

Victor Central School District

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Dawn A. Santiago-Marullo, Ed.D., Superintendent of Schools

July 14, 2016

Office of the State Comptroller
The Powers Building
16 West Main Street – Suite 522
Rochester, NY 14614

Office of the Comptroller:

Victor Central School District is in receipt of the Information Technology examination 2016M-117 for the period July 1, 2014 to March 4, 2016. Please accept this letter to serve as the District's corrective action plan to the audit findings.

For each recommendation included in the audit report, the following is our proposed corrective actions.

Audit Recommendation 1

The Board should Adopt policies and procedures to address the classification of PPSI – including risk level definitions and requirements for updating classifications on an ongoing basis, as appropriate – and data backups.

Implementation Plan of Action

Victor has strong controls in place so each staff member only has access to the information they need to do their job. For nearly every staff member, this means they do have access to Personal Private and Sensitive Information (PPSI). There is still a need to train staff members on the proper handling of PPSI to ensure this information is kept secure.

At the beginning of each school year all staff members are required to do some online training. For example, all staff members are required to view a few short videos on Blood Borne Pathogens and pass a quiz about this material. The same company who provides us with this training material has a video entitled “FERPA: Confidentiality of Records” that goes over the basics of protecting PPSI. Victor Schools will be adding this as a requirement for all staff members starting with the 2016-2017 school year

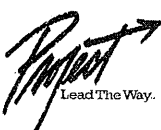
Implementation Date

Start of the 2016-2017 school year in late August 2016

Person Responsible for Implementation

David Henderson – Director of Computer Services

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Audit Recommendation 2

The Board should adopt and distribute a comprehensive disaster recovery plan to responsible parties that identifies how essential data will be preserved during a disaster and identifies alternate work locations. This plan should be periodically tested and updated.

Implementation Plan of Action

As part of our Smart Schools Investment Plan application, we will be purchasing new centralized storage for our data center and disaster recovery site. This will put us in an even better position in terms of weathering an event such as a fire, flood, virus, ransomware, etc. This new setup will be in place before the end of September. We will be rewriting our entire disaster recovery plan based on this new setup.

Implementation Date

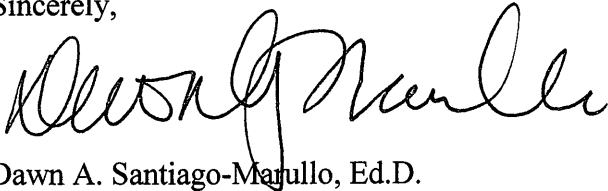
We will have a new disaster recovery plan written by November 2, 2016

Person Responsible for Implementation

David Henderson – Director of Computer Services

On behalf of the Board of Education and the District's administration, we would like to thank the New York State Comptroller's field staff involved in the audit. They were courteous and professional throughout the process. The District is pleased with the extensive work of the auditors from your office and that the audit resulted in no findings of operational improprieties, fraud, waste, or abuse.

Sincerely,



Dawn A. Santiago-Marullo, Ed.D.
Superintendent of Schools
Victor Central School District