



# CLYDE-SAVANNAH CENTRAL SCHOOL DISTRICT

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February 24, 2021

Mr. Edward V. Grant, Jr., Chief Examiner  
The Powers Building  
16 West Main Street – Suite 522  
Rochester, NY 14614

Re: Clyde-Savannah Central School District Report of Examination 2020M-122  
Corrective Action Plan

Dear Mr. Grant,

For each recommendation included in the audit report, the following are the corrective actions taken:

**Finding:** District officials did not ensure that the District's network access controls were secure. Officials did not regularly review network user accounts and permissions to determine whether they were appropriate or needed to be disabled. There were 354 unneeded network user accounts, 53 unneeded generic and/or shared user accounts, and five unneeded administrative user accounts.

**Implementation Plan of Action:** The unneeded accounts have been disabled.

The District regularly reviews network user accounts for necessity and appropriateness and disables those that are unnecessary. The IT team pulls a report every ninety days to ensure user accounts are up-to-date. Those accounts which are not active are placed in a disabled folder and deleted throughout the year. We compare the reports with information received from Human Resources.

The District ensures that all IT users have and use their own unique network user accounts to access the District's network. The BOCES IT team logs into our system using our district's credentials, not their BOCES credentials and they ensure each user has completed the proper paperwork and is authorized to have their own account.

The District has a plan in place to assess network user permissions on a regular basis and remove excessive user permissions for those users who do not need that level of access to perform their current job duties.

The District has also moved to a 10-character password policy, and we have been encouraging all users to enable multi-factor authentication on their devices.

**Date:** November 1, 2020

**Person Responsible for Implementation:** Nora Haldeman, Director of Instructional Technology, Innovation, and Data Privacy Officer

*MISSION STATEMENT:*

*To educate, inspire, and empower our learners to unlock their potential  
in order to meet the challenges in an ever-changing world.*

**Finding:** Sensitive Information Technology (IT) control weaknesses communicated confidentially to officials.

**Implementation Plan of Action:** All findings in the confidential communication have been addressed and corrected.

**Date:** November 1, 2020

**Person Responsible for Implementation:** Nora Haldeman, Director of Instructional Technology, Innovation, and Data Privacy Officer

Should you have any questions regarding this Corrective Action Plan, please contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'MCH', with a long horizontal flourish extending to the right.

Michael C. Hayden, Superintendent

CC: Members, Board of Education  
Susan L. Gray, Assistant Superintendent for Business & Operations  
Nora Haldeman, Director of Instructional Technology, Innovation, and Data Privacy Officer