

# Ogdensburg City School District

1100 State Street  
Ogdensburg NY 13669

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Patricia Smithers  
Business Manager  
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New York State Education Department  
Office of Audit Services  
89 Washington Avenue, Room 524 EB  
Albany, NY 12236

August 26, 2019

Dear Sir or Madam:

As required in the regulations of the New York State Education Department, we are responding for submittal of a Corrective Action Plan in regard to the Internal Audit of the Ogdensburg City School District by Seyfarth and Seyfarth, Certified Public Accountants, P.C. Following is the corrective action for the recommendations in the Internal Audit Report.

- 1) On August 26, 2019 A committee will be formed to look at all areas of facility use and the process from beginning to end. A clear procedure will then be brought to the Board of Education for approval.
- 2) On August 26, 2019 we will begin to utilize the security and door aid that is available to district's. A procedure will be established to improve upon the system we have in place, until a full plan can be accomplished.

If I can be of further assistance, please contact me at 315-393-7912 ext. 40280 or [psmithers@sllboces.org](mailto:psmithers@sllboces.org).

Sincerely,

A handwritten signature in cursive script that reads "Patricia K. Smithers".

Patricia K Smithers  
Business Manager  
Ogdensburg City School District

