

# LIMITED PROCEDURES ENGAGEMENT

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## Huntingdon Area School District Huntingdon County, Pennsylvania

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July 2017



Commonwealth of Pennsylvania  
Department of the Auditor General

Eugene A. DePasquale • Auditor General



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EUGENE A. DePASQUALE  
AUDITOR GENERAL

Mr. Fred E. Foster, Superintendent  
Huntingdon Area School District  
2400 Cassady Avenue, Suite 2  
Huntingdon, Pennsylvania 16652

Mr. Richard Scialabba, Board President  
Huntingdon Area School District  
2400 Cassady Avenue, Suite 2  
Huntingdon, Pennsylvania 16652

Dear Mr. Foster and Mr. Scialabba:

We conducted a Limited Procedures Engagement (LPE) of the Huntingdon Area 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, 2016, 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 findings and observation made in our prior audit?

Mr. Fred E. Foster  
Mr. Richard Scialabba  
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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

July 7, 2017

cc: **HUNTINGDON AREA SCHOOL DISTRICT** Board of School Directors

## Background Information

School Characteristics 2015-16 School Year <sup>A</sup>	
County	Huntingdon
Total Square Miles	275
Resident Population <sup>B</sup>	20,447
Number of School Buildings	4
Total Teachers	164
Total Full or Part-Time Support Staff	94
Total Administrators	13
Total Enrollment for Most Recent School Year	1,946
Intermediate Unit Number	11
District Vo-Tech School	Huntingdon County CTC

A - Source: Information provided by the District administration and is unaudited.

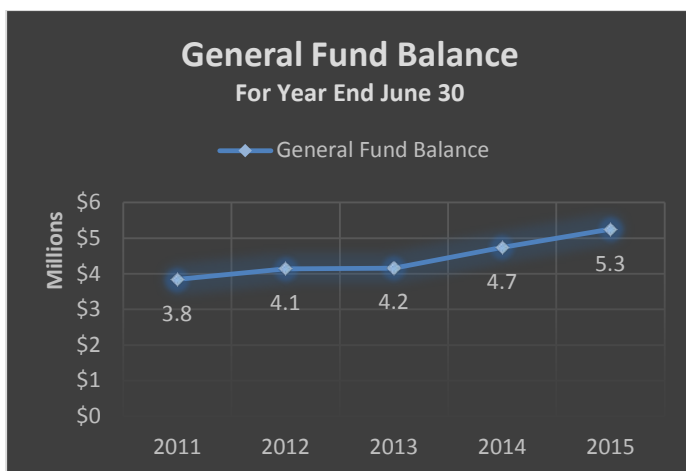
B - Source: United States Census  
<http://www.census.gov/2010census>.

## Mission Statement<sup>A</sup>

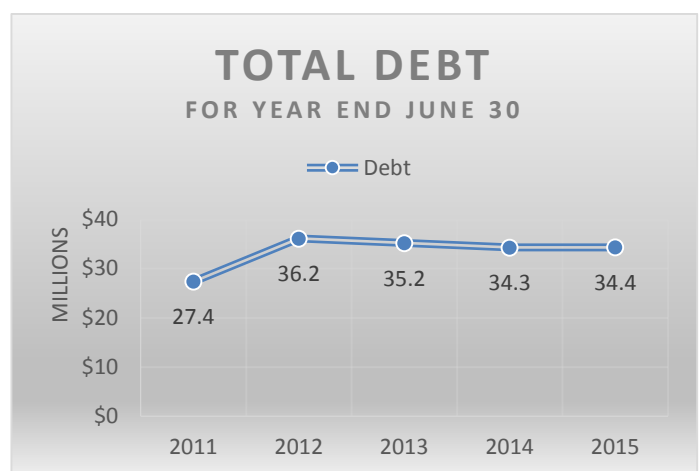
Our community engages all students to maximize their learning and leadership potential as global contributors.

## 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**.

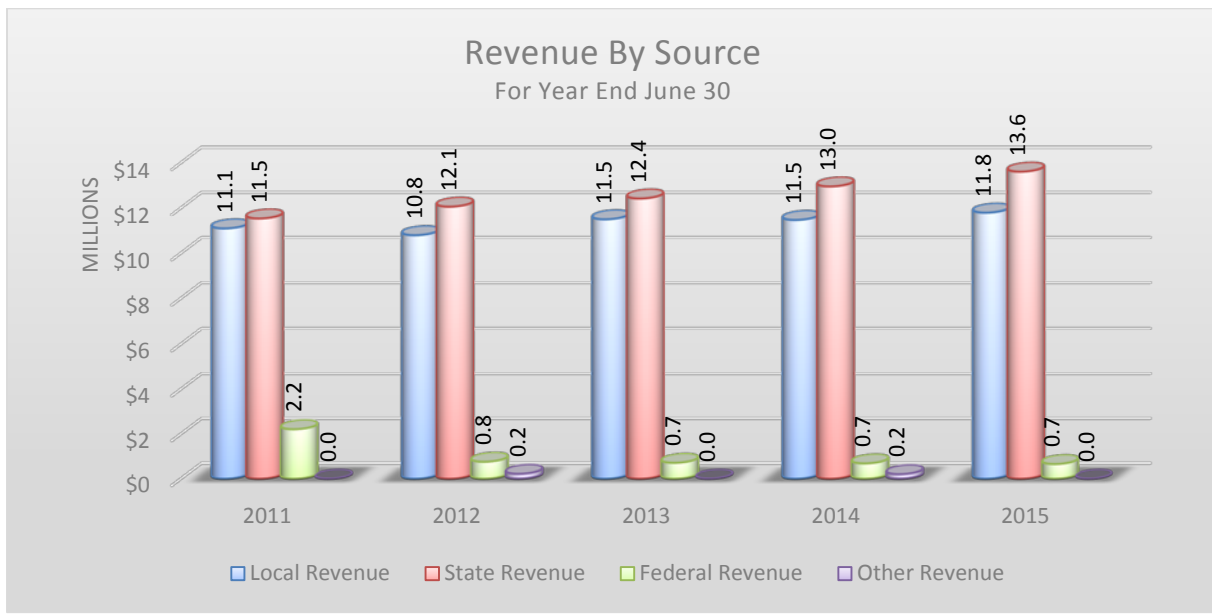
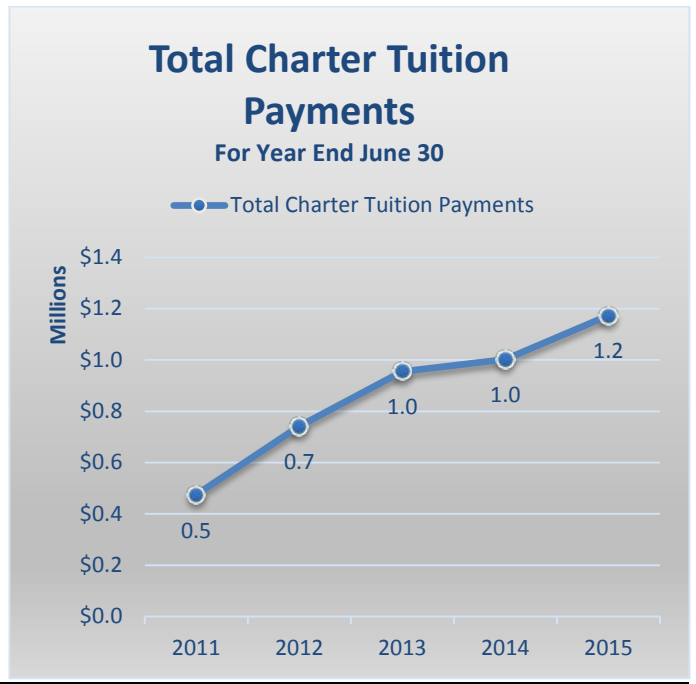
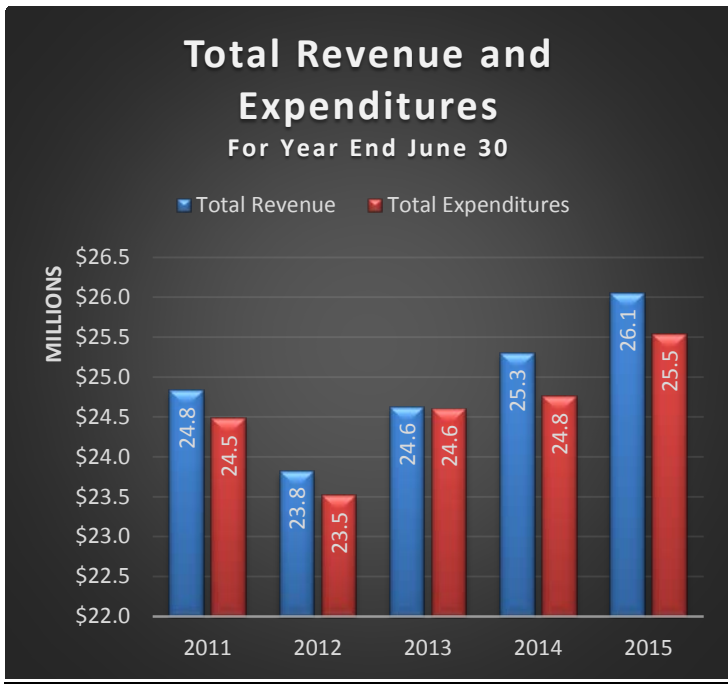


**Note:** General Fund Balance is comprised of the District's Committed, Assigned and Unassigned Fund Balances.



**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



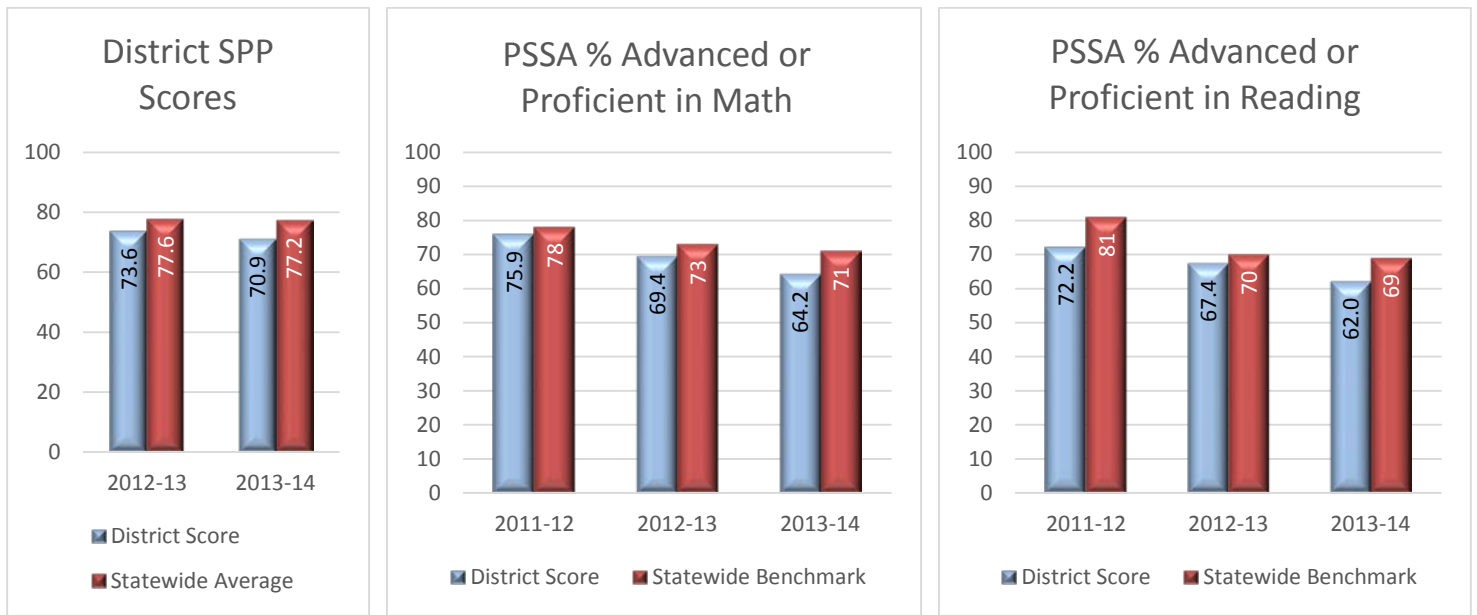
## Academic Information

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.<sup>1</sup> 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.<sup>2</sup> PSSA benchmarks and goals are determined by PDE each school year and apply to all public school entities.<sup>3</sup> 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>Huntingdon Area SD</i>	73.6	70.9	75.9	69.4	64.2	72.2	67.4	62.0
<i>SPP Grade<sup>4</sup></i>	C	C						



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

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

<sup>3</sup> 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.

<sup>4</sup> 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).

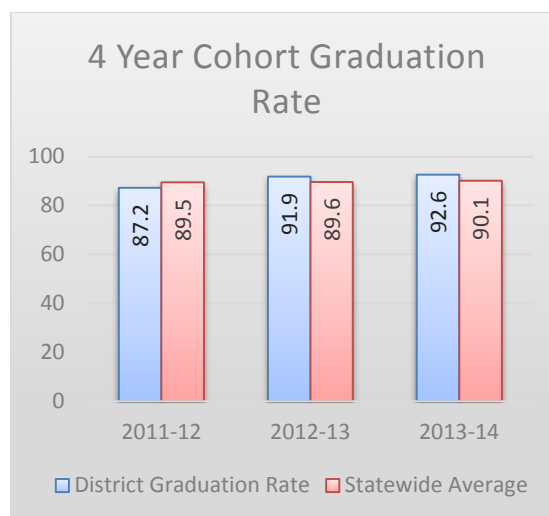
## Individual School Building SPP and PSSA Scores

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.<sup>5</sup>

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>	<b>77.6</b>	<b>77.2</b>	<b>78</b>	<b>73</b>	<b>71</b>	<b>81</b>	<b>70</b>	<b>69</b>
<i>Huntingdon Area Middle School</i>	<b>74.5</b>	<b>72.6</b>	<b>81.7</b>	<b>71.5</b>	<b>71.1</b>	<b>74.6</b>	<b>69.4</b>	<b>64.9</b>
<i>Huntingdon Area Senior High School</i>	<b>71.8</b>	<b>64.6</b>	<b>61.0</b>	<b>66.0</b>	<b>49.3</b>	<b>64.9</b>	<b>73.2</b>	<b>62.0</b>
<i>Southside Elementary School</i>	<b>71.7</b>	<b>71.4</b>	<b>81.4</b>	<b>71.2</b>	<b>70.7</b>	<b>79.0</b>	<b>63.0</b>	<b>62.3</b>
<i>Standing Stone Elementary School</i>	<b>76.5</b>	<b>75.0</b>	<b>79.6</b>	<b>69.1</b>	<b>65.7</b>	<b>70.2</b>	<b>63.8</b>	<b>58.7</b>

## 4 Year Cohort Gradation 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.<sup>6</sup>



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

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

## Status of Prior Audit Findings and Observations

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Our prior audit of the District released on August 8, 2013, resulted in two findings and one observation, 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 September 25, 2013 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 August 8, 2013

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**Prior Finding No. 1: Errors in Reporting Nonresident Pupil Membership Resulted in an Underpayment of Tuition for Foster Children of \$74,167**

Prior Finding Summary: During our prior audit, discrepancies were found in the reporting of nonresident pupil membership to PDE for the 2009-10 school year. Those errors resulted in an underpayment of \$74,167 in Commonwealth-paid tuition to the District for children placed in private homes (foster children).

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

1. Review the Pennsylvania Information Management System (PIMS) manual of reporting for instructions on the proper reporting of nonresident students.
2. Review membership reports submitted to PDE for years subsequent to the audit and, if similar errors are found, submit revised reports to PDE.

Our prior audit finding also recommended that PDE should:

3. Adjust the District's allocations to correct the underpayment of \$74,167.

Current Status: During our current review, we found the District implemented all of our prior recommendations. A District Data Quality Team was established, and all members were trained. This training involved usage of the PIMS manuals as well as a review of District residence codes as it relates to student accounting. District monitoring procedures now include a review of all nonresident foster students to ensure proper residency and funding coding.

The District reviewed membership reports submitted to PDE for the subsequent years of 2010-11, 2011-12, and 2012-13 and did not find errors in these reporting years.



In August 2014, PDE adjusted the District's allocation to correct the underpayment of \$74,167.

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**Prior Finding No. 2: Certification Deficiencies**

Prior Finding Summary: During our prior audit, we found that two teachers were assigned to positions during the 2011-12 school year without possessing the proper certification for those positions.

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

1. Take the necessary action required to ensure compliance with certification regulations.
2. Ensure only properly certified professionals, holding current and valid certificates, are permitted to work in the District.

Our prior audit finding also recommended that PDE should:

3. Recover the subsidy forfeiture of \$4,934.

Current Status: During our current review, we found the District implemented all of our prior recommendations. One teacher left the District at the conclusion of the 2011-12 school year. The second teacher has taken and passed the Praxis test, and a permanent teaching certificate was issued.

On December 26, 2013, PDE adjusted the District's allocations to recover the subsidy forfeiture of \$4,934.

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**Prior Observation: The District Lacks Sufficient Internal Controls Over Its Student Data**

Prior Observation Summary:

During our prior audit, we found that the District's internal controls over its data integrity needed to be improved.

Prior Recommendations: Our prior audit observation recommended the District should:

1. Develop documented procedures (e.g. procedure manuals, policies, or other written instructions) to ensure continuity over PIMS data submission if responsible persons were to leave the District suddenly or otherwise be unable to upload PIMS data to PDE.

2. Read and become familiar with the PIMS manual.
3. Review membership reports submitted to PDE for years subsequent to our audit, and if similar errors are found, submit revised reports to PDE.

Current Status:

During our current review, we found the District implemented all of our prior recommendations. A District Data Quality Team was established consisting of building level secretaries, principals, and the District PIMS administrator. All members were trained on the PIMS manuals, PIMS calendar, and the District's School Information System to improve the efficiency and accuracy of PIMS data.

A review of membership reports submitted to PDE for the subsequent years of 2010-11, 2011-12, and 2012-13 found no further errors in these reporting years.

## **Distribution List**

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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**

Director  
Bureau of Budget and Fiscal Management  
Pennsylvania Department of Education  
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Harrisburg, PA 17126

**Dr. David Wazeter**

Research Manager  
Pennsylvania State Education Association  
400 North Third Street - Box 1724  
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](http://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](mailto:News@PaAuditor.gov).