

**MANAGEMENT ACTION PLAN**  
**Audit of Before and After School Care Contract**  
**Management's Response and Action Plan**

Comment or Condition Description	Recommendation	Responsible Area(s)	Action	Current Estimated Completion
Findings	Untimely Renewal of Contract, Out-dated Language in the Contract, Contract Owner			
	1: All future renewals of the contract are timely to ensure both parties are in contractual agreement of services and update future contracts to include language that is relevant to Board policies and regulations.	Purchasing Department	The Purchasing Department will review and process all renewal contracts received from Academic Affairs in a timely manner. An annual review date will be established prior to the end of the school year.	5/1/2017
	2: Consider developing polices and/or procedures for background checks for vendors that have the same interaction with students as volunteers to ensure the safety of the District's students.	Purchasing Department	We will review current policies and procedures regarding background checks for vendors that will have supervised interaction with students and determine if a regulation or policy similar to IFCD-R(1) is appropriate.	9/1/2017
	3: Identify a contract owner of the contract to provide governance over the future development of contracts for the District's Before and After School Care as well as a point of contact for the vendor.	Academic Affairs-Specialized Instruction Department	The Executive Director of the Specialized Instruction and Early Childhood Department has been established as the point of contact.	Completed