



February 18, 2022

Office of the New York State Comptroller
Division of Local Government & School Accountability
PSU - CAP Submission
110 State Street, 12th Floor
Albany, NY 12236

Unit Name: Division of Local Government and School Accountability
Audit Report Title: Haldane Central School District, Information Technology
Audit Report Number: 2021M-84

The Office of the State Comptroller completed an audit of the school district's information technology systems between July 1, 2019 and March 18, 2021. The audit included two key recommendations, including:

- Evaluate all network user accounts to ensure unneeded network user accounts are disabled.
- Assess all network user accounts with administrative permissions and create secondary accounts to be used for non-administrative activities.

A Corrective Action Plan outlining the actions the district has taken to resolve each of these issues was submitted on November 1, 2021. At the request of the Office of the New York State Comptroller, the attached Corrective Action Plan has been updated to include the development of written procedures for managing user accounts. Our staff appreciates the time to work with the Comptroller's office to strengthen our information technology security controls.

Sincerely,

Phil Benante, Ed. D.
Superintendent of Schools

cc: Haldane Central School District Board of Education Members
Anne Dinio, School Business Official



Haldane Central School District, Information Technology Audit, 2021M-84
Corrective Action Plan
Submitted November 1, 2021
Updated February 18, 2022

Audit Recommendation	Implementation Plan of Action(s)	Implementation Date	Person Responsible for Implementation
Develop and adhere to written procedures for granting, changing, and disabling network user accounts.	Administrator will create written procedures for reference when granting, changing, and disabling network user accounts.	March 2022	Leah Horn/ Josh Elder
Evaluate all network user accounts to ensure unneeded network user accounts are disabled.	<p>All network user accounts will be evaluated three times per year.</p> <p>Accounts for all former employees will be disabled as soon as the term of their employment concludes.</p> <p>Any unnecessary generic and student accounts will be disabled.</p>	November 2021	Leah Horn/ Josh Elder
Assess all network user accounts with administrative permissions and create secondary accounts to be used for non-administrative activities.	<p>All administrative account access uses a secondary account for non-elevated activities.</p> <p>Periodic IT security awareness training will be assigned to all employees through the Global Compliance Network.</p>	September 30, 2021	Leah Horn