PELHAM UNION FREE SCHOOL DISTRICT

Corrective Action Plan
Related to
Independent Accountant's Report on Applying Agreed-Upon Procedures:
Information Technology
March 24, 2017

The engagement was performed to determine the effectiveness of the Information Technology Department's compliance with policies and procedures of the District for the period July 1, 2015 through September 30, 2016.

FINDINGS, RECOMMENDATIONS AND DISTRICT RESPONSE

Findings from the engagement are noted on pages 4-6 of the attached report.

Recommendation
Develop a system to notify the IT Department when a staff member or a student separates from the District to ensure that all individuals who no longer need access to the District's network have been removed or disabled.

> ### District Response
> **The Business Office will work with the Director of Technology to establish a process to address this finding in 2017-18.**

Recommendation
Review the possibility of implementing an electronic staff and student acceptable use policy. Prior to any staff or student being able to use any District system, they would have to electronically accept the policy. These procedures would require updates to certain Board policies.

> ### District Response
> **The Technology Department will investigate use of an electronic staff and student acceptable use policy. Any needed changes to Board policies will be proposed to the Board.**

Recommendation
Review FM user permissions on a regular basis to ensure that the permissions granted to employees are appropriate for their job.

> ### District Response
> **The Business Office will periodically review FM users and permissions to ensure that users are appropriate and have appropriate entitlements within FM (financial accounting software).**

**PELHAM
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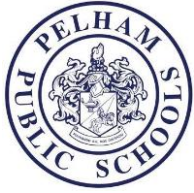
Recommendation

Review a listing of users for Infinite Campus and compare it to an employee list to ensure that access for employees who are no longer with the District have been deactivated and removed from user groups. The IT Department should also review all user groups to ensure that the proper access has been granted to the employees of the group.

District Response
The Technology Department will be instructed to periodically review users in Infinite Campus to ensure that all users and user groups are appropriate.

Recommendation

Review of salary budget codes on an annual regular basis to ensure that employees are charged to the correct budget codes.

District Response
The Business Office reconciles budgeted and actual salaries each October to ensure that actual salaries are being charged as budgeted. As part of the annual budget process, the Business Office will review the appropriateness of assigned employee budget codes.

Recommendation

When making a purchase from a state contract or bid, the Department should request that the vendor provide pricing for the items or services from the contract or bid, including detail of material and labor costs. We further recommend that an employee in the IT Department should agree the pricing from the contract to the price quote and/or invoice to ensure that they match.

District Response
The District will make every effort to ensure that vendors provide appropriate documentation for their pricing and that vendor invoices reflect proper amounts per state contract or bid documentation.

Recommendation

Consider requiring that the Assistant Superintendent for Curriculum review and approve all purchases of licenses for software that are used for curriculum and instruction, in addition to the Director of Technology.

District Response
As part of the annual budget review, a detailed list of software licenses is reviewed by the Superintendent and Assistant Superintendents, including the Assistant Superintendent for Curriculum, Instruction & Personnel. Any unbudgeted software license needs arising during the course of the fiscal year must be approved by the purchasing agent (Assistant Superintendent for Business) who would consult the Assistant Superintendent for Curriculum, Instruction & Personnel, as appropriate. The Technology Department will be instructed to ensure that the Assistant Superintendent for Curriculum, Instruction & Personnel is informed of the need for any significant unbudgeted software licenses.