



WEST HEMPSTEAD UNION FREE SCHOOL DISTRICT
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Office of the State Comptroller
Division of Local Government & School Accountability
PSU - CAP Submission
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New York State Education Department
Office of Audit Services, Room 524 EB
89 Washington Avenue
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Re: Corrective Action Plan for West Hempstead Union Free School District, 2023M-9

To Whom It May Concern:

For each recommendation included in audit report 2023M-9, issued by the Office of the State Comptroller for the West Hempstead Union Free School District, the following are the corrective actions to be taken:.

Audit Recommendation #1: Adopt comprehensive written IT policies addressing areas key to network user access, such as password security and controls over user account access.

Implementation Plan of Action: The District will utilize the NYSSBA Policy Update service and will work with District counsel and the Director of Technology to implement written IT policies addressing areas key to network user access.

Implementation Date: June 30, 2024

Persons Responsible for Implementation: Board of Education, Assistant Superintendent for Business & Operations, Director of Technology

Audit Recommendation #2: Adopt comprehensive written policies and procedures for managing network user accounts, including adding, disabling and changing user access.

Implementation Plan of Action: The District will utilize the NYSSBA Policy Update service and will work with District counsel and the Director of Technology to adopt comprehensive written policies and procedures for managing network user accounts, including adding, disabling and changing user access.

Implementation Date: June 30, 2024

Persons Responsible for Implementation: Board of Education, Assistant Superintendent for Business & Operations, Director of Technology

Audit Recommendation #3: Disable network user accounts of employees as soon as they leave District employment and disable other unneeded non-student network user accounts in a timely manner.

Implementation Plan of Action: The District will put in place procedures to monitor and disable in a timely manner: (i) accounts of employees who have left District employment, (ii) shared and service user accounts, and (iii) any previously inactivated accounts that have been reactivated in order to retrieve data once the data is recovered. The District also plans to implement a software solution that will automatically disable user accounts when an employee is made inactive in the Districts financial software system.

Implementation Date: June 30, 2024

Persons Responsible for Implementation: Assistant Superintendent for Business & Operations, Director of Technology

Audit Recommendation #4: Perform a periodic review of enabled non-student network user accounts to limit user accounts to those deemed necessary for District operations. In the event an account is reactivated to recover data, it should be immediately disabled once the data is recovered.

Implementation Plan of Action: The District will create a systematic approach for periodically reviewing network user accounts to limit active user accounts to those deemed necessary for District operations. In the event that the District reactivates a previously disabled account in order to recover data, the District will immediately disable that account once the District has recovered all necessary data.

Implementation Date: June 30, 2024

Persons Responsible for Implementation: Board of Education, Assistant Superintendent for Business & Operations, Director of Technology, Personnel Clerk

Sincerely,

Brian Phillips

Assistant Superintendent for Business & Operations