UNATEGO CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION ADDENDUM
MONDAY, MARCH 21, 2022
BUDGET WORKSHOP
6:00 P.M.
BOARD OF EDUCATION MEETING
CALLED TO ORDER
7:00 P.M.
UNATEGO MS/SR HIGH SCHOOL
ROOM #93/ZOOM

4. ADMINISTRATIVE ACTION

4.23 Approve Corrective Action Plan (OSC Technology Audit) (3.21.22 G10)

4.23
3.21.22 G10
RESOLVED: Upon the recommendation of the Superintendent of Schools that this Board does hereby approve the Corrective Action Plan (OSC Technology Audit) as presented.

Unatego Central School

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Corrective Action Plan for the Otego-Unadilla Central School District regarding recommendations contained in OSC Audit 2021M-178.

In 2021 and 2022, the Office of the State Comptroller conducted an audit of the Otego-Unadilla Central School District with an objective to:

"Determine whether the Otego-Unadilla Central School District (District) Board and officials ensured District computerized data was safeguarded through training, monitoring user accounts and adopting a written information technology (IT) contingency plan."

Following an exit interview with school district officials and the Board of Education President, the auditors provided the following key findings:

"The Board and District officials did not ensure computerized data was safeguarded. In addition to sensitive IT control weaknesses that we communicated confidentially to District officials, [we] found:

- The District had 58 unneeded user accounts.

- Officials did not provide IT security awareness training.

- The Board did not adopt a written IT contingency plan.

Based on the above audit, covering a period from July 1, 2019, through April 23, 2021, the auditors made the following recommendations:

The Board should:
1. Adopt written policies or procedures for granting, changing and removing user access to the network.

The Director should:
2. Ensure that any unnecessary network user accounts are disabled as soon as they are no longer needed and thoroughly reviews user accounts on a routine basis.

3. Evaluate the District's current procedures and adjust them as needed to ensure unneeded user accounts are disabled in a timely manner.

District officials should ensure that:
4. Periodic IT security awareness training is provided to employees and independent contractors.

The Board and District officials should:
5. Assign specific IT responsibilities while they develop and adopt a comprehensive written IT contingency plan.

The District generally agrees with the Key Findings and the recommendations, and as a result has developed a Corrective Action Plan (CAP).

1. The District is developing a procedure whereby creation and removal of user access to the network is tied to human resources and will be based on employment status.—Superintendent & Director of Technology: Completed by September 1, 2022.

2. The Director of Technology, in conjunction with South Central RIC staff, will review all network accounts on a quarterly bases to ensure they are needed, all unnecessary accounts will be disabled. Completed and ongoing.
3. The Director of Technology, in conjunction with other District officials, will review district user accounts on a quarterly basis to ensure that any unnecessary accounts are disabled in a timely manner. Completed and ongoing.

4. The District had planned to provide all staff members with IT security awareness training but implementation was delayed due to the COVID-19 pandemic. Since that time, District staff members have been provided with IT security awareness training in October 2021, and will continue to provide annual IT security training each year. Completed and Superintendent will be responsible for annual implementation.

5. The District will work with the South Central RIC staff to assign specific IT responsibilities while collaborating to develop and adopt a comprehensive written IT contingency plan. –Director of Technology. Anticipated completed date September 1, 2022.