

WYOMING CENTRAL SCHOOL DISTRICT

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Wyoming Central School District

Corrective Action Plan

**In Response to:
Office of the New York State Comptroller
Report of Examination**

**Professional Services
2020M-152**

**For the Period Covered:
July 1, 2019 – September 25, 2020**

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**Wyoming Central School District
Corrective Action Plan
Office of the New York State Comptroller
Report of Examination
July 1, 2019 – September 25, 2020**

RECOMMENDATIONS

- I. Procure professional services in accordance with District policy.

Implementation Actions: District officials will procure professional services in a manner that is consistent with Board policies and regulations. Board procurement policies and regulations will be reviewed annually to make sure that they reflect any changes in the law, and that they adequately address processes needed to ensure that the District is procuring professional services in a manner that is in the best interest of the District and its taxpayers.

Implementation Date: April 1, 2021

Person(s) Responsible for Implementation: School Business Official and Superintendent

- II. Ensure any deviations from the procurement policy for unique situations or extenuating circumstances are approved by the Board and documented in the minutes.

Implementation Actions: The Board and District officials will work together to evaluate certain situations to determine if they qualify as unique or as extenuating circumstances. In the event that a situation calls for a deviation from Board policy, it will be taken to the Board for approval and adequately documented in the Board minutes and vendor files.

Implementation Date: April 1, 2021

Person(s) Responsible for Implementation: School Business Official and Superintendent

- III. Enter into written agreements establishing the services to be provided and the basis for compensation.

Implementation Actions: District officials will work with management, staff, and vendors to ensure that written agreements will be used consistently to establish services to be provided and the basis for compensation. Written agreements will be Board approved when required by policy and will be kept on file, readily accessible.

Implementation Date: April 1, 2021

Person Responsible for Implementation: School Business Official and Superintendent