



Commonwealth of Pennsylvania  
Department of the Auditor General  
Harrisburg, PA 17120-0018  
Facebook: Pennsylvania Auditor General  
Twitter: @PAAuditorGen  
www.PaAuditor.gov

TIMOTHY L. DEFOOR  
AUDITOR GENERAL

August 30, 2023

Mr. Thomas D. Longenecker  
President and Chief Executive Officer  
Commonwealth Charter Academy  
One Innovation Way  
Harrisburg, PA 17110

Ms. Jane Swan  
Chief Executive Officer  
Reach Cyber Charter School  
750 East Park Drive  
Suite 204  
Harrisburg, PA 17111

Mr. Brian Hayden  
Chief Executive Officer  
Pennsylvania Cyber Charter School  
3721 Tecport Drive  
Suite 102  
Harrisburg, PA 17111

Ms. Eileen Cannistraci, M.Ed.  
Chief Executive Officer  
Insight PA Cyber Charter School  
350 Eagleview Boulevard  
Suite 350  
Exton, PA 19341

Mr. Mark Allen  
Chief Executive Officer  
Pennsylvania Leadership Charter School  
1332 Enterprise Drive  
West Chester, PA 19380

Dear Chief Executive Officers:

This letter is to inform you that the Department of the Auditor General (Department) will be conducting a performance audit of the revenues, expenditures, and fund balances of certain cyber charter schools. The performance audit is being conducted pursuant to Sections 402 and 403 of The Fiscal Code, 72 P.S. §§ 402 and 403, as well as in accordance with generally accepted *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States.<sup>1</sup> Your cyber charter school has been selected as one of five cyber charter schools to be included within the scope of this audit.

---

<sup>1</sup> U.S. Government Accountability Office. *Government Auditing Standards*. 2018 Revision Technical Update April 2021.

The audit will cover the period July 1, 2020, through June 30, 2023, with updates, where applicable, through the end of the audit procedures. The audit objectives for each cyber charter school will be as follows:

- Identify and analyze all sources of the cyber charter school's revenue.
- Identify and analyze the cyber charter school's expenditures.
- Report on the financial position of the cyber charter school, including an analysis of general fund balances.

Please note that additional audit objectives may be added, and the audit scope may be adjusted as needed. If such changes are necessary, the Department will provide each cyber charter school (CCS) the appropriate notification in writing.

As the audit is conducted, the Department shall perform various audit procedures to gather and analyze evidence to address the above audit objectives. These procedures will include, but are not limited to, the following: (1) interviewing CCS officials and staff; (2) reviewing applicable laws, agreements/contracts, policies and procedures, and related guidance documents; (3) examining files; and (4) reviewing other supporting documentation and/or data, as necessary. The CCS is responsible for the accuracy of any information provided to the Department.

CCS management is responsible for complying with all applicable laws, agreements/contracts, policies and procedures, and related guidance documents, along with establishing and maintaining internal controls, often referred to as management controls. In planning and performing our audit, the Department will obtain an understanding of internal controls as it relates to the audit objectives. Internal controls in the broadest sense include the following: (1) plan of the organization; (2) methods and procedures adopted by management to meet its mission, goals, and objectives; (3) the processes for planning, organizing, directing, and controlling program operations; and (4) the systems for measuring, reporting, and monitoring program performance. Internal controls also include safeguarding assets and preventing and detecting errors and violations of laws and provisions of contracts and grant agreements.

CCS management is also responsible for the design and implementation of controls for preventing and detecting fraud, and for informing the Department about all known or suspected fraud and abuse affecting its office involving: (1) management; (2) employees who have significant roles in internal control; and (3) others where the fraud or abuse could have a significant effect on the programs. CCS management is responsible for informing the Department of its knowledge of any allegations of fraud, or suspected fraud, and abuse within the context of the audit objectives that it received in communications from employees, former employees, grantors, regulators, or others.

The Department will be contacting you to arrange a date and time to conduct an entrance conference. It is requested that you identify an Audit Liaison who will serve as the primary contact person during the audit. At the entrance conference, the audit objectives will be discussed in greater detail. The Department would like to conduct the entrance conference no later than September 15, 2023. At the conclusion of the audit, one report will be issued to include the

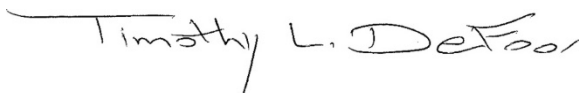
collective results for all five CCS; however, any desired exit conferences will be held individually with the respective CCS.

Please note that the Department strives to maintain the highest level of independence and professionalism in its dealings with the entities we audit. Department auditors are prohibited from engaging in discriminatory practices against any entity that is audited. The Department is also committed to creating and maintaining a work environment for the auditors and audited entities that is free of harassment, including sexual harassment. These principles are embodied in the Department's Equal Opportunity and Non-Discrimination Policy Statement, Code of Conduct, and Sexual Harassment Prevention Policy. Copies of these policies are available by writing to the Department's Office of Human Resources, 320 Finance Building, Harrisburg, Pennsylvania, 17120, or by contacting the Office of Human Resources by email or phone (HR@paauditor.gov or 717-787-3192). Further, please note that the Department's draft audit information (including requests, survey instruments, and methodologies) and the draft findings/report **are not** public records and are protected from disclosure as **confidential, proprietary information** and **workpapers underlying an audit and investigative materials, notes, correspondence, and reports** under the Right-to-Know Law (RTKL). *See* 65 P.S. § 67.708(b)(11) and (17)(ii) and (v).

The Department looks forward to a constructive and positive audit experience; one whereby we work cooperatively together to identify any problems, concerns, and solutions. Your cooperation will facilitate the completion of this audit in a timely manner. To this end, the Department asks that the CCS and its employees provide the requested information, documentation, and/or data within three working days of the request and that requested meetings be scheduled with staff within two working days of the request, unless otherwise specified.

If you have any questions or concerns about this performance audit, please contact Scott D. King, CPA, Director, Bureau of Performance Audits, at 717-787-2150 or SKing@paauditor.gov. The director is assigned responsibility for this engagement, which includes overseeing and directing the audit team in performing the related audit work, drafting the audit report, and ensuring the audit is conducted in accordance with GAS.

Sincerely,



Timothy L. DeFoor  
Auditor General

cc: The Honorable Josh Shapiro, Governor  
The Honorable Uri Monson, Secretary of the Budget  
Mr. Ralph Dyer, Chairman, Board of Trustees, Commonwealth Charter Academy  
Mr. David Taylor, President, Board of Trustees, Reach Cyber Charter School  
Mr. Steve Robinson, President, Board of Trustees, Pennsylvania Cyber Charter School  
Ms. Alice Solomon, MSS, President, Board of Trustees, Insight PA Cyber Charter School

Mr. Brian Ney, Chairman, Board of Trustees, Pennsylvania Leadership Charter School  
The Honorable Dr. Khalid N. Mumin, Secretary, Pennsylvania Department of Education  
Ms. Amy Lena, Director, Bureau of School Support, Pennsylvania Department of Education

Mr. Randy Seely, Charter Schools Division Chief, Bureau of School Support,  
Pennsylvania Department of Education

The Honorable Scott Martin, Senate Majority Appropriations Chairman, Pennsylvania Senate

The Honorable Vincent Hughes, Senate Minority Appropriations Chairman,  
Pennsylvania Senate

The Honorable Jordan Harris, House Majority Appropriations Chairman, Pennsylvania House of Representatives

The Honorable Seth Grove, House Minority Appropriations Chairman, Pennsylvania House of Representatives

The Honorable Kim Ward, President Pro-Tempore, Pennsylvania Senate

The Honorable Joanna McClinton, Speaker of the House, Pennsylvania House of Representatives

The Honorable Matt Bradford, House Majority Leader, Pennsylvania House of Representatives

The Honorable Bryan Cutler, House Minority Leader, Pennsylvania House of Representatives

The Honorable Joe Pittman, Senate Majority Leader, Pennsylvania Senate

The Honorable Jay Costa, Senate Minority Leader, Pennsylvania Senate

The Honorable Peter Schweyer, House Education Majority Chair, Pennsylvania House of Representatives

The Honorable Jesse Topper, House Education Minority Chair, Pennsylvania House of Representatives

The Honorable David Argall, Senate Education Majority Chairman, Pennsylvania Senate

The Honorable Lindsey Williams, Senate Education Minority Chair, Pennsylvania Senate

Mr. William Canfield, Director, Bureau of Audits, Office of Comptroller Operations

Ms. Janet B. Ciccocioppo, CPA, Deputy Auditor General for Audits, Department of the Auditor General

Mr. Gordon R. Denlinger, CPA, Deputy Auditor General for Audits, Department of the Auditor General

Mr. Scott D. King, CPA, Director, Bureau of Performance Audits, Department of the Auditor General