

# Syosset Central School District

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New York State Education Department  
Office of Audit Services, Room 524 EB  
89 Washington Avenue  
Albany, NY 12234

Dear Madam/Sir:

The comments contained in this letter collectively represent the corrective action plan for the Syosset Central School District in response to the two internal audit reports prepared by R.S. Abrams & Co. LLP for the 2019-20 school year.

**Risk Assessment Update Report**—We are pleased to report that of the 51 areas evaluated in the Risk Assessment, 49 were evaluated as low control risk and none were found to be high risk. Additionally, three areas identified as moderate control risk last year: (1) IT Disaster Recovery, (2) Medicaid Compliance, and (3) Retiree Health Insurance, improved from medium risk in the 2018-19 report to low risk in the 2019-20 report.

The findings, recommendations and corrective actions from the 2019-20 risk assessment report are highlighted below.

## **IT- Permissions/Access Controls**

- The auditors noted that the district does not require passwords to be changed periodically and does not have a lockout policy in place for the network or AIS. The District is currently implementing a self-service password reset system to allow users to reset their passwords remotely. This service will facilitate the periodic changing of passwords as well as the ability to create longer, stronger passwords or passphrases of 20 characters or more. The District will be training staff members on the self-service password reset procedure and the stronger password procedure. The NIST Standards adopted by Education Law 2D does not recommend periodic, forced changing of passwords as this leads to users choosing weaker and easier passwords. Instead, the standard supports passphrases of at least 20 characters, special characters and, uppercase letters as a requirement. Aligned with the new secure password policy for the District, a lockout procedure will be implemented for the AIS and network.
- The auditors noted 13 user accounts in WinCap for which the date of the last password change exceeded the 90 day threshold established by the District's AIS password policy. IT Services has changed its procedures regarding inactive WinCap Accounts. They will run a report each quarter to identify WinCap accounts that have not been accessed within the last 12 months and identified accounts will be deactivated.

## **Student Data Reporting**

- The auditors had a recommendation in the risk assessment regarding student classification that mirrors their comment from the in-depth report on student data reporting.

### **Internal Audit Report on Student Safety and Student Data Reporting**

- The in-depth report for 2019-20 focused on procedures for the reporting of student data. The auditors had no findings in the areas of Student Data Reporting Policies and Procedures, Attendance, Student Classification for Graduation and Dropout Data, Student Safety and Security, School Security Guards, Violent and Disruptive Incident Reporting and Safety Planning.
- In the area of Student Classification of new entrants, they noted that 2 out of 15 students tested did not have proof of parental relationship on file. The procedures regarding the documentation of parental relationships are being reviewed with the district's attorney to ensure compliance with all applicable laws regarding the registration of students. The district continues to review student files to ensure that all documents are retained on file.
- The auditors noted that due to the pandemic the District was not able to complete the required safety drills scheduled for the spring since schools were not open for in-person instruction. All schools in the district are aware of the requirements for Evacuation and Lockdown Drills and are on target for their completion in the 2020-21 schools year.

Sincerely,  
Patricia Rufo