



Letchworth Central School District

5550 School Road ~ Gainesville, NY 14066

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5-8 Principal
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9-12 Principal
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Asst Principal 5-12
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March 27, 2023

NYS Education Department
Office of Audit Services
89 Washington Ave., Room 524 EB
Albany, NY 12234

To Whom It May Concern:

In response to the Communicating Internal Control Related Matters Identified in an Audit for Year Ended June 30, 2022, the following corrective action plan shall be enacted:

1. School Lunch Fund - The District will purchase necessary equipment and supplies for the operation of the School Lunch Program to bring the fund balance to a level within the legal limit prior to June 30, 2023.

Anticipated Completion Date: this item is anticipated to be completed by December 31, 2022.

2. Cyber Risk Management - The District will continue to document its' cyber risk assessment process in writing including the risk assessment process, the frequency of the risk assessment, how findings are to be communicated to the appropriate level of management, and how the process will be monitored. The District will also continue to participate in the Wayne Finger Lakes BOCES/EduTech Data Privacy and Security service.

Anticipated Completion Date: this item is anticipated to be completed by June 30, 2023.

Approved by the Board of Education on March 27, 2023.

Sincerely,

D. Todd Campbell
Superintendent of Schools