

LIMITED PROCEDURES ENGAGEMENT

Conemaugh Valley School District Cambria County, Pennsylvania

March 2017



Commonwealth of Pennsylvania
Department of the Auditor General

Eugene A. DePasquale • Auditor General



Commonwealth of Pennsylvania
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EUGENE A. DePASQUALE
AUDITOR GENERAL

Dr. David L. Lehman, Jr., Superintendent
Conemaugh Valley School District
1340 William Penn Avenue
Johnstown, Pennsylvania 15906

Mr. Todd Roberts, Board President
Conemaugh Valley School District
1340 William Penn Avenue
Johnstown, Pennsylvania 15906

Dear Dr. Lehman and Mr. Roberts:

We conducted a Limited Procedures Engagement (LPE) of the Conemaugh Valley School District (District) to determine its compliance with certain relevant state laws, regulations, policies, and administrative procedures (relevant requirements). The LPE covers the period July 1, 2012, through June 30, 2015, except for any areas of compliance that may have required an alternative to this period. The engagement was conducted pursuant to authority derived from Article VIII, Section 10 of the Constitution of the Commonwealth of Pennsylvania and The Fiscal Code (72 P.S. §§ 402 and 403), but was not conducted in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

As we conducted our LPE procedures, we sought to determine answers to the following questions, which serve as our LPE objectives:

- Did the District have documented board policies and administrative procedures related to the following?
 - Internal controls
 - Budgeting practices
 - The Right-to-Know Law
 - The Sunshine Act
- Were the policies and procedures adequate and appropriate, and have they been properly implemented?
- Did the District comply with the relevant requirements in the Right-to-Know Law and the Sunshine Act?
- Did the District take appropriate corrective action to address the finding made in our prior audit?

Dr. David L. Lehman, Jr.
Mr. Todd Roberts
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Our engagement found that the District properly implemented policies and procedures for the areas mentioned above and complied, in all significant respects, with relevant requirements.

We appreciate the District's cooperation during the conduct of the engagement.

Sincerely,

A handwritten signature in black ink, appearing to read "Eugene A. DePasquale". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Eugene A. DePasquale
Auditor General

March 7, 2017

cc: **CONEMAUGH VALLEY SCHOOL DISTRICT** Board of School Directors

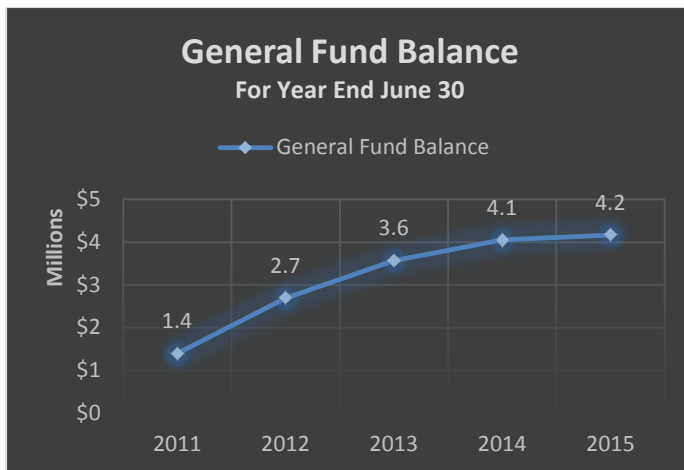
Background Information

School Characteristics 2015-16 School Year ^A		Mission Statement ^A
County	Cambria	Success through Improvement.
Total Square Miles	22.5	
Resident Population ^B	6,607	
Number of School Buildings	2	
Total Teachers	71	
Total Full or Part-Time Support Staff	52	
Total Administrators	5	
Total Enrollment for Most Recent School Year	803	
Intermediate Unit Number	8	
District Vo-Tech School	Admiral Peary Vocational Technical School	

A - Source: Information provided by the District administration and is unaudited.
 B - Source: United States Census <http://www.census.gov/2010census>.

Financial Information

The following pages contain financial information about the District obtained from annual financial data reported to the Pennsylvania Department of Education (PDE) and available on PDE's public website. This information was not audited and is presented for **informational purposes only**.

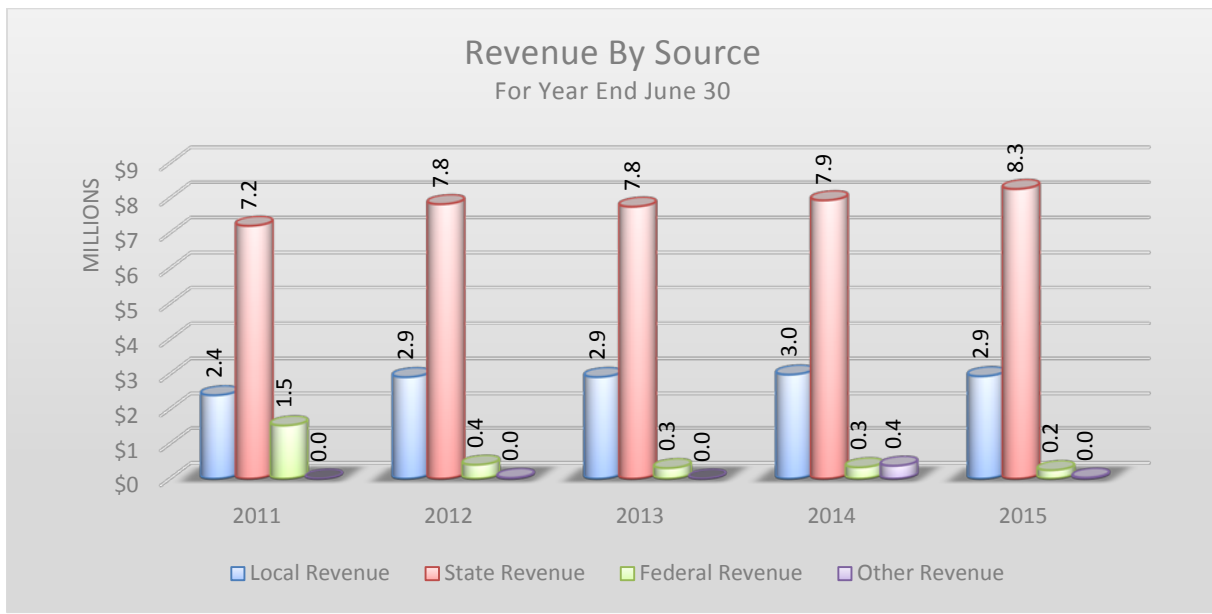
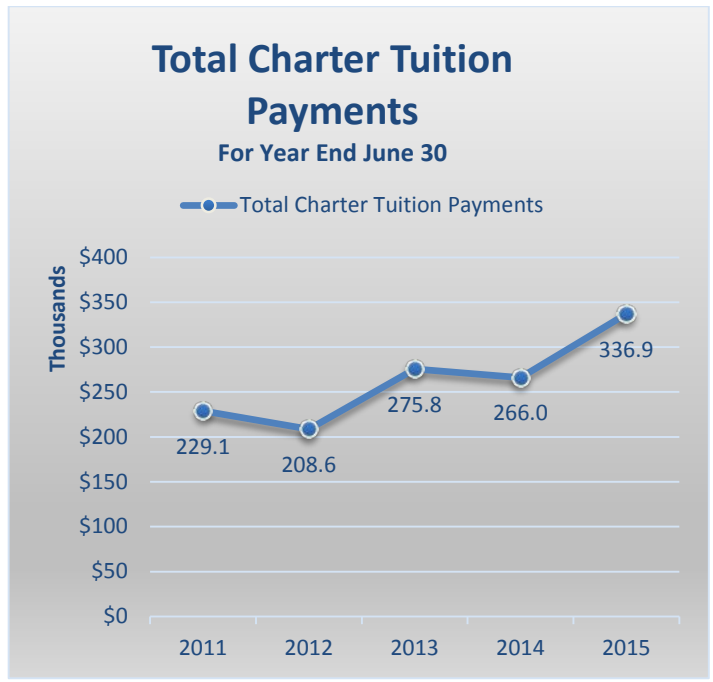
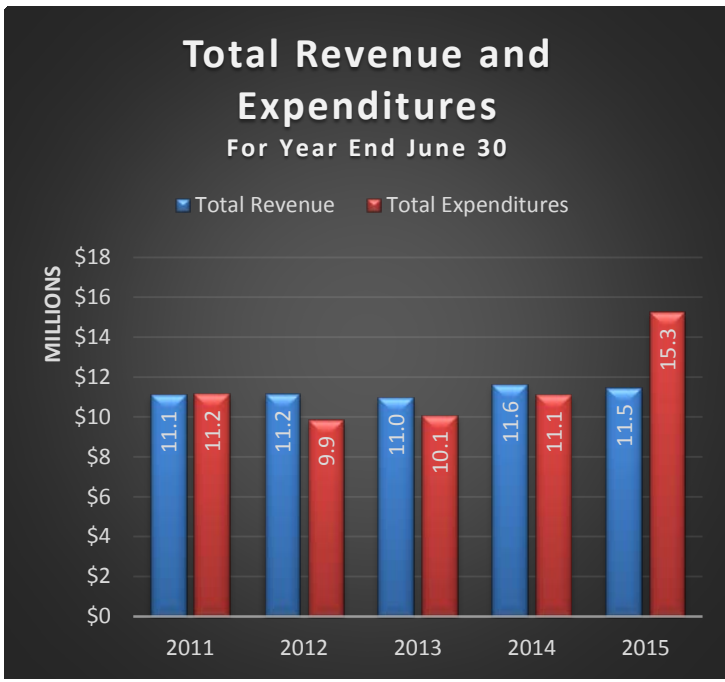


Note: General Fund Balance is comprised of the District's Committed, Assigned and Unassigned Fund Balances.



Note: Total Debt is comprised of Short-Term Borrowing, General Obligation Bonds, Authority Building Obligations, Other Long-Term Debt, Other Post-Employment Benefits and Compensated Absences.

Financial Information Continued



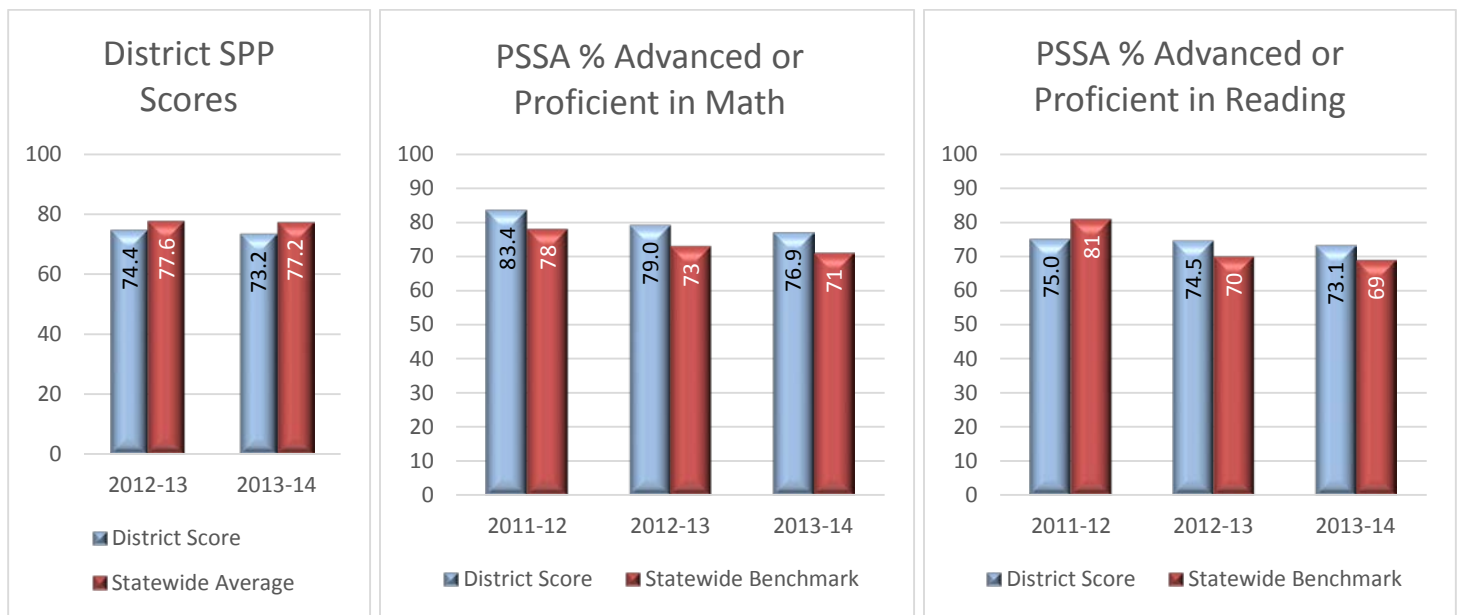
Academic Information

The following table and charts consist of School Performance Profile (SPP) scores and Pennsylvania System of School Assessment (PSSA) results for the entire District obtained from PDE's data files.¹ These scores are presented in the District's audit report for **informational purposes only**, and they were not audited by our Department.

SPP benchmarks represent the statewide average of all district school buildings in the Commonwealth.² PSSA benchmarks and goals are determined by PDE each school year and apply to all public school entities.³ District SPP and PSSA scores were calculated using an average of all of the individual school buildings within the District. Scores below SPP statewide averages and PSSA benchmarks/goals are presented in red.

Districtwide SPP and PSSA Scores

District	SPP Scores		PSSA % Advanced or Proficient in Math			PSSA % Advanced or Proficient in Reading		
	2012-13	2013-14	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
<i>Statewide Benchmark</i>	77.6	77.2	78	73	71	81	70	69
<i>Conemaugh Valley SD</i>	74.4	73.2	83.4	79.0	76.9	75.0	74.5	73.1
<i>SPP Grade⁴</i>	C	C						



¹ PDE is the sole source of academic data presented in this report. All academic data was obtained from PDE's publically available website.

² Statewide averages for SPP scores were calculated based on all district school buildings throughout the Commonwealth, excluding charter and cyber charter schools.

³ PSSA benchmarks apply to all district school buildings, charters, and cyber charters. In the 2011-12 school year, the state benchmarks reflect the Adequate Yearly Progress targets established under No Child Left Behind. In the 2012-13 and 2013-14 school years, the state benchmarks reflect the statewide goals based on annual measurable objectives established by PDE.

⁴ The following letter grades are based on a 0-100 point system: A (90-100), B (80-89), C (70-79), D (60-69), F (59 or below).

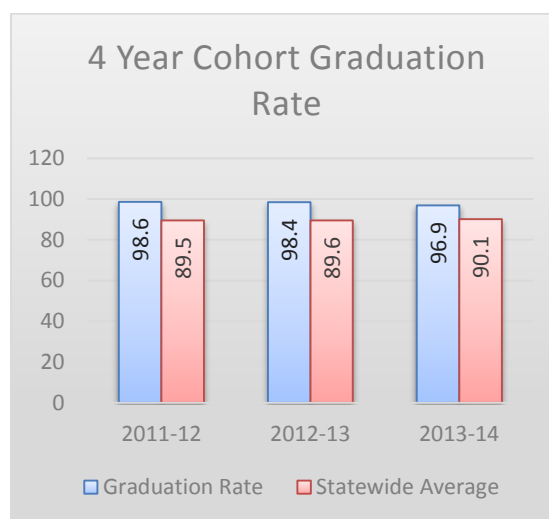
Individual School Building SPP and PSSA Scores

The following table consists of SPP scores and PSSA results for each of the District's school buildings. Any blanks in PSSA data means that PDE did not publish a score for that school for that particular year.⁵

School Name	SPP Scores		PSSA % Advanced or Proficient in Math			PSSA % Advanced or Proficient in Reading		
	2012-13	2013-14	2011-12	2012-13	2013-14	2011-12	2012-13	2013-14
<i>Statewide Benchmark</i>	77.6	77.2	78	73	71	81	70	69
<i>Conemaugh Valley Elementary School</i>	77.4	75.7	87.2	80.4	81.8	77.1	69.6	71.2
<i>Conemaugh Valley Junior and Senior High School</i>	71.4	70.7	79.6	77.5	72.0	72.8	79.3	74.9

4 Year Cohort Graduation Rates

The cohort graduation rates are a calculation of the percentage of students who have graduated with a regular high school diploma within a designated number of years since the student first entered high school. The rate is determined for a cohort of students who have all entered high school for the first time during the same school year.⁶



⁵ PDE's data does not provide any further information regarding the reason a score was not published.

⁶ <http://www.education.pa.gov/Data-and-Statistics/Pages/Cohort-Graduation-Rate-.aspx>.

Status of Prior Audit Findings and Observations

Our prior audit of the District released on May 15, 2014, resulted in one finding, as shown below. As part of our current engagement, we determined the status of corrective action taken by the District to implement our prior audit recommendations. We reviewed the District's written response provided to PDE, interviewed District personnel, and performed audit procedures as detailed in each status section below.

Auditor General Performance Audit Report Released on May 15, 2014

Prior Finding: **The Conemaugh Valley School District Lacks Sufficient Internal Controls Over Its Student Record Data**

Prior Finding Summary: During our prior audit, we found the District's internal controls over its data integrity needed to be improved. Specifically, we found that personnel in charge of child accounting and Pennsylvania Information Management System (PIMS) reporting did not implement sufficient internal controls regarding the retention of PIMS validation reports. We also found that District personnel did not implement a process of internal review of child accounting data accuracy or ensure that there was a continuity of personnel responsible for PIMS data submission.

Prior Recommendations: Our prior audit finding recommended that the District should:

1. Prepare documented procedures (e.g. procedure manuals, policies, written instructions, etc.) to ensure continuity over PIMS data submission.
2. Cross-train individual(s) to familiarize them with PDE's child accounting reporting requirements and PIMS reporting procedures in the event of a sudden change in personnel.
3. Printout student information system (SIS) membership reports and PIMS reports after the PIMS upload is completed for each school year and perform reconciliations between the District's child accounting software data and the PIMS reports and retain them for audit purposes.
4. Contact their SIS software vendor to determine whether the vendor's SIS software has the capability of backing up school year specific data.
5. Carefully perform an internal audit prior to submission of pupil membership reports to PDE to ensure all students are classified correctly and all membership days are accurate.

6. Review membership reports for school years subsequent to our audit years for pupil classification accuracy and revise them, if necessary.

We also recommended that PDE should:

7. Adjust the District's allocations to resolve the underpayment of \$11,256.

Current Status:

During our current review, we found the District implemented all of our prior recommendations. Specifically, the District has documented procedures to ensure continuity over PIMS data submission, reconciliations are performed to ensure membership and PIMS reports agree, and internal reviews are conducted prior to submitting data to PDE. However, PDE has yet to make the adjustment to the District's allocation for the underpayment of \$11,256, identified during the prior audit. We continue to recommend that PDE make the adjustment to the District's future allocations to resolve the underpayment.

Distribution List

This letter was initially distributed to the Superintendent of the District, the Board of School Directors, and the following stakeholders:

The Honorable Tom W. Wolf

Governor
Commonwealth of Pennsylvania
Harrisburg, PA 17120

The Honorable Pedro A. Rivera

Secretary of Education
1010 Harristown Building #2
333 Market Street
Harrisburg, PA 17126

The Honorable Joe Torsella

State Treasurer
Room 129 - Finance Building
Harrisburg, PA 17120

Mrs. Danielle Mariano

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Pennsylvania Department of Education
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Dr. David Wazeter

Research Manager
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Harrisburg, PA 17105

Mr. Nathan Mains

Executive Director
Pennsylvania School Boards Association
400 Bent Creek Boulevard
Mechanicsburg, PA 17050

This letter is a matter of public record and is available online at www.PaAuditor.gov. Media questions about the letter can be directed to the Pennsylvania Department of the Auditor General, Office of Communications, 229 Finance Building, Harrisburg, PA 17120; via email to: News@PaAuditor.gov.