

PINE PLAINS CENTRAL SCHOOL DISTRICT

PINE PLAINS, NY 12567-5504

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MEMORANDUM

Date: October 7, 2025
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 24-25 Annual Audit

CORRECTIVE ACTION PLAN

Response to Management Letter of October 7, 2025

Current Year Memorandum Items

Finding #1: 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.

Additionally, the District has moved to an electronic on-boarding system (School Front) which enhances the tracking mechanism for the required training.

Implementation: October, 2025