

CORRECTIVE ACTION PLAN
INTERNAL AUDIT REPORT ON STUDENT RELATED DATA AND SERVICES
June 30, 2024
AUDIT FIRM – R.S. ABRAMS

STUDENT DATA REPORTING

Policies and Procedures

Procedure Performed: We reviewed the District’s policies and procedures with regard to the internal controls related to student data reporting.

Findings: No exceptions were found as a result of applying these procedures.

Recommendations: N/A

District Response: N/A

Student Classification

Procedures Performed: Tested a sample of students classified as new entrants during the 23-24 school year to determine the following:

- Supporting documentation exists to establish proof of the following:
 - Student’s age
 - Residence within the District
 - Immunization records
 - Parental relationship
- The student is accurately classified as enrolled in the student information system.
- The student’s school as recorded in the student information system appears reasonable based on the student’s age.

Findings: No exceptions were noted as a result of applying these procedures.

Recommendation: N/A

District Response: N/A

Attendance

Procedures Performed: Tested a sample of student attendance records for all schools to ensure supporting documentation existed for those students that were absent, late, or signed out early.

Findings: No exceptions were noted as a result of applying these procedures.

Recommendation: N/A

District Response: N/A

STUDENT SAFETY AND SECURITY

Policies and Procedures

Procedure Performed: We reviewed the District's policies and procedures with regard to the internal controls related to student safety and security.

Findings: We noted the District did not adopt the legally required policy School Safety and Educational Climate (SSEC) Reporting required by 8 NYCRR §100.2(gg)(5). We noted the District does complete the required *SSEC Summary Data Collection* forms to ensure the District has a system in place to track and report information about violent and disruptive behavior to NYSED.

Recommendation: We recommend the District adopt the legally required policy required by 8 NYCRR §100.2(gg)(5). We noted the Board adopted policy no. 5170, *School Safety and Educational Climate Reporting* on May 7, 2024.

Procedure Performed: We reviewed the District's procedures for emergency management, entry control, and building entry in conjunction with the Department of Homeland Security's *School Security Survey*.

Findings: No exceptions were noted as a result of applying these procedures

Recommendation: N/A

District Response: As indicated above, the District adopted the recommended policy no. 5170 on May 7, 2024.

Evacuation and Lockdown Drills

Procedures Performed: We reviewed the District's evacuation and lockdown drills conducted during the 2022-2023 school year as well as those drills conducted to date during the 2023-2024 school year to determine the following:

- A total of twelve drills were conducted during the 2022-2023 school year at various times throughout the school day;
- Eight of the twelve drills were evacuation drills;
- Four of the twelve drills were lockdown drills;
- Eight of the twelve drills were conducted prior to December 31st; and
- At least one early dismissal drill was conducted.

Findings: We noted the following in regard to the evacuation and lockdown drills:

- One out of five buildings did not complete the eight required evacuation drills in the 2022-2023 year and the schedule for the 2023-2024 year was going to be short as well. We noted Plainedge Middle School is now scheduled to meet the eight required evacuation drills in the 2023-2024 year.

Recommendation: We recommend the District implement controls to ensure that all required drills are conducted during the year, as well as done at the required increments, in accordance with Education law § 807. This should be inclusive of the eight evacuation school drills at any District building.

District Response: The District has reviewed the evacuation plans for next year and revisions were made in March 2024 to comply with Education Law § 807. In addition, effective July 1, 2024 each school building must submit their Evacuation and Lockdown Drill schedules to the Director of Facilities to ensure compliance.

School Security Guards

Procedures Performed: Tested a sample of District security guards to verify the following in accordance with NYS General Business Law Article 7-A § 89:

- The employee is registered as a security guard by the NYS Department of State Division of Licensing Services
- Employee files contained the following items:
 - A completed employment application
 - Photograph of the employee
 - Employee training records
 - Fingerprint clearance

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- Board approval

Findings: No exceptions were found as a result of applying these procedures.

Recommendation: N/A

District Response: N/A

Violent and Disruptive Incident Reporting

Procedures Performed: We reviewed the District’s *SSEC Summary Data Collection* forms to ensure the District has a system in place to track and report information about violent and disruptive behavior to NYSED and are reporting the elements required under Education Law § 2082(3).

Findings: No exceptions were found as a result of applying these procedures.

Recommendation: N/A

District Response: N/A

Safety Planning

Procedure Performed: We reviewed the District-Wide School Safety Plan for the required elements per Education Law §§ 807 and 2801-a and Commissioner’s Regulation 155.17.

Findings: No exceptions were found as a result of applying these procedures.

Recommendation: N/A

District Response: N/A

Procedure Performed: We reviewed the District’s Building-Level Emergency Response Plans for the required elements per Education Law §§ 807 and 2801-a as well as Commissioner’s Regulation 155.17.

Findings: No exceptions were found as a result of applying these procedures.

Recommendation: N/A

District Response: N/A

Procedure Performed: We reviewed the District's most recent building condition survey for the required elements per Commissioner's Regulation 155.4.

Findings: No exceptions were found as a result of applying these procedures.

Recommendation: N/A

District Response: N/A