BROADALBIN-PERTH
CENTRAL SCHOOL DISTRICT

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Corrective Action Plan
Broadalbin-Perth Central School District
OSC Audit Report – Building Access
Report S9-26-5
July 20, 2026

The Broadalbin-Perth Central School District has received the New York State Office of the State Comptroller audit report titled *Building Access*. The report contains recommendations intended to strengthen the District's management and monitoring of building access accounts and badges. Please accept the following as the District's official Corrective Action Plan. In accordance with the audit report, the District has addressed each recommendation individually and identified the planned corrective actions, implementation dates, and responsible officials.

Recommendations and Corrective Actions

Recommendation #1:

Ensure employees do not have duplicate badges.

Implementation Plan of Action(s):
The District has reviewed all active employee badge assignments and deactivated unnecessary duplicate badges identified during the audit. Going forward, replacement badges will not be activated until the previously issued badge has been returned and deactivated, unless an operational need has been approved by the Superintendent. The Human Resources Clerk will monitor badge issuance to ensure each employee is assigned only one active badge.

Implementation Date:
Completed April 1st, 2026; ongoing monitoring.

Person Responsible:
Caitlyn Vivacqua, Human Resources Clerk

Recommendation #2:

Use the badge request form for all non-employee badge access provided.

Implementation Plan of Action(s):
The District will require that all non-employee building access requests be submitted using the District's Non-Employee Badge Request Form. The form will be completed in full, approved by the Superintendent, and include the individual's affiliation, authorized building access, approved days and times of access, and an expiration date. No non-employee badge will be issued without an approved request form.

Implementation Date:
Completed April 1st, 2026; ongoing monitoring.

Person Responsible for Implementation:
Caitlyn Vivacqua, Human Resources Clerk

Recommendation #3

Deactivate accounts and collect the associated badges as soon as they are no longer needed.

Implementation Plan of Action(s):
The District will ensure that employee and non-employee building access accounts are deactivated and badges are collected immediately upon separation of employment, completion of contracted work, expiration of approved access, or whenever access is no longer required. Lost or stolen badges will be deactivated immediately upon notification. Badge returns and deactivations will be documented as part of the District's offboarding and access management procedures.

Implementation Date:
Completed April 1st, 2026; ongoing monitoring.

Person Responsible for Implementation:
Caitlyn Vivacqua, Human Resources Clerk

Recommendation #4:

Develop written procedures that define who is responsible for managing and monitoring accounts, including shared badges and periodically evaluate and adjust these procedures to ensure all processes are working as intended.

Implementation Plan of Action(s):
The District will develop and implement written procedures governing the administration of the building access system. The procedures will identify responsibilities for issuing, modifying, monitoring, reconciling, and deactivating employee and non-employee badges, including shared badges. The procedures will also establish requirements for documenting badge issuance, reporting lost badges, collecting badges upon separation, and periodically reviewing the effectiveness of the District's building access controls. The procedures will be reviewed annually and updated as necessary.

Implementation Date:
Completed April 1st, 2026; annual review.

Person Responsible for Implementation:
Caitlyn Vivacqua, Human Resources Clerk.

Recommendation #5:

Develop a reconciliation process utilizing system reports, and review active accounts for necessity and appropriateness of access.

Implementation Plan of Action(s):
The District will implement a documented reconciliation process utilizing reports generated from the building access management system. On a quarterly basis, active employee and non-employee accounts will be reviewed to verify that access remains necessary, appropriate, and properly authorized. The reconciliation will include a review of active badges, duplicate badges, shared badges, expiration dates for temporary access, and access levels. Any discrepancies identified during the review will be corrected promptly and documented.

Implementation Date:
Completed April 1st, 2026; and quarterly thereafter.

Person Responsible for Implementation:
Human Resources Clerk, with oversight by the School Business Administrator

The District appreciates the recommendations provided by the Office of the State Comptroller and is committed to implementing the corrective actions outlined in this plan to strengthen building access controls and enhance the security of District facilities.

Ashley Brooks
School Business Manager

Board of Education
Audit Committee Member