

# LIMITED PROCEDURES ENGAGEMENT

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## Lebanon County Career and Technology Center Lebanon County, Pennsylvania

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November 2019



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**

Mr. Glenn K. Meck II, Administrative Director  
Lebanon County Career and Technology Center  
833 Metro Drive  
Lebanon, Pennsylvania 17042

Ms. Ruth Ann Schlegel, President  
Lebanon County Career and Technology Center  
833 Metro Drive  
Lebanon, Pennsylvania 17042

Dear Mr. Meck and Ms. Schlegel:

We conducted a Limited Procedures Engagement (LPE) of the Lebanon County Career and Technology Center (Center) to determine its compliance with certain relevant state laws, regulations, policies, and administrative procedures (relevant requirements). The LPE covers the period July 1, 2014 through June 30, 2018, 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 Center 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 Center comply with the relevant requirements in the Right-to-Know Law and the Sunshine Act?

Our engagement found that the Center properly implemented policies and procedures for the areas mentioned above and complied, in all significant respects, with relevant requirements.

Mr. Glenn K. Meck II  
Ms. Ruth Ann Schlegel  
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We also evaluated the application of best practices in the area of school safety. Due to the sensitive nature of this issue and the need for the results of this review to be confidential, we did not include the results in this report. However, we communicated the results of our review of school safety to District officials, the Pennsylvania Department of Education, and other appropriate officials as deemed necessary.

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

Sincerely,



Eugene A. DePasquale  
Auditor General

November 19, 2019

cc: **LEBANON COUNTY CAREER AND TECHNOLOGY CENTER** Joint Operating Committee

## Background Information

School Characteristics 2018-19 School Year <sup>A</sup>	
County	Lebanon
Full-Time or Part-Time School	Part-Time
Secondary Pupils Enrolled	628
Post-Secondary Pupils Enrolled	157
Total Teachers	37
Total Full or Part-Time Support Staff	20
Total Administrators	7
Intermediate Unit Number	13

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

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

To provide high school and adult students with the skill, knowledge, and understanding necessary to obtain employment, advance in careers, pursue postsecondary education and enrich their lives.

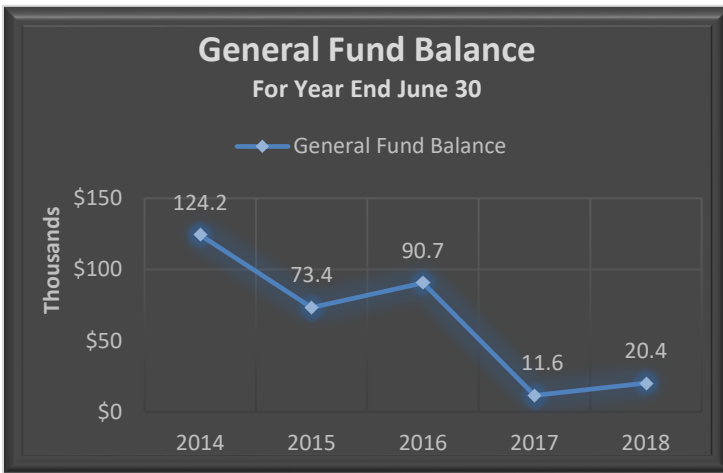
The operation, administration, and management of the Lebanon County Career and Technology Center (Center) are directed by a joint operating committee (JOC), which is comprised of six members from the following school districts:

Annville-Cleona	Cornwall-Lebanon
Eastern Lebanon County	Lebanon
Northern Lebanon	Palmyra Area

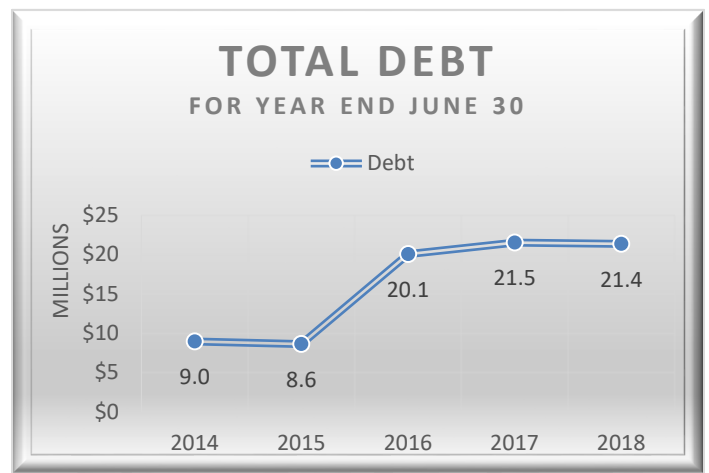
The JOC members are appointed by the individual school boards at the December meeting, each to serve a three-year term.

## Financial Information

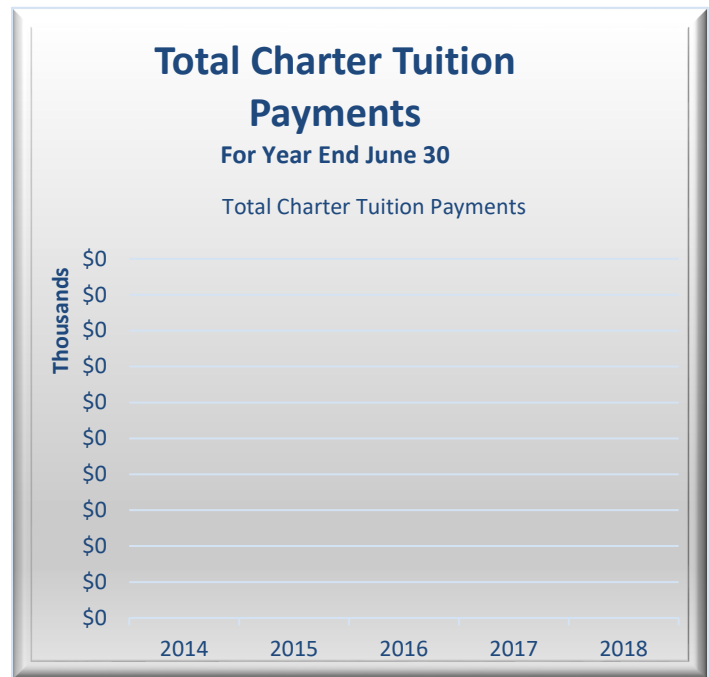
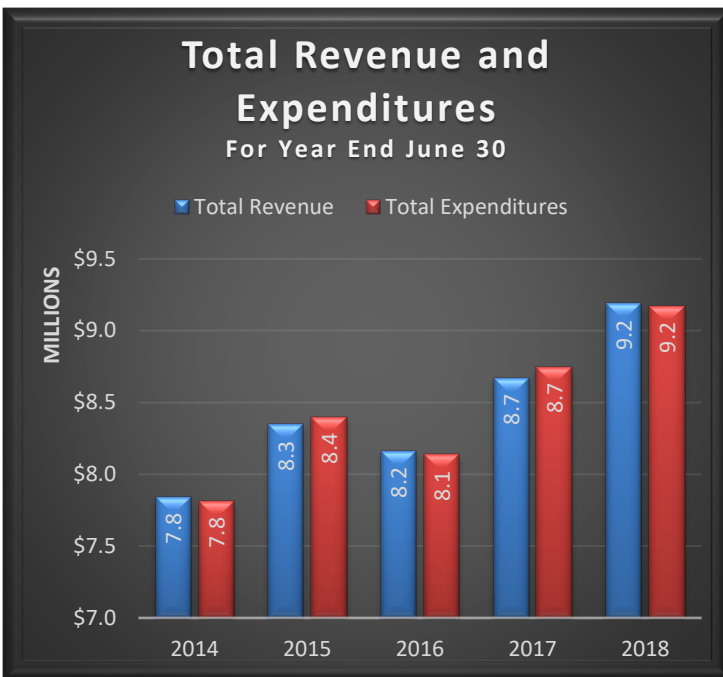
The following pages contain financial information about the Center obtained from annual financial data reported to the Pennsylvania Department of Education (PDE) and available on PDE’s public website. This information was not audited and is presented for **informational purposes only**.



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

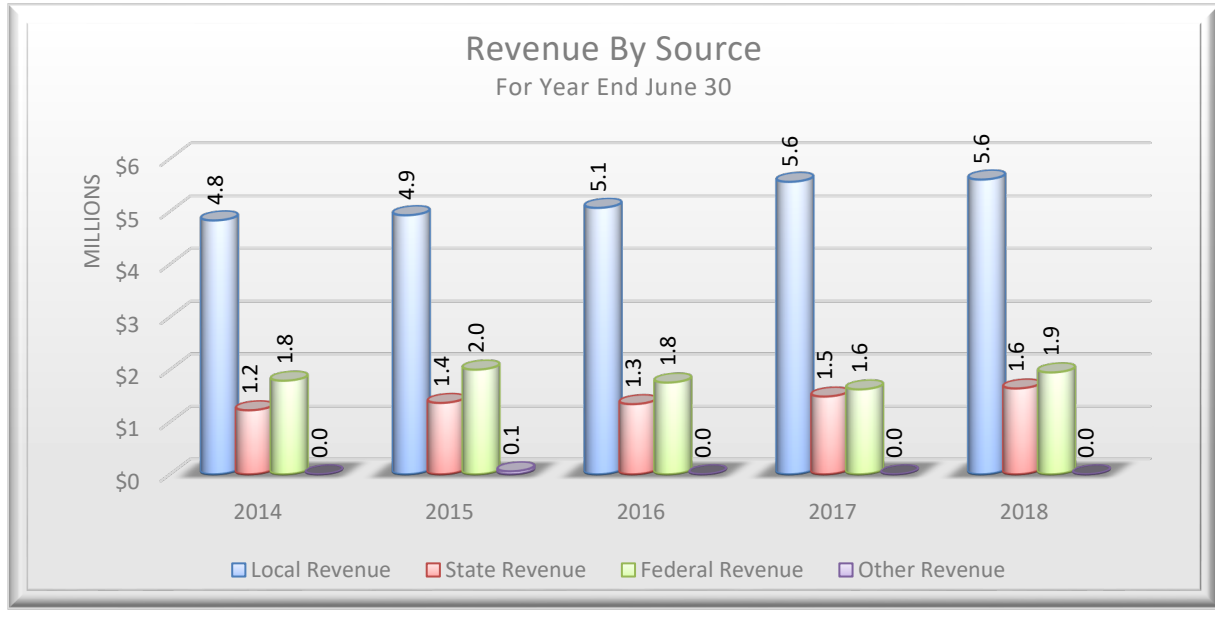


**Note:** Total Debt is comprised of Short-Term Borrowing, General Obligation Bonds, Authority Building Obligations, Other Long-Term Debt, Other Post-Employment Benefits, Compensated Absences and Net Pension Liability.



**Note:** Career and technical centers do not make payments to charter schools for tuition. These payments are made by the home district of each student.

## Financial Information Continued



Local revenues were primarily obtained from direct payments by the member districts based on the approved budget. Each district's proportionate share of the operating expenditures was determined by a formula involving average daily membership as specified in the Articles of Agreement.

## **Academic Information**

SPP benchmarks represent the statewide average of all district school buildings in the Commonwealth.<sup>1</sup> PSSA benchmarks and goals are determined by PDE each school year and apply to all public school entities.<sup>2</sup>

Part-time career and technical centers, such as the Lebanon County Career and Technology Center, do not receive academic scores. Academic instruction in the core content areas occurs in the students' home district and are therefore reported within the scores of the students' home district.<sup>3</sup> Full-time comprehensive career and technical centers providing core content receive academic scores.

### **4 Year Cohort Graduation Rates**

Part-time career and technical centers do not report a graduation rate. Each students' graduation rate is reported through the home district for that student. Full-time comprehensive career and technical centers report graduation rates to PDE.

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<sup>1</sup> Statewide averages for SPP scores were calculated based on all district school buildings throughout the Commonwealth, excluding charter and cyber charter schools.

<sup>2</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>3</sup> <http://paschoolperformance.org/FAQ>

## **Status of Prior Audit Findings and Observations**

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**O**ur prior audit of the Lebanon County Career and Technology Center resulted in no findings or observations.



## **Distribution List**

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This letter was initially distributed to the Administrative Director of the Center, the Joint Operating Committee, 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  
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Harrisburg, PA 17120

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