

Onteora Central School District Audit Committee--Agenda

Meeting: March 19, 2018

Committee Members Present: Robert Curran, Drew Boggess, Kevin Salem, Wendy Wolfenson

Committee Members Absent: Robert Burke Warren

Invited Guests: Monica LaClair, Assistant Superintendent for Business
 Debra D'Aprile, District Treasurer
 Ken, Questar III
 John Reimer, Technology Director

- 1) Call to Order
 - a. 9:30 called to order
- 2) Attendance
 - a. Robert Warren absent
- 3) Approval of Minutes
 - a. Bob, Drew second, unanimous
- 4) Internal Audit – Questar III BOCES
 - a. Part of planning service – program review - not necessarily audit as the District is not required to do an audit. Don't need to follow audit requirements. Victoria reached out that the district – security, access of data,
 - b. Financial Management system, student data base, are access rights applicable? When an employee leaves, are they disables? Policies? Procedures? How are things actually done? Disaster Plans? Blocking, filter, password controls, complex/not complex, private information for both student and staff. How is school addressing training in Cybersecurity, phishing, malicious attacks? Policy regarding monitoring of sites students/staff access. Who monitors? OSC has strong password requirements, compare Districts to those. Access rights follow the job.
 - c. Bob Curran – Talked about this in terms of data we have and who has rights to it. How are third party access to our data? i.e. Nutrikids Personal data that is required to be given out on line to access certain on-line access to specific programs. More on what data we have and can we get to it, or who can get to it.

Wendy Wolfensen– What is the limitation as to how much you can cover? Do we have to give you our top three choices? One of the big concerns to me, is your social security number and birthdate together on the same site. Are we looking strictly at software? There are hardware issues as well. Inventory and where laptops are.

John Reimer – regarding student information, if we use an outside provider, we do not put DOB or SSN on there. Only information that follows COPA and FERPA. Do not put student id. There's a lot of software and we have an approved list but we can't always control other software teachers may use.

Bob Curran – Where the question came from, given by Nassau BOCES, did an audit of Lakeland. Found 200 different databases that the administration did not know that was there.

Drew Boggess– Teachers can download software and they can access programs that are web based. Any intention to control that?

John Reimer – Trying to. Using web filtering software to see where teachers are going to and see where the trends are. Executable files are not downloadable.

Kevin Salem – Best practices in the teacher handbook. Acceptable Use policy students sign. I think they tend to not read it and just sign. Sum dog for example, I think it may ask for personal info. Do you think we have 100+ different software?

John Reimer- That's about right. Working on best practice for user name and passwords. Fine tuning what we are using.

Kevin Salem - Do we wipe them out?

John Reimer– Every year we wipe the computers Chromebooks require them to log in with credentials every time. Staff and students understand how to best use the device and keep their information private.

Kevin Salem– Look at when student/staff leave?

Ken – Look at the student files then

Kevin Salem – Requested that the acceptable use policy #6470 and #6470R be sent out to the Audit committee and Questar

Ken – Let me know if there are any other areas you would like Questar to review.

Wendy Wolfenson– Wasn't there a Corrective Action Plan for the Comptroller's audit?

Monica LaClair - I will look for it and email it to the audit committee

Bob Curran – If there is a Corrective Action plan does the district follow up?

Monica LaClair– Yes, hiring John Reimer was part of the Corrective Action Plan.

Kevin Salem – All those things happen as part of the Corrective Action Plan. Add that as part of the audit committee.

Deb D'Aprile – Worked with prior IT employee to see where software and hardware was. Email list was done.

Monica LaClair – Will review issues on Corrective Action Plan and add to the Agenda

Drew – Last Questar thing, recommendations were made and they look at what has changed.

Next meeting, May 14th – the external auditor will be here.

Drew, Bob – adjourned 10:30am