Human Resources & Leadership and Jim Hricay, Assistant Superintendent for Business

**Recommendation 3**  
**MANUAL ADJUSTMENT**

We recommend that the District consider a procedure in which manual adjustments for time awarded and regular time absence recording is reviewed by a second clerk. Criteria should be set regarding the frequency and timing of these reviews.

**Finding**

This has not been implemented.

**District Response**

As the District explores the expanded use of AESOP and/or another electronic time & attendance system, it will establish a process for approving manual adjustments. During the 2022-23 school year, the District established a Human Resource/Personnel Department which is in the process of establishing various initiatives. This recommendation will be considered as part of these initiatives.

**Implementation Date:** June 30, 2024

**Person(s) Responsible:** Steve Garcia, Executive Director of Human Resources & Leadership

**SPECIAL EDUCATION**  
**FROM THE DETAILED TESTING REPORT DATED JUNE 1, 2022**

**Recommendation 4**  
**WRITTEN PROCEDURES**

We recommend that the District develop formal written procedures for the tasks performed by the employees with duties related to Special Education and Grant administration.

**Finding**

Due to workload and the transition within the department the recommendations related to our review of Special Education have not been addressed. Our understanding is that these will be addressed this fiscal year.

**District Response**

The Special Education Department experienced significant turnover during the 2022-23 school year with the hiring in July 2022 of a new Assistant Superintendent for Pupil Personnel Services, who oversees the Department, and the mid-year retirement of a veteran administrative support person. This recommendation will be taken into consideration as the new staff establish their practices and procedures.

**Implementation Date:** June 30, 2024

**Person(s) Responsible:** Traci Holtz, Assistant Superintendent for PPS

**Recommendation 5**  
**STAC FILINGS**

We recommend that the District establish procedures to ensure employees that are being charged to a grant are not being used in the STAC calculations for high cost students.

**Finding**

Due to workload and the transition within the department the recommendations related to our review of Special Education have not been addressed. Our understanding is that these will be addressed this fiscal year.

**District Response**

The District changed STAC service providers during the 2022-23 school year and has implemented this recommendation.

**Implementation Date:** June 30, 2023

**Person(s) Responsible:** Traci Holtz, Assistant Superintendent for PPS

**Recommendation 6**

**CALCULATION OF STAC FORMS**

Modify the STAC worksheet used to compute salary and benefit costs by ensuring that the calculation used for Social Security costs takes into account the wage base limit (e.g. \$147,000 in 2022; \$142,800 in 2021; \$137,700 in 2020; and \$132,900 in 2019).

**Finding**

Due to workload and the transition within the department the recommendations related to our review of Special Education have not been addressed. Our understanding is that these will be addressed this fiscal year.

**District Response**

The District implemented this recommendation.

**Implementation Date:**

**June 30, 2023.**

**Person(s) Responsible:**

**Traci Holtz, Assistant Superintendent for PPS and Jim Hricay, Assistant Superintendent for Business**