

Regular Meeting – Board of Education – August 20, 2025

VIII. **Business Affairs**

B. Operations

13. Corrective Action Plan -July 2025 Water Lead Testing and Reporting Audit

RESOLVED, on the recommendation of the Superintendent of Schools the Board of Education the Corrective Action Plan as developed in response to the July 2025 Lead Testing and Reporting Audit issued by the New York State Comptroller's Office, which will be implemented during the 2025-2026 school year



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Corrective Action Plan

**Office of the New York State Comptroller
Division of Local Government and School Accountability**

Lead Testing and Reporting audit dated July 2025

S9-25-17

Recommendations for Finding 1: District officials should

1. Review and update sampling and remediation plans for all District water outlets that could be used for drinking and cooking, including details on which water outlets will be considered exempt from sampling and their controls.
2. Sample all water outlets that could be used for drinking and cooking and properly secure any water outlets designated as exempt.
3. Remediate or implement effective long-term controls for all water outlets that exceed the lead action level.
4. Keep accurate records of all remediation efforts, including actions taken and dates performed.
5. Review all work related to the lead testing program for accuracy and completeness.

Corrective Action Response for Finding #1:

The District, in coordination with its contracted environmental testing vendor, has completed a comprehensive review of all water outlets across District facilities. As part of this review:

- **Labeling of Exempt Outlets:** All water outlets determined to be exempt from sampling have been clearly labeled with signage reading “Non-Potable Water – Do Not Drink” to prevent consumption.
- **Sampling of Outlets for Drinking/Cooking:** Cycle 3 lead testing was conducted in April 2025 for all water outlets that could be used for drinking or cooking.
- **Immediate Remediation Measures:** Any outlets that tested above 5 parts per billion (ppb) were immediately taken out of service pending remediation.
- **Remediation Tracking:** The Facilities Department has developed and maintains a centralized Google Sheet to document each remediation effort, including specific corrective actions, dates performed, and current status. This record is reviewed regularly by the Assistant Superintendent for Business and Operations to ensure accuracy and

completeness.

- **Ongoing Remediation Work:** Remediation efforts began immediately following the April 2025 testing and should be completed by August 31, 2025.
- **Documentation and Verification:** All remediation work will be documented in detail and all related records will be retained in accordance with State record-keeping requirements.

This process ensures that all water outlets exceeding the lead action level are addressed through either remediation or the implementation of long-term controls, in compliance with New York State Education Department regulations.

Recommendations for Finding 2: District officials should

1. Develop procedures identifying all individuals involved in lead testing and reporting and their roles and responsibilities.
2. Notify all required parties in the required time periods after lead testing results are received.
3. Keep accurate records of all notification efforts performed.

Corrective Action Response for Finding #2:

The District will strengthen its lead testing and reporting procedures to ensure all roles, responsibilities, and timelines are clearly defined and followed.

- **Procedure Development:** The Assistant Superintendent for Business and Operations and the Director of Facilities will jointly develop written procedures identifying all staff members involved in the lead testing process, including their specific roles and responsibilities.
- **Process Tracking Checklist:** A standardized checklist is being created to document each step in the process, including:
 - Notification to parents and staff prior to testing
 - Submission of test results to the appropriate agencies and departments
 - Notification of test results to parents and staff within required timelines
 - Posting of all results to the District website
- **Timeline for Implementation:** These written procedures and the tracking checklist will be finalized and implemented by September 30, 2025.
- **Record-Keeping:** The checklist will be maintained as part of the District's lead testing records to ensure accurate documentation of all notification efforts, including dates completed and the method of communication used.

These steps will ensure that all required parties are notified within the required time periods after

lead testing results are received, and that the District maintains complete and accurate records of all notifications.

Implementing this Corrective Action Plan will bring the District into full compliance with NYS DOH and NYSED lead testing and reporting requirements. It will also strengthen internal oversight and ensure safe, transparent water quality practices for the school community.

Theresa Kahan
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Glen Cove City School District