

PINE PLAINS CENTRAL SCHOOL DISTRICT

PINE PLAINS, NY 12567-5504

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MEMORANDUM

Date: October 16, 2024
To: Board of Education
From: Laura L Rafferty, Business Official
cc: Dr. Brian Timm, Superintendent
Julia Watson Tomaine, District Clerk
Re: Corrective Action Plan for 23-24 Annual Audit

CORRECTIVE ACTION PLAN

Response to Management Letter of October 14, 2024

Current Year Memorandum Items

Finding #1: Time Control

The School District's bus garage staff and supervisors are not signing off on their timecards to support the time and effort spent on the job.

District Response:

The District is aware that this continued to be an ongoing issue for the school year 2023-2024. The District continued to work with the Transportation staff and their union representatives to rectify this situation. The School Related Personnel entered into a new contract which was ratified on July 3, 2024. Included in the new contract was the discontinued use of time cards and implementation of using time sheets where employees sign in and out daily and track their extra time on the same time sheet. The change in the time keeping process appears to be going well. Timesheets have come to payroll with the signature of the employee as well as the Supervisor. There has also been a transition in staffing in the Transportation Department and the new Asst. Supervisor of Transportation is overseeing the payroll process and is taking the responsibility seriously that signatures are required by both the employee and the Supervisor.

Implementation: August, 2024

Finding #2: Annual Sexual Harassment Prevention Training

District Response:

The School District provides sexual harassment training online through Vector Solutions – Safe Schools. All new hires, including substitutes, will be provided with the credentials to take the online training within 30 days of hire. The District’s Personnel Administrator will ensure every employee, including substitutes, remain compliant and receive the proper training.

Implementation: October, 2024