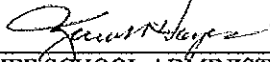


**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

SCHOOL DISTRICT NAME: Scotch Plains-Fanwood Board of Education COUNTY Union
 TYPE OF EXAMINATION: Consolidated Monitoring of Funds Received and Disbursed from Federal Programs
 DATE OF BOARD MEETING: October 22, 2015
 CONTACT PERSON: Deborah S. Saridaki, Business Administrator
 TELEPHONE NUMBER: (908) 232-6161 x4013 FAX NUMBER: (908) 889-0258

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 1	The district's Title I schools have revised their parental notification letters to include clearly defined entrance and exit criteria. The district will provide a copy of each school's revised parent notification letter to the NJDOE for review.	Revision of parental notification letter has been made and will be distributed in October 2015.	Kathleen Rosander	October 30, 2015
Finding 2	For the 2015-2016 school year, the district must ensure that it distributes the written parental involvement policy to all parents/guardians of identified Title I students in all four of its funded Title I schools. The district will submit evidence of distribution to the NJDOE for review.	The letter distributed to the Title I parents/guardians will include a parent signature and date and this letter will be returned to the district indicating that parent has received the parent involvement policy.	Kathleen Rosander	October 30, 2015


CHIEF SCHOOL ADMINISTRATOR

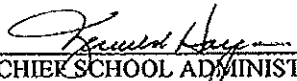
10/23/2015
DATE


BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

10/23/2015
DATE

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 3	For the 2015-2016 school year, each of the district's Title I schools will convene an annual Title I parent meeting for the parents/guardians of participating students. The district will submit documentation of each school's meetings, including invitations, agenda, meeting minutes and sign-in sheets, to the NJDOE for review.	Parent meetings at each of the Title I schools is scheduled for week of October 26 and copies of all requested information will be forwarded to the NJDOE.	Kathleen Rosander	October 30, 2015
Finding 4	For the 2015-2016 school year, the district will distribute the Parents' Right-to-Know letters at the beginning of the school year (no later than mid-October). The district will submit evidence of distribution to the NJDOE for review.	The district distributed the Parents' Right-to-Know letter on October 8 to all families in the Title I schools. This letter was distributed both through the students' backpacks and also through schoolwide email. Copies of the letters for the four schools will be submitted to the NJDOE.	Kathleen Rosander	October 8, 2015
Finding 5	The district must implement a process to ensure that purchase orders are issued prior to receiving goods and services from vendors.	Purchasing manuals were distributed to all district administrators in August 2015 and all administrators were reminded that purchase orders must be approved before purchases of services or products are made. Administrators were also reminded of the penalties, as stated in the purchasing manual, for unauthorized purchases.	Deborah Saridaki	August 19, 2015


CHIEF SCHOOL ADMINISTRATOR

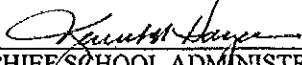
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BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

10/23/2015
DATE

**NEW JERSEY DEPARTMENT OF EDUCATION
OFFICE OF FISCAL ACCOUNTABILITY AND COMPLIANCE
CORRECTIVE ACTION PLAN**

RECOMMENDATION NUMBER	CORRECTIVE ACTION	METHOD OF IMPLEMENTATION	INDIVIDUAL RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
Finding 6	The district will obtain the necessary board resolutions to ensure conformity with applicable federal and state requirements. Copies of these resolutions will be forwarded to the NJDOE.	The board resolutions for submission of federal grants and acceptance of federal grants have been separated. Submission of the 2015-2016 grants was approved by a board resolution in June, 2015 and acceptance of the funds was approved in August, 2015 (IDEA) and September, 2015 (NCLB) upon approval of the grant applications.	Deborah Saridaki	September 24, 2015


CHIEF SCHOOL ADMINISTRATOR

10/23/2015
DATE


BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

10/23/2015
DATE