

Scotia-Glenville School District  
Scotia, New York

February 1, 2024

To: Ken Ziobrowski

From: Andrew Giaquinto, Business Manager

Re: Transportation Audit- Corrective Action Plan  
Report Date: November 22, 2023

Please see below for the District's response to the Transportation Audit findings:

Corrective Action- Observation #1

Going forward all items purchased and kept at the garage located at 500 Sacandaga Rd will be recorded upon receipt, each item having its own page in a binder and housed in the caged area. The main person responsible for logging in parts will be Hank (Mechanic/Driver) with the alternate of Brianna Winslow (Transportation Assistant). Additionally, all office staff will be trained on the process in the event they need to assist. Inventory of all items currently onsite will be completed by 2/16 with location of each part noted in binder. We also will be conducting monthly audits of the inventory. The additional security of a locked area and surveillance on the entire area will help ensure protocols are followed.