AGENDA ROCKY POINT PUBLIC SCHOOLS BOARD OF EDUCATION MEETING August 28, 2023

Reminder Regarding Public Comment:

- Speakers must present their license to Mrs. Crossan as they approach the podium to allow for their address to be recorded. Speakers will announce their name once at the podium.
- Public comment at meetings of the Board shall be restricted to civil discourse, free from disparaging remarks or inferences toward any person or organization. Speakers who fail to observe this protocol will be ruled out of order.
- A period of time not to exceed fifteen (15) minutes, unless extended at any given meeting by resolution of the Board, shall be provided prior to Board action on the agenda. Each speaker shall be limited to a maximum of three minutes. Speakers may not share, defer, or otherwise reallocate any or all of the three minutes afforded them.
- A period of time not to exceed thirty (30) minutes, unless extended at any given meeting by resolution of the Board, shall be provided subsequent to the completion of Board action on the agenda. Each speaker shall be limited to a maximum of three minutes. Speakers may not share, defer, or otherwise reallocate any or all of the three minutes afforded them.
- Speakers shall be ruled out of order if they attempt to speak about any specific student or employee, by name or title.

I Meeting called to Order:

Present:	Edward Casswell, Trustee
	Michael Lisa, Trustee
	Susan Sullivan, Trustee
	Erin Walsh, Trustee
	Jessica Ward, Trustee
	Scott O'Brien, Ed.D., Superintendent of Schools
	Susann Crossan, Assistant Superintendent
	Christopher Van Cott, Assistant Superintendent for Business
	Kelly White, District Clerk

Absent:

II Executive Session

At ______ p.m. motion made and seconded to adjourn to Executive Session to discuss ______.

Motion____2nd____Vote____

The Board returned to Open Session at ______p.m.

Pledge of Allegiance

DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO RE-ELECTED BOARD MEMBER ERIN WALSH

III. ELECTION OF OFFICERS

a. ELECTION OF THE PRESIDENT OF THE BOARD

(Ed. Law 1701, 2504, 2563)

- 1. Nominations
- 2. Vote
- 3. Administer Oath to President by the Clerk:

"I, ______, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the President of the Board of Education according to the best of my ability."

4. The President becomes the Chairperson of the meeting.

b. ELECTION OF VICE PRESIDENT OF THE BOARD

- 1. Nominations
- 2. Vote
- 3. Administer Oath to Vice President by the Clerk:"I, _______ do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge

Superintendent's Report

CONSENT AGENDA

The items listed below are presented as part of the Consent Agenda which can be adopted by the Board of Education under a single motion followed by a second and then a formal vote. On the following page the Consent Agenda items are listed in their regular order within a group. Before an actual vote is taken, any Consent Agenda item may be removed by a Board member without a formal motion or second. If this occurs, the indicated resolution will be discussed during its regular order on the agenda and voted on individually.

IV-IX Consent Agenda Items

BE IT RESOLVED, that the Board of Education accepts the following agenda items as one item.

- IV: Minutes Regular/Re-organizational Meeting July 5, 2023
- V: Treasurer's Reports June 2023
- VI: Extra-Classroom Activity Account Treasurer's Report June 2023
- VII: Financials June 2023
- VIII: Internal Claims Audit Report June and July 2023
- IX: Committees on Special Education Schedules 8-28-23-A and 8-28-23-B as recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.

Motion 2nd Vote

X Donation from Ohiopyle Prints, Inc.

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation from Ohiopyle Prints, Inc.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves the recommendation of the Superintendent of Schools, to increase the general fund budget by \$16.67 as a result of the donation from Ohiopyle Prints, Inc.

BE IT FURTHER RESOLVED, that the following budget code be adjusted to reflect that increase:

A 2110 500 03 0000 \$16.67 Motion____2nd____Vote_____

XI Rocky Point PTA Donation for Graduation Flowers (HS)

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the \$500.00 donation from the Rocky Point PTA, as per the attached.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$500.00 as a result of the donation from the Rocky Point PTA.

BE IT FURTHER RESOLVED that the following budget codes be adjusted to reflect that increase:

A2110435030000 \$ 500.00

Motion 2nd Vote

XII American Rescue Plan ("ARP") Grant Amendments Resolution

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby affirms the attached grant amendments submitted to the New York State Education Department related to the American Rescue Plan ("ARP") program funds.

Motion 2nd Vote

XIII Donation of Peace Poles-Rocky Point Rotary Club

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of two (2) Peace Poles from the Rocky Point Rotary Club, valued at \$360.00 each, totaling \$720.00

Motion____2nd____Vote_____

XIV Donation of Funding for Cheer Mats

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of \$1,347.10 from the Rocky Point Cheer Booster Club (LIVCCPC) and the donation of \$2,503.90 from the Rocky Point Booster Club; to be used to purchase cheerleading mats, as per the attached;

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$3,851.00 as a result of the donations from the Rocky Point Cheer Booster Club and the Rocky Point Booster Club;

BE IT FURTHER RESOLVED that the following budget codes be adjusted to reflect that increase:

A2855 207 04 0000 \$3,851.00

Motion____2nd____Vote_____

XV Surplus Equipment

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves for surplus the following attached lists of equipment.

Motion 2nd Vote

XVI Adoption and review/re-adoption of Board of Education policy numbers, 3410, 5220, 5410, 5681, and 7110 (second reading)

BE IT RESOLVED, that the Board of Education adopts and reviews/re-adopts the following policies (second reading):

- 3410 Code of Conduct on School Property
- 5220 District Investments
- 5410 Purchasing
- 5681 School Safety Plans
- 7110 Rocky Point School District's Comprehensive Attendance Plan

Motion 2nd Vote

XVII Adoption of Revised 2023-24 District-Wide Safety Plan

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and adopts the revised 2023-24 District-Wide Safety Plan.

Motion____2nd____Vote_____

XVIII RFP #R24-05 Award-Financial Accounting & Reporting Services

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education authorizes the President of the Board of Education to enter into an agreement with R.S. Abrams for compilation of annual financial statements and associated documentation for year ending June 30, 2023, in accordance with the scope of services submitted in response to the District's request for proposal RFP #R24-05, at a cost of \$9,500.00.

Motion 2nd Vote

XIX Building Condition Survey (BCS) Contract

WHEREAS, New York State K-12 public school districts are required to submit a Building Condition Survey ("BCS") every five years as completed by a licensed architectural firm;

RESOLVED, that the Board of Education authorizes the Superintendent of Schools to execute the attached agreement with John A. Grillo Architect, P.C. to conduct said BCS at a fee of \$24,419.55 (\$0.05 per sq. ft. x 488,391 sq. ft.).

Motion____2nd____Vote_____

XX Resolution to Increase the Price of School Breakfast & Lunch for 2023-24

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the increase in price of student breakfast in all schools to 2.00/each, and increase the price of lunch in FJC and JAE to 3.00/each, and the MS and HS lunch to 3.15/each. Additionally, Staff breakfast meal is 2.90 + tax and Staff lunch meal is 4.90 + tax.

Motion 2nd Vote

XXI SCOPE Education Services Agreement 2023-24

WHEREAS, the United States federal government enacted the American Rescue Plan (ARP) of 2021, Public Law 117-2 on March 11, 2021;

WHEREAS, the ARP provides financial assistance to states and school districts to sustain the operation of schools and to address the impact of the coronavirus pandemic on the nation's students;

WHEREAS, the District has developed a multi-year plan reflecting initiatives in accordance with the requirements of the ARP which includes the need to provide afterschool enrichment and support opportunities;

RESOLVED, based upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the attached proposal from the SCOPE Education services to provide Saturday enrichment opportunities for students K-12, beginning in 2023-2024; and

BE IT FURTHER RESOLVED, the proposal will be funded by the ARP.

Motion____2nd____Vote____

XXII Agreement between the Board of Education of the Rocky Point Union Free School District and the Rocky Point School-Related Professional Association

RESOLVED, based upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to execute a Memorandum of Agreement between the Board of Education of the Rocky Point Union Free School District and the Rocky Point School-Related Professional Association to revise Appendix A as per the attached. All other terms and conditions of the 2020-2025 collective bargaining agreement between the District and the Rocky Point School-Related Professional Association shall remain the same.

Motion____2nd____Vote_____

XXIII Settlement Agreement

RESOLVED, that the Board of Education President is authorized, nunc pro tunc, to execute the Agreement between the District and Rocky Point UFSD Employee # 1679 on the matter of resignation/retirement.

Motion 2nd Vote

XXIV Certification of Qualified Lead Evaluator and Evaluator for Teachers and Principals

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby certifies Joseph Reyes and Rebecca Burleson as Qualified Lead Evaluators or Evaluators of classroom teachers and building principals and certifies having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9. This certification has been issued in accordance with the process for certifying lead evaluators and evaluators described in the district's Annual Professional Performance Review Plan.

Motion	2^{nd}	Vote	
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XXV Appointment of the Assistant Superintendent for Curriculum and Instruction

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby appoints Aaron Factor as Assistant Superintendent for Curriculum and Instruction effective July 1, 2023 through July 1, 2028, and authorizes the President of the Board of Education to execute a corresponding Employment Agreement with Aaron Factor in the form and upon the terms and conditions approved by the Board of Education, as attached hereto.

	Motion	2 nd	Vote	-
XXVI	Personnel			
	SOLVED, that upon of Education accepts		ion of the Superintendent of Sconnel changes.	hools,
	Motion	2 nd	Vote	-
XXVII	New Business			
At	PM motio	on made and second	ded to go into Executive Session	n to
discuss				
	Motion	2 nd	Vote	-
XXVIII	Executive Sess	ion (if necessary)		
At	PM, a motion w	as made by	and seconded by	to
go into Executive Session to discuss				
	Motion	2 nd	Vote	
XXIX	Adjournment			

I move that the Board of Education adjourns the meeting at _____PM

Motion 2nd Vote

DISTRICT CLERK ADMINSTERS OATH OF OFFICE TO RE-ELECTED BOARD MEMBER ERIN WALSH

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ELECTION OF OFFICERS

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<u>MINUTES</u> Annual Organizational Meeting and July 2023 Regular Business Meeting Rocky Point Schools - Board of Education July 6, 2023

I. OPENING OF MEETING BY DISTRICT CLERK

a. The meeting was called to order at 5:30 p.m. in the middle school library.

At 5:30 p.m. a motion was made by Susan Sullivan, and seconded by Ed Casswell, to adjourn to Executive Session to discuss confidential legal and personnel matters.

All in favor – Motion carried 4-0

The Board returned to Open Session at 7:00 p.m.

- Edward Casswell
 Michael Lisa
 Susan Sullivan
 Jessica Ward
 Scott O'Brien, Ed.D., Superintendent of Schools
 Christopher Van Cott, Assistant Superintendent for Business
 Kelly White, District Clerk
- Absent: Erin Walsh Susann Crossan, Assistant Superintendent
- c. Pledge of Allegiance to the Flag

II. DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO RE-ELECTED BOARD MEMBER JESSICA WARD

III. ELECTION OF OFFICERS

a. ELECTION OF THE PRESIDENT OF THE BOARD

b. ELECTION OF VICE PRESIDENT OF THE BOARD

Upon a motion made by Michael Lisa, and seconded by Jessica Ward, item #III was tabled.

All in favor – Motion carried 4-0

Ms. Ward opened the floor to questions/comments regarding the agenda.

There were no questions/comments.

Upon a motion made by Michael Lisa, and seconded by Susan Sullivan, items **IV – VIII AL** were approved as one item.

All in favor – Motion carried 4-0

IV. ANNUAL APPOINTMENTS

BE IT RESOLVED, that the Board of Education make the following appointments for the 2023-2024 fiscal year at the annual expense indicated below:

		OFFICERS	
ITEM	POSITION	NAME	ANNUAL EXPENSE
1	District Clerk	Kelly White	\$18,976 per year
2	Assistant District Clerk	Loretta Sanchez	Current hourly rate for regular time and overtime, as required by the BOE
3	District Treasurer	Virginia Holloway	No additional compensation beyond contractual wages
4	Deputy District Treasurer	Linda Bilski	Current hourly rate for regular time and overtime as required by the Board of Education
5	Claims Auditor / Extra- Classroom Activity Accounts Claims Auditor	Dennehy Accounting Services	\$19,500 per year for weekly service
		NON-OFFICERS	
	POSITION	NAME	ANNUAL EXPENSE
6	Tax Collector	Virginia Holloway	No additional compensation beyond contractual wages
7	Treasurer—Extra Classroom Activities Accounts	Linda Bilski	\$8,568 per year
8	External Auditors	R.S. Abrams & Co.	\$33,200 per year
9	Internal Auditor	Nawrocki Smith, LLP	\$19,000 per year
10	General/Labor Counsel	Kevin Seaman, Esq.	Yearly retainer fee: \$25,000. Per hour fee of \$200 for litigation services.
11	Bond Counsel	Hawkins Delafield and Wood, LLP	As per contract
12	School Physicians	Rocky Point Medical Care, P.C. (Dr. Gil); Concussion Specialists (at no cost to the district): Jennifer Gray, DO, Anuja Korlipara, MD, Mark Harary, MD, and Hayley Queller, MD, Danielle DeGiorgio, DO, and Brett Silverman, DO, of the St. Charles Hospital ImPACT Program	As per contracts – Rocky Point Medical Care; ImPACT Program at no cost to district
13	Purchasing Agent	Debra Hoffman	\$32,086 per year

14	Deputy Purchasing Agent	Christopher Van Cott	No additional compensation beyond contractual wages
15	Audit Committee Members	Edward Casswell, Michael Lisa, Susan Sullivan, Erin Walsh, Jessica Ward	N/A
16	Incarcerated Youth/Designated Educational Official	Dr. Aaron Factor	No additional compensation beyond contractual wages
17	Homeless and Foster Children and Youth	Amy Canzanella, Liaison	As per BOE appointment
18	FERPA Officer	Dr. Aaron Factor	No additional compensation beyond contractual wages
19	Medicaid Compliance Officer	Andrea Moscatiello	No additional compensation beyond contractual wages
20	Section 504 Coordinators	James Moeller (RPHS), Dawn Meyers (RPMS), Linda Greening (JAE), Jason Westerlund (FJC), Andrea Moscatiello (District)	No additional compensation beyond contractual wages
21	Title IX Coordinators / Complaint Officers	Dr. Aaron Factor, Susann Crossan, Christopher Van Cott, and District General Counsel	No additional compensation beyond contractual wages for employee coordinators; as per contract for General Counsel
22	Americans with Disabilities Act (ADA) Coordinator	Susann Crossan	No additional compensation beyond contractual wages
23	Records Management Officer	Christopher Van Cott	No additional compensation beyond contractual wages
24	Records Access Officer	Christopher Van Cott	No additional compensation beyond contractual wages
25	Records Appeal Officer	Dr. Scott O'Brien	No additional compensation beyond contractual wages
26	Federal Child Nutrition Program Hearing Official	Shakia Hall	No additional compensation beyond contractual wages
27	Federal Child Nutrition Program Reviewing Official	Shakia Hall	No additional compensation beyond contractual wages
28	Federal Child Nutrition Program Verification Official	Shakia Hall	No additional compensation beyond contractual wages

29	Asbestos Officer / AHERA LEA Designee	Paul Martinez	No additional compensation beyond contractual wages
30	Chemical Hygiene Officer	Paul Martinez	No additional compensation beyond contractual wages
31	School Pesticide Officer	Paul Martinez	No additional compensation beyond contractual wages
32	Attendance Officers	James Moeller (RPHS), Dawn Meyers (RPMS), Linda Greening (JAE), Jason Westerlund (FJC	No additional compensation beyond contractual wages
33	Dignity Act Coordinators	James Moeller (RPHS); Michael Gabriel (RPHS); Jacqueline Lawson (RPHS); Dawn Meyers (RPMS); Dr. Courtney Herbert (RPMS); Linda Greening (JAE); Benjamin Paquette (JAE); Jason Westerlund (FJC); Nicole Pletka (FJC); Susann Crossan (District-wide)	No additional compensation beyond contractual wages
34	Certifier of Payrolls	Dr. Scott O'Brien	No additional compensation beyond contractual wages
35	Chief Privacy Officer	Dr. Aaron Factor	No additional compensation beyond contractual wages
36	Data Protection Officer	Dr. Aaron Factor	No additional compensation beyond contractual wages
35	Residence Determination Designee	Dr. Aaron Factor	No additional compensation beyond contractual wages
36	ESSA-Funded Programs Coordinator	Dr. Aaron Factor	No additional compensation beyond contractual wages
37	Migrant Student Data Point of Contact	Dr. Aaron Factor	No additional compensation beyond contractual wages
38	Neglected/Delinquent Transition Liaison	Dr. Aaron Factor	No additional compensation beyond contractual wages
39	District Emergency Management Coordinator	Jonathon Rufa	No additional compensation beyond contractual wages
40	Districtwide School Safety Team	As indicated in the BOE-approved Safety Plan	NA

V. DESIGNATIONS

A. OFFICIAL BANK DEPOSITORY - ALL FUNDS

(Ed. Law 2129, 2130; Comm. Reg. 170.2)

BE IT RESOLVED, that the following Banks and/or Trust Companies be and are hereby designated as the official depositories for the district funds during the school year 2023-2024 :

- JP Morgan Chase Bank, N.A.
- TD Bank
- Capital One Bank
- Bridgehampton National Bank
- Sterling National Bank
- New York Cooperative Liquid Assets Securities System (NYCLASS)

B. REGULAR MONTHLY MEETINGS

(Ed. Law 1708 (quarterly), 2504)

BE IT RESOLVED, that the regular business school board meetings for the 2023-2024 school year be held at times and locations to be identified prior to date of each meeting, on the following dates:

August 28, 2023	Regular Meeting
September 18, 2023	Regular Meeting
October 16, 2023	Regular Meeting
November 13, 2023	Regular Meeting
December 11, 2023	Regular Meeting
January 8, 2024	Regular Meeting
February 5, 2024	Regular Meeting
March 4, 2024	Regular Meeting
March 18, 2024	Regular Meeting
April 16, 2024	Regular Meeting / BOCES Budget Vote and Elections
May 7, 2024	Public Hearing (Budget) (Ed. Law 2018 (5))
May 21, 2024	Regular Meeting & Budget Vote/Election (Ed. Law 2022-a)
June 10, 2024	Regular Meeting
July 2, 2024	2024-2025 Organizational Meeting/Regular Meeting

C. DISTRICT ANNUAL PUBLIC HEARING/BUDGET VOTE/ELECTION (Ed. Law 2022-a; Ed. Law 2018 (5))

BE IT RESOLVED, that pursuant to Section 2022-a of the Education Law the third Tuesday in May (May 21, 2024) is hereby designated as the date of the Annual Meeting to vote upon the appropriation of the necessary funds to meet the estimated expenditures of the school district, on any propositions involving the expenditure of money or authorizing the levy of taxes, and for the election of the members of the Board of Education; and that the 7th day of May 2024, is hereby designated as the District Public Hearing date to review the proposed budget that will be voted upon on May 21, 2024.

D. OFFICIAL NEWSPAPERS

(Ed. Law 2004; Gen. Municipal Law 103)

BE IT RESOLVED, that the official school district newspapers designated for legal notices are *The Village Beacon Record*, *The Long Island Business News* and *Newsday* for the 2023-2024 school year.

VI. OTHER APPOINTMENTS

A. COMMITTEE/SUBCOMMITTEE ON SPECIAL EDUCATION:

(Comm. Reg. Subchapter P, Part 200)

BE IT RESOLVED, that in accordance with Commissioner's Regulations, Part 200, each Board of Education shall appoint a Committee/Subcommittee on Special Education in accordance with the provisions of the Education Law, Section 4402. The following people and positions are recommended for Board of Education approval for the 2023-2024 school year:

ert 1	
Chairperson	Andrea Moscatiello
Chairperson	Kristen White
Chairperson	Susan Randazzo
Chairperson	Michael Sherer
Alternate Chairperson	Melissa May
Alternate Chairperson	Mark Muchnik
Alternate Chairperson	Diana Konsky
Alternate Chairperson	Juliet Williams
Alternate Chairperson	Meredith Picone
Additional Parent Member	Jenny Andersson
Additional Parent Member	Maryanne Palmese
Additional Parent Member	Michelle Meyers
School Psychologist	Melissa May
School Psychologist	Mark Muchnik
School Psychologist	Diana Konsky
School Psychologist	Juliet Williams
School Psychologist	Meredith Picone
District Special Education	Teacher Members
District General Education	Teacher Members
School Physicians	Rocky Point Medical Care, P.C. (Dr. Gil)
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B. APPOINTMENTS TO THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

BE IT RESOLVED, that the Rocky Point Board of Education approves the appointment of a generic representative of the Suffolk County Department of Social Services for the Rocky Point Committee on Preschool Special Education which would be at the discretion of Suffolk County for the 2023-2024 school year.

BE IT FURTHER RESOLVED, that the Rocky Point Board of Education approves the appointment of a representative of the providing testing agency as a generic member of the Rocky Point Committee on Preschool Special Education for the 2023-2024 school year.

BE IT FURTHER RESOLVED, that in accordance with Commissioner's Regulations, Part 200, each Board of Education shall appoint a Committee on Preschool Special Education. The following people and positions are recommended for Board of Education approval for the 2023-2024 school year:

Chairperson	Andrea Moscatiello
Chairperson	Kristen White
Chairperson	Susan Randazzo
Chairperson	Michael Sherer
Alternate Chairperson	Melissa May

Alternate Chairperson	Mark Muchnik
Alternate Chairperson	Juliet Williams
Alternate Chairperson	Meredith Picone
Additional Parent Member	Jenny Andersson
Additional Parent Member	Maryanne Palmese
Additional Parent Member	Michelle Meyers
School Psychologist	Melissa May
School Psychologist	Mark Muchnik
School Psychologist	Diana Konsky
School Psychologist	Juliet Williams
School Psychologist	Meredith Picone
District Special Education	Teacher Members
District General Education	Teacher Members
School Physicians	Rocky Point Medical Care, P.C. (Dr. Gil)

Evaluator: For any meetings prior to the initial recommendation, a professional who participated in the evaluation of the child for whom services are first being sought.

Teacher: For any meeting held to review or re-evaluate the status of the preschool child, the child's Preschool Teacher.

Suffolk County Representative: For a child in transition from an early intervention program, the appropriately licensed or certified professional from the Department of Health Program.

C. SURROGATE PARENT:

BE IT RESOLVED, that in accordance with Commissioner's Regulations, Part 200, each Board of Education shall appoint a Surrogate Parent in accordance with the provisions of the Education Law, Section 4402. The following person is recommended for Board of Education approval for the 2023-2024 school year to serve as a Surrogate Parent:

Michelle Meyers Mary Anne Palmese Jenny Andersson

D. (1) IMPARTIAL HEARING OFFICERS (As per the provisions of Chapter 403 of the Laws of 1993 Commissioner of Education Mandate Amendment to Section 4404(1) of the Education Law)

IT IS HEREBY RESOLVED, that pursuant to a parental request for an Impartial Hearing is filed pursuant to the Individuals with Disabilities in Education Act (IDEA), the Board of Education will arrange for an impartial due process hearing to be conducted.

RESOLVED, the Board will immediately-but not later than two (2) business days after receipt of the due process complaint notice or mailing of the due process complaint notice to the parent-initiate the process to select an impartial hearing officer (IHO) through a rotational selection process. To expedite this process, the Board may designate one (1) or more of its members to appoint the IHO on its behalf.

RESOLVED, the District will utilize the New York State Education Department's Impartial Hearing Reporting System (IHRS) to access the alphabetical list of the names of each IHO certified in New York State and available to serve in the District. The appointment of an IHO will be made only from such list and in accordance with the alphabetical rotation selection process and the timelines and procedures established by the Commissioner of Education. The District will record and report to the State Education Department required information relating to the selection of IHOs and the conduct of impartial due process hearings according to the manner and schedule specified by the Department.

D. (2) COMPENSATION OF IMPARTIAL HEARING OFFICERS (IHO)

IT IS HEREBY FURTHER RESOLVED, as per the Board of Education District Policy No. 7670, the District will be responsible for compensating the IHO for prehearing, hearing and post hearing activities at the rate agreed upon at the time of the IHO's appointment.

D. (3) 2023-2024 COMPENSATION SCHEDULE FOR IMPARTIAL HEARING OFFICERS

BE IT FURTHER RESOLVED, that the Rocky Point Board of Education approves the 2023-2024 Compensation Schedule for Impartial Hearing Officers in accordance with the following:

Pursuant to 8 NYCRR 200.21, compensation for Impartial Hearing Officers for pre-hearing, hearing, and post-hearing activities shall be the maximum rate prescribed in a schedule approved by the director of the Division of the Budget. For the 2023-2024 school year the rate is \$100.00 per hour.

The District will also reimburse the IHO for certain travel and other hearing-related expenses (e.g., duplication and telephone costs) pursuant to the schedule.

The School District shall not reimburse Impartial Hearing Officers for any meal or lodging expenses they may incur.

The School District shall, upon review and approval of properly submitted documentation, reimburse Impartial Hearing Officers for automobile travel at the most recent mileage rate approved by the Internal Revenue Service and for the cost of tolls necessarily incurred as a result of attending the impartial hearing. However, the maximum amount reimbursed by the School District for mileage and travel related expenses shall not exceed \$50.00 per day for each day the Impartial Hearing Officer attends the hearing.

VII. AUTHORIZATIONS

A. AUTHORIZATION FOR CHIEF SCHOOL OFFICER TO FILE APPLICATIONS AND GRANTS IN COMPLIANCE WITH FEDERAL AND STATE REGULATIONS

BE IT RESOLVED, that Dr. Scott O'Brien, Chief School Officer, be hereby authorized as district representative to file all applications in compliance with Federal and State regulations and grants for the 2023-2024 school year.

B. AUTHORIZATION TO APPROVE CONFERENCE, WORKSHOP, ETC. REQUESTS (General Municipal Law 77.b)

BE IT RESOLVED, that Dr. Scott O'Brien, Superintendent of Schools, and/or his designee, be authorized to approve all conferences, workshops, etc. requests for school district staff members for the 2023-2024 school year.

C. AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS (Comm. Reg. 170.4)

BE IT RESOLVED, that the Administration be authorized to establish petty cash funds for the 2023-2024 school year as follows:

Central Office – Dr. Scott O'Brien	\$100.00
Business Office – Christopher Van Cott	\$100.00
Rocky Point High School – James Moeller	\$100.00
Rocky Point Middle School – Dawn Meyers	\$100.00
Joseph A. Edgar School – Linda Greening	\$100.00
Frank J. Carasiti Elementary School – Jason Westerlund	\$100.00

D. DESIGNATION OF AUTHORIZED SIGNATURES ON CHECKS (Ed. Law 1709-29; Comm. Reg., 170.4)

BE IT RESOLVED, that Virginia Holloway, School District Treasurer, be authorized to sign checks for the 2023-2024 school year, and that Linda Bilski, Deputy School District Treasurer, and Christopher Van Cott, Assistant Superintendent for Business, and Dr. Scott O'Brien, Superintendent of Schools, be authorized to sign checks for the 2023-2024 school year in the absence of Virginia Holloway; and furthermore that two signatories be required for any check exceeding \$10,000 and that the signatories for such checks be the School District Treasurer and the Superintendent of Schools or the Assistant Superintendent for Business.

E. AUTHORIZATION FOR CHIEF SCHOOL OFFICER and ASSISTANT SUPERINTENDENT FOR BUSINESS TO APPROVE BUDGET TRANSFERS (Ed. Law 1720, 2523)

BE IT RESOLVED, that, pursuant to Commissioner's Regulation Section 170.2 and accordance with Board of Education policy number 5330, Dr. Scott O'Brien, Chief School Officer and Christopher Van Cott, Assistant Superintendent for Business be authorized to approve budget transfers during the 2023-2024 school year.

F. AUTHORIZATION FOR USE OF CHECK SIGNER

BE IT RESOLVED, that the Deputy School District Treasurer and the School District Treasurer shall have use of their own check signer with USB flash drive devices containing the signature of the Deputy School District Treasurer and the School District Treasurer, respectively.

G. AUTHORIZATION TO INVEST DISTRICT FUNDS

BE IT RESOLVED, that Virginia Holloway, District Treasurer, during the school year 2023-2024, and in her absence, Linda Bilski, Deputy District Treasurer, be authorized to invest district funds in accordance with the applicable state laws - Ed. Law 1723 (a).

H. AUTHORIZATION TO ENTER INTO AGREEMENT FOR COOPERATIVE EDUCATIONAL SERVICES WITH EASTERN SUFFOLK BOCES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education enters into an agreement for Cooperative Educational Services with the Eastern Suffolk BOCES for fiscal year 2023-2024 at an estimated cost of \$9,846,753.48 subject to change based on the actual needs for programs and services during the 2023-2024 school year.

VIII. OTHER ITEMS

A. BONDING OF EMPLOYEES AND SCHOOL BOARD MEMBERS

BE IT RESOLVED, in order to meet the faithful performance provision of the Public Officers Law, the District will maintain a \$3,000,000 per loss limit bonding insurance policy for all employees and school board members; irrespective of names, positions or job titles.

B. ESTABLISH MILEAGE REIMBURSEMENT RATE (Ed. Law 2118)

BE IT RESOLVED, that the Board of Education establishes the mileage rate for reimbursement to school district employees for school business mileage at the prevailing Internal Revenue Service rate per mile during the 2023-2024 school year.

C. ADOPTION AND REVIEW/RE-ADOPTION OF BOARD OF EDUCATION POLICY NUMBERS 3410, 5220, 5410, 5681, AND 7110 (FIRST READING)

BE IT RESOLVED, that the Board of Education adopts and reviews/re-adopts the following policies (first reading):

- 3410 Code of Conduct on School Property
- 5220 District Investments
- 5410 Purchasing
- 5681 School Safety Plans
- 7110 Rocky Point School District's Comprehensive Attendance Plan

D. ESTABLISH THE SUBSTITUTE RATE OF PAY SCHEDULE

BE IT RESOLVED, that the Board of Education establish the following substitute rate of pay schedule for the 2023-2024 fiscal year:

Non-Instructional Staff:

Clerical	\$ 16.00 per hour
Custodial	\$ 16.00 per hour
Groundskeeper I	\$ 16.00 per hour
Food Service Worker	\$ 16.00 per hour
School Health Aide	\$ 16.00 per hour
Guard	\$ 22.00 per hour
Teacher Aide/ Hall Monitor/Monitor	\$ 16.00 per hour
School Nurse	\$ 28.00 per hour
Maintenance Mechanic II	\$ 18.86 per hour
School Communications Coordinator	\$ 25.00 per hour

Budget Hearing/Vote/Election Staff:

0	
Chief Inspector	\$16.00 per hour
Board of Registration	\$16.00 per hour
Teller	\$16.00 per hour
Poll Clerk	\$16.00 per hour
Substitutes for above	\$16.00 per hour

Teaching/Teaching Assistant Staff:

A. Substitute Teacher/Teaching Assistant per diem daily rate of \$130

B. In cases where the Substitute Teacher/Teaching Assistant assignment lasts thirty (30) continuous days or more for the same teacher, the substitute will be paid at a per diem rate of \$245 beginning on day thirty-one (31).

C. Preferred Substitute Teachers/Teaching Assistants will earn a per diem rate of \$160.

E. ROCKY POINT SCHOOL DISTRICT SAFETY PLAN

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and adopts the Rocky Point School District Safety Plans.

F. ADOPTION OF THE PURCHASING MANUAL

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the Purchasing Manual, as attached.

G. OPENING/CLOSING OF DISTRICT BANK ACCOUNTS

BE IT RESOLVED, that the Board of Education authorizes the Superintendent of Schools, Assistant Superintendent for Business and/or District Treasurer to open and close bank accounts as necessary to fulfill the banking needs of the district.

H. STUDENT ACTIVITY CONTRACTS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the Purchasing Agent to enter into contracts for services to be provided for events and activities of district-sponsored clubs and organizations, as well as those sponsored by the district, in accordance with the attached schedule.

I. ADOPTION OF THE 2023-24 AUDIT COMMITTEE CHARTER

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the Audit Committee Charter as per the attached.

J. AUTHORIZATION – SCHOOL BOARD MEMBERSHIP DUES

BE IT RESOLVED, that the School Board membership indicated below is hereby authorized for the 2023-2024 fiscal year, with associated estimated costs as follows:

Nassau/Suffolk School Boards Association \$3,575.00

K. RESOLUTION IN OPPOSITION TO FIELD TESTING

WHEREAS the Board of Education of the Rocky Point Union Free School District has heretofore voiced its opposition to mandatory field testing of standardized assessments and;

WHEREAS the New York State Education Department has selected various schools of the Rocky Point Union Free School District for field testing of standardized assessments during the 2023-2024 school year and;

WHEREAS the Board of Education of the Rocky Point Union Free School District as the elected governing body of the school district continues in its belief that field testing of standardized assessments is not in the best interest of its students or instructional program; Now therefore,

BE IT RESOLVED, that the Rocky Point Union Free School District respectfully declines to participate in any and all field testing of standardized assessments during the 2023-2024 school year and directs the Superintendent of Schools to take all necessary steps to effectuate this resolution and provide notification of same to the State Education Department.

L. RECERTIFICATION OF QUALIFIED LEAD EVALUATORS AND EVALUATORS FOR TEACHERS AND PRINCIPALS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education, hereby recertifies Kristen White, Susann Crossan, Michael Gabriel, Jacqueline Lawson, James Moeller, Dawn Meyers, Dr. Courtney Herbert, Dr. Aaron Factor, Jason Westerlund, Linda Greening, Andrea Moscatiello, Susan Randazzo, Jachan Watkis, Dr. Michael Sherer, Nicole Pletka, Benjamin Paquette, Melinda Brooks, and Jonathon Rufa as Qualified Lead Evaluators or Evaluators of classroom teachers and building principals and certifies having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9. This recertification has been issued in accordance with the process for certifying lead evaluators and evaluators described in the district's Annual Professional Performance Review Plan.

M. 2024-2025 BUDGET DEVELOPMENT CALENDAR

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the 2024-2025 Budget Development Calendar, as attached.

N. COMMITTEES ON SPECIAL EDUCATION SCHEDULES 7-6-23-A AND 7-6-23-B

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education votes to arrange for appropriate services pursuant to the recommendations of Committees on Special Education Schedules 7-6-23-A and 7-6-23-B.

O. JAE PARTICIPATION PRIZE - FIRST IN MATH COMPETITION

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the \$1,000 check earned through participation in the NYSED First in Math Virtual Regional Competition on March 30, 2023.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves the recommendation of the Superintendent of Schools, to increase the general fund budget by \$1,000.00 as a result of the donation from Suntex International/First in Math.

BE IT FURTHER RESOLVED, that the following budget code be adjusted to reflect that increase:

A2110 500 02 0000 \$1,000.00

P. DONATION OF AIR PURIFIERS- SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts from the Suffolk County Department of Health Services sixty (60) Fellowes AeraMax Pro AM4 Wall-Mounted Air Purifiers and corresponding air filter replacements, valued at approximately \$111,000.00.

Q. DONATION OF APPLE IPAD FOR PBIS PROGRAM-MS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts an Apple iPad, 9th Generation, 64GB from Betty Loughran of Betsy's Closet to benefit the Positive Behavior Interventions and Supports (PBIS) Program within the Special Education Department, valued at approximately \$271.55.

R. SURPLUS EQUIPMENT

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves for surplus the following attached lists of equipment.

S. TEXTBOOK ADOPTION: SAVVAS myWORLD SOCIAL STUDIES COURSEWARE (3-YEAR LICENSE)

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the purchase of a three-year license for K-5 Social Studies textbooks including interactive digital courseware from SAVVAS Learning Company, LLC, as set forth in the attached.

T. BOARD OF EDUCATION REVIEW AND RE-ADOPTION OF BOARD OF EDUCATION POLICY NUMBER 3280 (SECOND READING)

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education reviews and re-adopts the following policy (second reading):

• 3280 -Use of School Facilities, Materials and Equipment

U. FOOD SERVICES RENEWAL FOR 2023-24

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2023-2024 Food Services renewal, Free and Reduced Price Meal Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments.

V. BID #21-09 OPEN COOLING TOWER & CLOSED LOOP CHILLER WATER TREATMENT PROGRAMS CONTRACT EXTENSION FOR 2023-24

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education renews the agreement with Garratt-Callahan Company for Open Cooling Tower & Closed Loop Chiller Water Treatment Programs, for the 2023-2024 fiscal year at no additional cost, as per the attached.

W. BID #21-10 CLOSED LOOP HEATING SYSTEM AND STEAM BOILER WATER TREATMENT PROGRAMS AT FJC, JAE & RPHS CONTRACT EXTENSION FOR 2023-24

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education renews the agreement with Garratt-Callahan Company for Closed Loop Heating System and Steam Boiler Water Treatment Programs at FJC, JAE & RPHS for the 2023-24 fiscal year at no additional cost as per the attached.

X. RFP #R23-04 TRANSPORTATION ADVISORY AND CONSULTING SERVICES CONTRACT EXTENSION FOR 2023-24-TAS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education renews the agreement with Transportation Advisory Services (TAS), for Transportation Advisory and Consulting services for the period of 7/1/23 - 11/30/23, at the rate specified on the attached proposal.

Y. BID AWARD #24-04 FOOD SERVICE REFRIGERATION REPAIR

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education awards Bid #24-04 Food Service Refrigeration Repair to ProCold East Refrigeration Utilities, the overall lowest responsible bidder meeting bid specifications, as per the attached.

Z. SPECIAL EDUCATION SUMMER 2023 CONTRACT-CENTER MORICHES UFSD

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to enter into a contract with Center Moriches Union Free School District for special education students' participation in the Center Moriches 2023 Summer Special Education Program as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

AA. CENTER MORICHES UFSD 2023-24 SPECIAL EDUCATION CONTRACT

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to enter into a contract with Center Moriches Union Free School District for special education students' instructional services for the 2023-2024 school year, as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

AB. RFP #R24-04 AWARD-NYS CERTIFIED ATHLETIC TRAINER

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and appoints St. Charles Hospital to provide a NYS Certified Athletic Trainer in accordance with the scope of services submitted in response to the District's requests for proposal #R24-04 for the 2023-2024 school year, at an annual cost of \$42,000.00.

AC. AGREEMENTS FOR UNIVERSAL PRE-KINDERGARTEN SERVICES FOR THE 2023-2024 SCHOOL YEAR

BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the Board of Education authorizes the Superintendent of Schools to enter into Agreements with Step by Step Early Learning Center, Little Rascals, and Trinity Lutheran Nursery School for Universal Pre-Kindergarten services for the 2023-2024 school year, as per the attached.

AD. APPOINTMENT OF SUMMER TRAINING FOR ROCKY POINT FOOD SERVICE WORKERS

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all food service workers for up to eight (8) hours of summer training to meet food management certification requirements during the month of August 2023.

AE. APPOINTMENT OF CHAPERONES, LUNCH DUTY AND PROCTORS

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all teachers to work as chaperones, lunch duty and proctors for the 2023-2024 school year; and

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all teaching assistants to work as chaperones, lunch duty coverage and proctors for the 2023-2024 school year.

AF. APPOINTMENT OF ROCKY POINT STUDENT SUPPORT SERVICES INSTRUCTORS / LIAISONS AND HOME TUTORS / ALC TUTORS

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all teachers to work as Rocky Point Student Support Services instructors / liaisons and home tutors / ALC tutors for the 2023-2024 school year.

AG. APPOINTMENT OF SUMMER HOURS FOR 10-MONTH & PART-TIME SECURITY GUARDS

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all 10-month and part--time security guards for up to four (4) hours per day at each guard's 2023-24 pay rate during the months of July 2023 & August 2023.

AH. AGREEMENT BETWEEN THE ROCKY POINT UNION FREE SCHOOL DISTRICT BOARD OF EDUCATION AND THE ROCKY POINT TEACHERS' ASSOCIATION

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools the Board of Education authorizes the President of the Board of Education to execute an Agreement between the District and the Rocky Point Teachers' Association for the purpose of providing compensation to three select teachers who attend the AP Institute during summer 2023.

AI. MODIFICATION TO THE EMPLOYMENT AGREEMENT - DR. SCOTT O'BRIEN

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to execute the First Amended and Restated Employment Agreement, dated July 6, 2023, between the Board of Education of the Rocky Point Union Free School District and Scott O'Brien, Superintendent of Schools.

AJ. MODIFICATION TO THE EMPLOYMENT AGREEMENT - KRISTEN WHITE

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to execute the First Amended and Restated Employment Agreement, dated July 6, 2023, between the Board of Education of the Rocky Point Union Free School District and Ms. Kristen White, Executive Director of Pupil Personnel Services.

AK. SETTLEMENT AGREEMENT

RESOLVED, based on the recommendation of the Superintendent of Schools, the Board of Education President is authorized to execute the Settlement Agreement between the District and Rocky Point UFSD employee # 3993 providing for a resignation/separation of service of the District employee.

AL. PERSONNEL

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the attached Personnel changes.

Ms. Ward thanked Ms. Betty Loughran and Betty's Closet for their donations to the Middle School.

Ms. Ward congratulated the following employees on their appointments:

- Ms. Julia Dillon School Teacher Aide
- Ms. Susan Randazzo Director of Secondary Special Education
- Cailyn Monestero Music Teacher
- Ms. Jensly Cella Art Teacher
- Ms. Raquel Lobato Special Education Teacher
- Ms. Chelsea DeRosa-Palasek Teaching Assistant 1

AM. NEW BUSINESS

Upon a motion made by Jessica Ward, and seconded by Michael Lisa, the following resolution was offered: **BE IT RESOLVED**, upon the recommendation of the Superintendent of Schools, the attached Notice of Hearing and Disciplinary Charges vs. Rocky Point UFSD employee #1679 are hereby authorized and preferred.

All in favor – Motion carried 4-0

Ms. Ward once again opened the floor to questions/comments.

• Ms. Ruberto thanked the Board of Education for accepting the donation of peace poles aimed to promote peace within the community. She then inquired about what policies, as required by the Board of Regents, are in place for DEI. Dr. O'Brien advised that the District has always adhered to the principles of diversity, equity and inclusion that are now the focus of the Board of Regents. He added that the District carefully reviews all policies and practices and reports to the Board of Education should any additional or revised policies and/or practices be necessary. Dr. O'Brien stated that the goal of the District remains to be one that embraces and acts on principles of diversity, equity and inclusion.

There were no further questions/comments.

AO. ADJOURNMENT

At 7:10 p.m. a motion was made by Susan Sullivan, and seconded by Michael Lisa, to adjourn the meeting.

All in favor - Motion carried 4-0

Respectfully submitted,

Kelly White District Clerk

Rocky Point Union Free School District Treasurer's Report Trust and Agency Checking - A204 As of June 30, 2023

Reconciled Balance a	s of: 5/31/2023			2,073,206.23
Receipts:	Interfund Receivables Payroll Deductions	45,000.00 3,192,385.58		3,237,385.58
Disbursements:	Non Elective TSA Retirement Cash Disbursements		7,500.00 3,080,622.00	(3,088,122.00)
Total available balance	e per General Ledger as of:	6/30/2023		2,222,469.81
Bank Balance as of:	6/30/2023			2,225,374.46
Less:	Outstanding Checks			(2,904.65)
Adjusted Bank Balance	as of: 6/30/2023			2,222,469.81

Prepared by: Linda Bilski Reviewed by: Date: 7/3/2023 Date:

Virginia Abllog

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A204

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ROCKY POINT UFSD TRUST AND AGENCY ACCOUNT 90 ROCKY POINT YAPHANK RD ROCKY POINT NY 11778-8423

Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY	FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023
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Govt Banking Blended Chking

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Govt Banking Blended Chki	ng		RO	CKY POINT UFSD
Previous Balance 05/31/23 4 Deposits/Credits 28 Checks/Debits Service Charges Ending Balance 06/30/23	\$2,102,376.08 \$3,237,385.58 (\$3,114,387.20) \$0.00 \$2,225,374.46	Number of Days in C Minimum Balance Th Average Collected B	is Cycle	30 \$2,086,291.16 \$2,479,456.72
ACCOUNT DETAIL FOR P	ERIOD JUNE 01, 2023	- JUNE 30, 2023	· · · ·	az di server Man server Man server

ACCOUNT DETAIL FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

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Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
06/01	Check 13581		\$16,084.92	\$2,086,291.16
06/07	Book transfer credit FROM5277	\$831,422.60	01001.02	\$2,917,713.76
06/07	Check 13575	••••••	\$6,627.50	\$2,911,086.26
06/08	Check 13582		\$65.49	
06/09	Wire transfer withdrawal The OMN		\$100,439.08	\$2,911,020.77
	Group 060923 USD0011765512		ψ100,403.00	\$2,810,581.69
06/09	ACH Withdrawal IRS		\$493,937.73	\$2.316.642.06
	USATAXPYMT 060923 ROCKY POINT		φ+00,001.10	\$2,316,643.96
	SCHOOL DIS 270356XXXXX9350			
06/09	ACH Withdrawal NYS DTF PROMP WT Tax		\$84,231.21	\$2,232,412.75
	Paymnt 060923 ROCKY POINT UFSD		40 1/20 1/21	ΨΖιΖΟΖ, Η ΙΖ.ΤΟ
	000000XXXXX7725			
06/09	Check 13580		\$5,028.94	\$2,227,383.81
06/09	Check 13589		\$4,979.76	\$2,222,404.05
06/12	Check 13590		\$16,018.50	\$2,206,385.55
06/13	Check 13586		\$875.73	\$2,205,509.82
06/14	Check 13584		\$287.54	\$2,205,222.28
06/15	Check 13587		\$1,631.69	\$2,203,590.59
06/20	Book transfer credit FROM5277	\$2,276,700.99		\$4,480,291.58
06/20	Book transfer credit FROM5277	\$45,000.00		
	• •	\$101000100		\$4,525,291.58

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PAGE 1 OF 2

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Account: Capital One Trust & Agency Checking Cash Account(s): A 204

- + +	2,225,374.46 2,904:65 0.00 0.00 0.00		•	· · ··
<u> </u>	2,222,469.81		· <i>.</i> .	<u>-</u>
-	-	2,225,374.46 - 2,904.65 + 0.00 + 0.00 - 0.00 - 2,222,469.81	2,225,374.46 - 2,904.65 + 0.00 + 0.00 - 0.00	2,225,374.46 - 2,904:65 + 0,00 + 0.00 - 0,00 - 2,222,469.81

Outstanding Check Listing

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Check Date	Check Number	Payee	Amount
05/10/2023	13567	ROCKY POINT ADMIN ASSOCIATION	600.00
05/24/2023	13579	ROCKY POINT ADMIN ASSOCIATION	600.00
06/07/2023	13588	ROCKY POINT ADMIN ASSOCIATION	600.00
06/20/2023	13598	SHERIFF OF SUFFOLK COUNTY	860.53
06/27/2023	13599	NYS CHILD SUPPORT PROCESSING	244.12
		Outstanding Check Total:	2,904.65

Prepared By

Approved By

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ROCKY POINT UFSD

Cash Account Transactions Report From 6/1/2023 To 6/30/2024

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Account Date	Account Name Ref Number Invoice #	Vendor ID E	planation	· .	Schedule	Debits	Credits	
A 204	TRUST & AGENC		<u> </u>	·				Balance
	!	BA	LANCE 07/01/2022 - 05/31/20)23		0.00	0.00	2 ,0 73,206.23
06/07/2023		Se	e Cash Disbursement Schedu	le 126	CD-126	0.00	7,315.04	2,065,891.19
06/07/2023	1030465	Tr	ust & Agency Deductions 6/9/2	3	CR-12	831,422.60	0.00	2,897,313,79
06/14/2023		Se	e.Cash Disbursement Schedul	ie 130	CD-130	0.00	9,256,33	2,888,057.46
06/20/2023	305	Cie	ear Interfund Receivables		JE-23	45,000.00	0.00	2,933,057,46
06/20/2023	1030500	. Tn	ust & Agency Deductions 6/23/	23	CR-12.	2,276,700.99	0.00	5,209,758.45
06/27/2023	312	No	n Elective TSA June 2023		JE-23	. 0.00	7,500.00	5,202,258.45
06/28/2023	1030519	Tr	ust & Agency Deductions 6/30/	23	CR-12 -	84,261.99	0.00	5,286,520.44
06/30/2023		Se	e Cash Disbursement Schedul	le 128	CD-128	. 0.00	703,011,46	4,583,508,98
06/30/2023		Se	e Cash Disbursement Schedul	le 133	CD-133	. 0.00 .	2,278,848.40	2,304,660.58
06/30/2023		Se	e Cash Disbursement Schedul	le 136	CD-136	0.00	82,190.77	2,222,469.81
				Gran	nd Totals:	3,237,385.58	3,088,122.00	2,222,469.81

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Rocky Point Union Free School District Treasurer's Report Net Payroll Checking - A205 As of June 30, 2023

Reconciled Balance as of: 5/31/2023 45,434.25 Receipts: Payroll 6,051,591.85 6,051,591.85 Disbursements: **Disburse Net Payroll** 6,049,774.17 (6,049,774.17) Total available balance per General Ledger as of: 6/30/2023 47,251.93 Bank Balance as of: 6/30/2023 51,760.76 Less: **Outstanding Checks** (4,508.83) Adjusted Bank Balance as of: 6/30/2023 47,251.93 (0.00)

2 Bilski Prepared by Reviewed by: Date: 7/3/2023 Date:

Virginia Holloway



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ROCKY POINT UFSD PAYROLL ACCOUNT 90 ROCKY POINT YAPHANK RD ROCKY POINT NY 11778-8423

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 Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

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ACCOUNT SUMMARY FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

	ROCKY	POINT	UFSD

Previous Balance 05/31/23	\$50,926.78	Number of Days in Cycle		. 30
4 Deposits/Credits	\$6,049,774.17	Minimum Balance T	his Cycle	\$48,750.07
22 Checks/Debits	(\$6,048,940.19)	Average Collected E	Balance	\$608,163.92
Service Charges	\$0.00	U U		
Ending Balance 06/30/23	\$51,760.76		1	¥
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ACCOUNT DETAIL. FOR F	PERIOD JUNE 01, 2023 -	JUNE 30, 2023		
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Govt Banking Blended Chking_

ROCKY POINT UFSD

Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
06/02	Check 100034		\$2,176.71	\$48,750.07
06/07	Book transfer credit FROM5277	\$1,181,093.49	•	\$1,229,843.56
06/09	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 060923 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$1,177,887.99	\$51,955.57
06/09	Check 100037		\$386.21	\$51,569.36
06/09	Check 100038		\$281.45	\$51,287.91
06/12	Check 100036		\$375 88	\$50,912.03
06/12	Check 100046		\$232.31	\$50,679.72
06/12	Check 100044		\$232.31	\$50,447.41
06/12	Check 100043		\$227.46	\$50,219.95
06/13	Check 100042		\$115.50	\$50,104.45
06/14	Check 100045		\$923.64	\$49,180.81
06/15	Check 100041		\$48.48	\$49,132.33
06/2Q	Book transfer credit FROM5277	\$4,644,279.70		\$4,693,412.03
06/23	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 062323 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$4,599,919.26	\$93,492.77
06/23	Check 100050		\$20,932.87	\$72,559.90
06/23	Check 100051		\$18,953.08	\$53,606.82

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PAGE 1 OF 2

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ROCKY POINT UFSD OUTSTANDING CHECK LIST AS OF JUNE 30, 2023

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Check #	Check Date	Check Amt.
<u></u> ,		
100002	04/14/2023	382.26
100008	04/28/2023	185.13
100020	05/12/2023	382.26
100027	05/26/2023	166.23
100028	05/26/2023	382.26
100040	06/09/2023	382.26
100049 ່	06/23/2023	398.17
100057	06/23/2023	620.48
100059	06/30/2023	767. 9 9
·100061	06/30/2023	281.45
100062	06/30/2023	560,34
		4,508.83

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ROCKY POINT UFSD

Cash Account Transactions Report From 6/1/2023 To 6/30/2023



Account	Account Name		· · ·				
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 205	PAYROLL		· · · · · ·				
			BALANCE 07/01/2022 - 05/31/2023		0.00	0.00	45,434.25
06/02/2023	-288		Reverse JE #287	JE-23	1,817.68	0.00	47,251.93
06/07/2023	1030464		Funding Net Payroll 6/9/23	CR-12	1,181,093.49	0,00	1,228,345.42
06/09/2023	295		Release Net Payroll 6/9/23	JE-23	0.00	1,181,093.49	47,251.93
06/20/2023	1030499		Funding Net Payroll 6/23/23	CR-12	4,644,279.70	0.00	4,691,531.63
06/23/2023	306		Release Net Payroll 6/23/23	JE-23	0.00	4,644,279.70	47,251.93
06/28/2023	1030518		Funding Net Payroll 6/30/23	CR-12	224,400.98	0.00	271,652.91
06/30/2023	314		Release Net Payroll 6/30/23	JE-23	0.00	224,400.98	47,251.93
				Grand Totals:	6,051,591.85	6,049,774.17	47,251.93

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Rocky Point Union Free School District Treasurer's Report General Fund - Investment A2008 As of June 30, 2023

Reconciled Balance as of: 5/31/2023

26,202,620.12

13,132,269.91

Receipts:	

S.				
	ARP ESSER 3 Revenue 2020-2021	123,838.00		
	CRRSA ESSER 2 Revenue 2020-2021	386,145.00		
	Excess Cost Revenue 2022-2023	946,259,55		
	Federal Breakfast & Lunch Revenue	115,232,00		
	General Aid Revenue 2022-2023	1,459,221,69		
	Interest Revenue	46,669.52		
	PTB Revenue 2021-2022	37,307.00		
	State Aid cleary School 2020-2021	7.693.20		
	Tax Revenue	10,009,903.95		
		the state of the s		

Disbursements:

Equipment Principal &	Interest	07 101 10	
TAN Principal & Interest		97,194.16	
		3,092,666.67	
Funding Transfer: De		1,762,640.63	
Funding Transfer: Inte		460,646,19	
Funding Transfer: AP		3,671,680.61	
Funding Transfer: Ne		6,049,774.17	
Funding Transfer: Pa	yroll Deductions	3,192,385.58	
			(18,326,988.01)

Total available balance per General Ledger as of:

6/30/2023

21,007,902.02

Bank Balance as of: 6/30/2023

21,007,902.02

Prepared by Linda Bilski Date: 7/3/2023

Reviewed by: Date:

Virginie Ho Ug

A2008

ROCKY POINT UFSD GENERAL FUND INVESTMENT ACCOUNT 90 ROCKY POINT YAPHANK RD ROCKY POINT NY 11778-8423

Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.



ACCOUNT SUMMARY

(1,1,1)

FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

	ROCKY	' POINT UFSD	
•		ليجربهم الدراب وكالش متصاد بروك	•

		•	
Previous Balance 05/31/2	3 \$26,202,620.12	Number of Days in Cycle	
8 Deposits/Credits	\$13,132,269.91	Minimum Balance This Cycle	\$19,976,722.34
Interest Paid	\$0.00	Average Collected Balance	\$26,657,796.63
22 Checks/Debits	(\$18,326,988.01)	Interest Earned During this Cycle	\$0.00
Service Charges	\$0.00	Interest Paid Year-To-Date	\$237,746.25
Ending Balance 06/30/23	\$21,007,902.02		, <u>1</u> 1., <u>1</u> .,
ACCOUNT DETAIL F	OR PERIOD JUNE 01, 2023	~ JUNE 30, 2023	

Govt Banking Blended Chking

ROCKY POINT UPSD

Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
06/05	ACH deposit BROOKHAVEN CASH DISB 060523 ROCKY POINT SCH DIST	\$4,868,203.68		\$31,070,823.80
06/06	ACH deposit NYS OSC ACH 060623 ROCKY POINT SCHOOL DIS AP00074174562	\$42,814.00		\$31,113,637.80
06/07	Book transfer debit TO3946		\$1,181,093.49	\$29,932,544.31
06/07	Book transfer debit TO3954		\$831.422.60	\$29,101,121.71
06/08	Book transfer debit TO9596		\$993,288.66	\$28,107,833.05
06/09	ACH deposit NYS OSC ACH 060923 ROCKY POINT SCHOOL DIS AP00074184101	\$72,418.00		\$28,180,251 05
06/09	Book transfer debit TO8541		\$1,762,640.63	\$26,417,610.42
06/12	ACH deposit BROOKHAVEN CASH DISB 061223 ROCKY POINT SCH DIST	\$5,141,700.27		\$31,559,310.69
06/15	ACH deposit NYS OSC ACH 061523 ROCKY POINT SCHOOL DIS AP00074196452	\$946,259.55		\$32, 505,570.24
06/15	Book transfer debit TO9596		\$1,804,146.85	\$30,701,423,39

Thank you for banking with us.

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MEMBER

FDIC

Cash Account Transactions Report From 6/1/2023 To 6/30/2023

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Account	Account Name	•			·		
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	· Balance
A 2008	CAPITAL ONE IN	VESTMENT					-
			BALANCE 07/01/2022 - 05/31/2023		0.00	0.00	26,202,620.12
06/05/2023	1030451		Tax Warrant #18	CR-12	4,868,203.68	0.00	31,070,823.80
06/06/2023	1030466		Federal Lunch Revenue April 2023	CR-12	34,155.00	. 0.00	31,104,978.80
06/06/2023	1030467		Federal B'fast Revenue April 2023	CR-12	8,659.00	0.00	31,113,637.80
06/07/2023	1030464		Funding Net Payroll 6/9/23	CR-12	0.00	1,181,093.49	29,932,544.31
06/07/2023	1030465		Trust & Agency Deductions 6/9/23	CR-12	0.00	831,422.60	29,101,121.71
06/08/2023	1030471		Funding Warrant #125	CR-12	0.00	993,288.66	28,107,833.05
06/09/2023	1030468		Federal Lunch Revenue May 2023	CR-12	57,413.00	0.00	28,165,246.05
06/09/2023	1030469		Federal B'fast Revenue May 2023	CR-12	15,005.00	0.00	28,180,251.05
06/12/2023	298		Debt Service June 2023 Funding	JE-23	0.00	1,762,640.63	26,417,610.42
06/12/2023	1030473		Tax Revenue #19	CR-12	5,141,700.27	0.00	-31,559,310.69
06/15/2023	1030485		Excess Cost Revenue 2022-2023	CR-12	946,259.55	0.00	32,505,570.24
06/15/2023	1030486		Funding Warrant #129	CR-12	0.00	1,804,146.85	30,701,423.39
06/16/2023	1030515		Interest Revenue	CR-12	46,669.52	0.00	30,748,092.91
06/20/2023	305		Clear Interfund Receivables	JE-23	0.00	45,000.00	30,703,092.91
06/20/2023	315		Release Interfund Receivables	JE-23	0.00	15,646.19	30,687,446.72
06/20/2023	1030499		Funding Net Payroll 6/23/23	CR-12	0.00	4,644,279.70	26,043,167.02
06/20/2023	1030500		Trust & Agency Deductions 6/23/23	CR-12.	. 0.00	2,276,700.99	23,766,466.03
06/21/2023	1030494		State Aid Clearly School 2020-2021	CR-12	7,693.20	0.00	23,774,159,23
06/21/2023	1030495		ARP ESSER 3 2020-2021	CR-12	123,838.00	0.00	23,897,997.23
06/21/2023	1030 496		Revenue PTB 2021-2022	CR-12			23,935,304.23
06/21/2023	1030498		CRRSA ESSER 2 Revenue 2020-2021	CR-12	386,145.00		24,321,449.23
06/23/2023	1030508		Funding Warrant #131	CR-12 [.]	0.00	256,499.16	24,064,950.07
06/25/2023	296		Equipment Finance Payment - Principal & Interest	JE-23, .	. 0.00	49,108.37	24,015,841.70
06/25/2023	297		Equipment Finance Payment - Principal & Interest	JE-23	0:00	48,085.79	23,967,755.91
06/26/2023	303		TAN P & I due 6/28/23	JE-23	0.00	3,092,666.67	20,875,089.24
06/28/2023	1030518		Eunding Net Payroll 6/30/23	CR-12	0.00	224,400.98	20,650,688.26
06/28/2023	1030519		Trust & Agency Deductions 6/30/23	CR-12 👊		84,261.99	20,566,426.27
06/29/2023	1030522		Funding Warrant #134	CR-12	0.00	589,703.93	19,976,722.34
06/30/2023	1030523		General Aid Revenue 2022-2023	CR-12 ···	1,459,221.69	0.00	21,435,944.03
06/30/2023	1030525	:	Interfund Transfer	CR-12	0.00	200,000.00	21,235,944.03
06/30/2023	1030526		interfund Transfer	CR-12	0.00	200,000.00	21,035,944.03

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Cash Account Transactions Report From 6/1/2023 To 6/30/2023

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Account	Account Name		· · · · · · · · · · · · · · · · · · ·					
Date ·	Ref Number Invoice #	Vendor ID	Explanation		Schedule	Debits	Credits	Balance
A 2008	CAPITAL ONE INV	ESTMENT		•		· ·		
06/30/2023	1030527		Funding Warrant #137.		CR-12	0.00	28,042.01	21,007,902.02
					Grand Totals:	13,132,269,91	18,326,988,01	21 007 902 02

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Rocky Point Union Free School District Treasurer's Report General Fund - AP Checking A2010 As of June 30, 2023

Reconciled Balance as of: 5/31/2023

986,645.60

1,173,070.02

1,832,425.11

(659,355.09)

AP Exams	26,458.22	
Brookhaven Town IDA	15,434.13	
Chromebook Fees	880.00	
Chromebook Insurance	1,050.00	
CORE BTS	21,605.05	
Donation	1,000.00	
Equipment Reimbursement	17,424,96	
HS Music Festival	, 245.00	
Health, Dental, Life	20,657,59	
Insurance Recovery	2.024.50	
 Lost Book	61.28	
NYS DOH ACH	62,120,95	1 s.
Refunds	568.33	
Senior Prom	25,350.00	1
Funding Transfer	3,671,680.61	
	0,071,000.01	0.000 500 00
		3,866,560.62

Disbursements:

Receipts:

NSF Check	150.00	
Cash Disbursements	3,679,986.20	
	(3.680, 136.20)	ŕ

Total available balance per General Ledger as of:

6/30/2023

Bank Balance as of: 6/30/2023

Less:

Outstanding Checks

Adjusted Bank Balance as of:

6/30/2023

1,173,070.02

Prepared by: Linda Bilski Date: 7/3/2023 Reviewed by: Date:

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MANAGE YOUR CAS

A2010

ROCKY POINT UFSD GENERAL FUND CHECKING 90 ROCKY POINT YAPHANK RD ROCKY POINT NY_11778-8423

 Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

the state of the s	2		, NOV	
Previous Balance 05/31/	23 \$1,154,214.82	Number of Days in Cycle		30
49 Deposits/Credits	\$3,866,918.73	Minimum Balance This Cycle		\$1,087,373.63.
186 Checks/Debits	(\$3,188,708.44)	Average Collected Balance		\$1,747,263.74
Service Charges	\$0.00	0		•)) 11/20011 1
Ending Balance 06/30/23	\$1,832,425.11		• .	
	, , , ,		2	736 - K
ACCOUNT DETAIL	FOR PERIOD JUNE 01, 2023		1	
AGOODITI DE MIE	POR PERIOD JUNE 01, 2023	- JUNE 30, 2023	:	-3 New

Govt Banking Blended Chking

ROCKY POINT UFSD

ROCKY DOINT LIESD

Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
06/01	ACH deposit NYS DOH HCCLAIMPMT 060123 ROCKY POINT UFSD 01382021	\$46,495.19		\$1,200,710.01
06/01	Check 120352		\$24,378.06	\$1,176,331.95
06/01	Check 120378		\$11,543.98	\$1,164,787.97
06/01	Check 120331		\$756.00	\$1,164,031.97
06/01	Check 120337		\$662.34	\$1,163,369.63
06/01	Check 120381		\$259.18	\$1,163,110.45
06/01	Check 120353		\$82.50	\$1,163,027.95
06/01	Check 120343		\$77.85	\$1,162,950.10
06/01	Check 120351		\$75.00	\$1,162,875.10
06/02	Check 120336		\$6,160.75	\$1,156,714.35
06/02	Check 120318		\$1,620.00	\$1,155,094.35
06/02	Check 120347		\$816.00	\$1,154,278.35
06/02	Check 120370		\$752.50	\$1,153,525.85
06/02	Check 120350		\$217.50	\$1,153,308.35
06/05	ACH deposit HRTLAND PMT SYS TXNS/FEES 060523 ROCKY POINT UFSD-STORE 650000XXXXX8421	\$80.00		\$1,153,388.35
06/05	Check 120333		\$56,416.82	\$1,096,971.53

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PAGE 1 OF 10

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	ROCKY PO	NT UEDD		
	j. iya	_,	,	
	{ * ++ = ===+ + =	ING CHECK LIST	-	
	AS OF JUN	E 30, 2023	· · -	
	CHECK#	CHECK DATE	CHECK AMOUNT	
	119956	the second of second	 A second result (second results) and the second results 	
· · ·	120171	•	325.00	
	• •	05/02/2023	• •	
	120172	05/02/2023	• •	
	120191	05/02/2023	. 17.00	
	120211	05/02/2023	. 17.00 ₁	
	120248	05/09/2023	, 7.00	
	120254	05/09/2023	94.00	
	120316	05/16/2023	225.00	
	120329	05/24/2023	82.50	
	120334	05/24/2023	30.00	
	120349	05/24/2023	17,191.40	-
1]	120373	05/24/2023	397.50 ₁	
	120400	06/06/2023		·
	120433	06/06/2023	85.34	
.	120438	06/06/2023	6.00	
- :	120462	06/13/2023	80.00	
	120490	06/13/2023	200.00	
1	120509	06/20/2023	78.00	
- 1	120511	06/20/2023	465.00	
	120515	06/20/2023	8,054.25;	
	120516	06/20/2023	,300.00	
	120517	06/20/2023	50.97	. n y .
	120544	06/27/2023	27.85	• • • •
.1.	120545	06/27/2023	927.30	
L -	120546	06/27/2023	1,200.00	
	120547	06/27/2023	764.61	
	120548	06/27/2023	200.00	
· · ·	120549	06/27/2023	25.22.	
	120550	06/27/2023	16,80	
· ·	120551	06/27/2023	3,786.57	
· -	120552	06/27/2023	And the second s	
	120553	06/27/2023	136.00	
	120554;	06/27/2023	756.00	
· +	120555	06/27/2023	931.97	
T	120556	06/27/2023	8,119.34	
į	120557	06/27/2023	7,436.19	
E	120558	06/27/2023	216.00	ĺ
	120559		461.53	
i		06/27/2023	809.63	
	120560	06/27/2023	8,547.25	
	120561	06/27/2023	480.00	
· · · · · ·	120562	06/27/2023	47,476.55	
	120563	06/27/2023	5,625.91	
	120564;	06/27/2023	6,983.00	
├──	120565	06/27/2023	4,099.75	
	120566	06/27/2023	277.35	
	120567	06/27/2023	780.00	1
	120568	06/27/2023	980.00	
1	120569	06/27/2023	590.00	
÷ t	120570	06/27/2023	3,336.00	
- ;	120571	06/27/2023	1,002.00	
	120572	06/27/2023	8,000.00	

120573	06/27/2023	69,90	
120574	06/27/2023	1,475.52	
120575	06/27/2023	301.55	
120576	06/27/2023	3,210.00	
120577	06/27/2023	1,953.00	
120578	06/27/2023	2,446.21	
120579	06/27/2023	870.06	
120580	06/27/2023	26,792.79	
120581	06/27/2023	600.19	
120582	06/27/2023	3,712.43	-
120583	06/27/2023	40.00	
120584	06/27/2023	2,343.86	
120585	06/28/2023	431,895.60	
120586	06/30/2023	33.11	
120587	06/30/2023	2,000.00	
120588	06/30/2023	337.28	
120589	06/30/2023	58.90	
120590	06/30/2023	1,738.71	
120591	06/30/2023	13.25	
120592	06/30/2023	1,033.00	
120593	06/30/2023	13.25	
120594	06/30/2023	13.25	
120595	06/30/2023	705.00	•
120596	06/30/2023	42.32	
120597	06/30/2023	4,020.00	
120598	06/30/2023	364.72	
120599	06/30/2023	573.37	
120600	06/30/2023	13.25	
120601	06/30/2023	1,521.72	
120602	06/30/2023	157.00	
120603	06/30/2023	7.57	
120604	06/30/2023	2,370.77	
120605	06/30/2023	5,132.34	
120606	06/30/2023	1,231.82	
120607	06/30/2023	292.89	
120608	06/30/2023	6,368.49	
120609	06/30/2023	7,409.72	
	· · · · · · · · · · · · · · · · · · ·	659,355.09	
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Cash Account Transactions Report From 6/1/2023 To 6/30/2023



Account	Account Name	· · ·				
Date	Ref Number Invoice # _ Vendo	r ID Explanation	Schedule	Debits	Credits	Balance
A 2010	CAPITAL ONE AP CHECK	NG				
		BALANCE 07/01/2022 - 05/31/2023			0.00	986,645.60
06/01/2023	1030450	NYS DOH ACH	CR-12	46,495.19	0.00	1,033,140.79
06/05/2023		See Cash Disbursement Schedule 124	CD-124	0.00	895.87	1,032,244.92
06/06/2023	1030459	HEALTH, DENTAL, LIFE	CR-12	15,178.08	0.00	1,047,423.00
06/06/2023	1030460	APEXAMS	CR-12	26,458.22	0.00	1,073,881.22
06/06/2023	1030461	SR. PROM	CR-12	24,450.00	0.00	1,098,331.22
06/07/2023	F	See Cash Disbursement Schedule 125	CD-125	0.00	993,288.66	105,042.56
06/08/2023	301	Bounced Check	JE-23	0.00	150.00	104,892.56
06/08/2023	1030471	Funding Warrant #125	CR-12	993,288.66	0.00	1,098,181.22
06/09/2023	1030470	PILOT / TOWN OF BROOKHAVEN IDA	CR-12	15,434.13	0.00	1,113,615.35
06/14/2023		See Cash Disbursement Schedule 129	CD-129	0.00	1,804,146.85	-690,531.50
06/14/2023	1030479	Chromebook insurance	CR-12	700.00	0.00	-689,831.50
06/14/2023	1030480	Insurance Recoveries.	CR-12	2,024.50	0.00	-687,807.00
06/14/2023	1030481	SUNTEX INTERNATIONAL INC / DONATION	CR-12	1,000.00	0.00	-686,807.00
06/14/2023	1030482	REIMBURSE FROM WDI FOR EQUIPMENT PURCHASED	CR-12	17,424.96	0.00	-669,382.04
06/14/2023	1030483	REFUND OVERPAYMENT	CR-12	85.48	0.00	-669,296.56
06/15/2023	1030486	Funding Warrant #129	CR-12	1,804,146.85	0.00	1,134,850.29
06/20/2023	1030488	SR PROM	CR-12	900.00	0.00	1,135,750.29
06/20/2023	1030489	HEALTH, DENTAL	CR-12.	1,874.63	0.00	1.137,624.92
06/20/2023	1030490	STATE OF NEW YORK REFUN	CR-12	482.85	0.00	1,138,107.77
06/21/2023		See Cash Disbursement Schedule 131	CD-131	0.00	256,499.16	881,608.61
06/22/2023	1030505	HS MUSIC FESTIVAL - SIX FLAGS	CR-12	245.00	0.00	881,853.61
06/22/2023	1030506	CREDITS / CORE BTS INC	CR-12 :	21,605.05	0.00	903,458.66
06/22/2023	1030507	NYS DOH ACH	CR-12	15,625.76	0.00	919,084.42
06/23/2023	1030508	Funding Warrant #131	CR-12	256,499.16	0.00	1,175,583.58
06/28/2023	•	See Cash Disbursement Schedule 134	CD-134	0.00.		585,879.65
06/28/2023	1030517		CR-12	3.50	0.00	. 585,883.15
06/29/2023	1030520	Chromebook insurance recovery	CR-12	350.00	0.00	586,233.15
06/29/2023	1030521	JUNE HEALTH SOLATION	CR-12	, ¹ 3,604.88	0.00	589,838.03
06/29/2023	1030522	Funding Warrant #1343-222	CR-12 *** #**	589,703.93	0.00	1,179,541.96
06/30/2023		. See Cash Disbursement Schedule 137	CD-137		28,042.01	1.151,499.95
06/30/2023 07/03/2023 12:57 PM		See Cash Disbursement Schedule 138	CD-138 🕮 🕚			1:144,090.23

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07/03/2023 12:57 PM

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Cash Account Transactions Report From 6/1/2023 To 6/30/2023

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Account	Account Name						
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2010	CAPITAL ONE AP (CHECKING					
06/30/2023	1030524		LOST / MISPLACED ITEMS	CR-12	57.78	0.00	1,144,148.01
06/30/2023	1030527		Funding Warrant #137	CR-12 ·	28,042.01	0.00	1,172,190.02
06/30/2023	1030528		Chromebook Fees	CR-12	- 880.00	0.00	1,173,070.02
			-	Grand Totals:	3,866,560.62	3,680,136.20	1,173,070.02

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Rocky Point Union Free School District Treasurer's Report General Fund - Investment A2011 As of June 30, 2023

Reconciled Balance as of: 5/31/2023

2,087,316.20

Petty Cash Return 66.06 Lost Calculator/Book 307.85 MS 8th Grade Formal 3,520.00 Senior Prom 16,500.00 HS Yearbook Sales 1,260.00 MS Yearbook Sales 965.00 **HS Music Festival** 184.00 MS Student Council Trivia Day 47.00 Interest Revenue 3,368.86

26,218.77

0.00

Disbursements:

Receipts:

Total available balance per General Ledger as of:

6/30/2023

2,113,534.97

Bank Balance as of: 6/30/2023

Prepared by: Linda Bilski Date: 7/10/2023

irginia Hollman

2,113,534.97 0.00

420

June 01, 2023 through June 30, 2023



Customer Service Information

If you have any questions about your statement, please contact your Customer Service Professional.

00062395 WBS 802 211 18223 NNNNNNNNN 1 00000000 C2 0000 ROCKY POINT UFSD GENERAL FUND MONEY MARKET A/C 90 ROCKY POINT YAPHANK RD ROCKY POINT NY 11778



You now have more time to let us know about certain check errors on your account

In June we increased the time/rame for when you can make a claim for checks drawn on your account that have either been altered or that you did not authorize. You now have up to 60 days from when we make a statement available to make a claim on these items in order to be considered for reimbursement.

We've updated the Safeguarding Your Information section in our Deposit Account Agreement to reflect this change as well as provide additional information about our check claims process.

If you'd like a copy of the Deposit Account Agreement, please visit chase.com/business/disclosures, visit a branch or call us at the number on this statement. We also accept operator relay calls. .

Commercial Checking With Interest

Summary

Opening Lea	dger Balance		Number	Market Value/Amount \$2,086,810.20	Shares
Deposits an	d Credits	·······	14	\$26,724.77	
Withdrawals	and Debits	<u> </u>	0	\$0.00	······································
Checks Paic	j	•	0	\$0.00	
Ending Led	lger Balance			\$2,113,534.97	
Average Led	Average Ledger Balance \$2,102,232		Annual Perc	entage Yield Earned*	1.97%
Interest Credited This Period \$3,368.86		\$3,368.86	Interest (Credited Year-to-Date	\$16,261.31
Rate(s):	06/01 to 0	6/30 at 1.95%			
Deposits	and Credits				
Ledger Date	Description		· · · · · · · · · · · · · · · · · · ·		Amount

\$506.00

06/01 Deposit

* Annual Percentage Yield Earned - the percentage rate earned if balances remain on deposit for a full year with compounding, no change in the interest rate and all interest rate and all interest is left in the account,

Please examine this statement of account at once. By continuing to use the account, you agree that: (1) the account is subject to the Bank's deposit account agreement, and (2) the Bank has no responsibility for any error in or improper charge to the account (including any unauthorized or altered check) unless you notify us in writing of this error or charge within sixty days of the mailing or availability of the first statement on which the error or charge appears.

Cash Account Transactions Report From 6/1/2023 To 6/30/2023



Account	Account Name			• • • • • • • • • • • • • • • • • • • •			
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2011	CHASE GENERA	L FUND MM					
			BALANCE 07/01/2022 - 05/31/2023		0.00	0.00	2,087,316.20
06/06/2023	1030461		SR. PROM	CR-12	16,050.00	0.00	2,103,366.20
06/07/2023	1030472		MS Student Council Trivia Day	CR-12	47.00	0.00	2,103,413.20
06/20/2023	1030487		MISPLACED CALCULATOR	CR-12	10.00	0.00	2,103,423.20
06/20/2023	1030488		SR PROM	CR-12	300.00	0.00	2,103,723.20
06/20/2023	1030491		MS 8th Grade Formai	CR-12	3,520.00	0.00	2,107,243.20
06/20/2023	1030492		PETTY CASH RETURN - FJC	CR-12	14.66.	0.00	2,107,257.86
06/20/2023	1030493		PETTY CASH RETURN - DO	CR-12	51.40	0.00	2,107,309.26
06/22/2023	1030505		HS MUSIC FESTIVAL - SIX FLAGS	CR-12	184.00	0.00	2,107,493.26
06/26/2023	1030513		HS Yearbook Sales	CR-12	1,260.00	0.00	2,108,753.26
06/26/2023	1030514		MS Yearbook Sales	CR-12	965.00	0.00	2,109,718.26
06/28/2023	1030516		SR PROM (DEB GIFFIGAN)	CR-12.	150.00	0.00	2,109,868.26
06/28/2023	1030517		LOST BOOK	CR-12	15.00	0.00	2,109,883.26
06/30/2023	1030524		LOST / MISPLACED ITEMS	CR-12	282.85	0.00	2,110,166:11
06/30/2023	1030534		Interest Revenue	CR-12	3,368.86	0.00	2,113,534.97
				Grand Totals:	26,218.77	0.00	2,113,534.97

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Rocky Point Union Free School District Treasurer's Report Cafeteria Checking - C207 As of June 30, 2023

Reconciled Balance as of:	5/31/2023			116,751.95
Receipts:	Interfund Transfer	200,000.00		200,000.00
Disbursements:	Cash Disbursements		56,112.90	(56,112.90)
Total available balance per Ge	eneral Ledger as of:	6/30/2023	-	260,639.05
Bank Balance as of: 6/30/20	023			269,822.52
Less: Outstar	nding Checks			(9,183.47)
Adjusted Bank Balance as of:	6/30/2023			260,639.05

a Bilski Prepared by: Vin Date: 7/10/2023 Reviewed by: Date:

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ROČKY POINT UFSD CAFETERIA CHECKING 90 ROCKY POINT YAPHANK RD ROCKY POINT NY 11778-8423 Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking	· · · · · · · · · · · · · · · · · · ·			OCKY POINT UFSD
Previous Balance 05/31/23	\$116,799.37	Number of Days in C	Cycle '	30
1 Deposits/Credits	\$200,000.00	Minimum Balance T	his Cycle	\$69,822.52
30 Checks/Debits	(\$46,976.85)	Average Collected E	•	\$102,554.69
Service Charges	\$0.00		•	······································
Ending Balance 06/30/23	\$269,822.52		* · · · ·	
	+		, , ,	• • • •
ACCOUNT DETAIL FOR PER			· · · · ·	
AGOOGINI DE MIL FOR PER	10D JUNE 01, 2023 -	JUNE 30, 2023	87 . L	1. T. T.
Govt Banking Blended Chking	I		÷.,+ ÷	ROCKY POINT UFSE

				COCKT FORME OFSD
	tion :	Deposits/Credi	ts Withdrawals/Debits	Resulting Balance
Check	13006		\$47.42	\$116,751.95
Check	13014		\$7,051.10	\$109,700.85
Check	13021		\$3,118.73	\$106,582.12
Check	13018		\$2,579.08	\$104,003.04
Check	130		\$1,878.49	\$102,124.55
Check	13022		\$914.45	\$101,210.10
Check	13016		\$856.86	\$100,353.24
Check	13023			\$99,781.98
Check	13019			\$99,246.98
Check	13015			\$97,451.49
Check	13025		•	\$96,270.67
Check	13017			\$95,750.47
Check	13024		\$115.13	\$95,635.34
Check	13026			\$95,563.74
Check	13033			\$90,489.35
Check	13027		\$4,078.12	\$86,411.23
Check	130		\$2,998.07	\$83,413.16
Check	13029			\$82,904.88
Check	13028		\$255.12	\$82,649.76
	Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check Check	Check 13014 Check 13021 Check 13018 Check 1301 Check 1302 Check 13022 Check 13023 Check 13016 Check 13017 Check 13025 Check 13025 Check 13025 Check 13024 Check 13026 Check 13027 Check 13027 Check 13029	Check 13006 Check 13014 Check 13021 Check 13018 Check 13018 Check 13022 Check 13023 Check 13023 Check 13016 Check 13017 Check 13025 Check 13026 Check 13026 Check 13027 Check 13027 Check 13029	Description Deposits/Credits Withdrawals/Debits Check 13006 \$47.42 Check 13014 \$7,051.10 Check 13021 \$3,118.73 Check 13018 \$2,579.08 Check 13018 \$2,579.08 Check 13022 \$914.45 Check 13022 \$914.45 Check 13016 \$856.86 Check 13019 \$535.00 Check 13019 \$535.00 Check 13023 \$571.26 Check 13019 \$535.00 Check 13015 \$1,795.49 Check 13025 \$1,180.82 Check 13025 \$1,180.82 Check 13026 \$71.60 Check 13026 \$71.60 Check 13027 \$4,078.12 Check 13027 \$2,998.07 Check 13029 \$508.28

Thank you for banking with us.

PAGE 1 OF 2



ROURT POINT UPSD Bank Reconciliation for period ending on 6/30/2023



- + ,,	269,822.52 9,183.47 0.00	··· , .
	. 0.00 .	
+	0.00	
-	0.00	
	260,639,05	
		:
		260,639,05

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/27/2023	13043	ACE ENDICO INC.	4,214.82
06/27/2023	13044	CREAM-O-LAND DAIRIES, LLC	638.55
06/27/2023	13045	SHAKIA HALL	39,70
06/27/2023	13046	MODERN ITALIAN BAKERY	2,917.94
06/27/2023	13047	PROCOLD EAST	994.46
06/27/2023	13048	R & M STERN, INC.	378.00
		Outstanding Check Total:	9,183,47

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Prepared By

Approved By

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Cash Account Transactions Report From 6/1/2023 To 6/30/2023



Gash Account	mansactions Report Fro	m 6/1/2023 I	0 6/30/2023	 · -
Account	Account Name			
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule

Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	· Balance
C 207	CAPITAL ONE C	HECKING					
			BALANCE 07/01/2022 - 05/31/2023		0.00	0.00	116,751.95
06/07/2023			See Cash Disbursement Schedule 35	CD-35	0.00.	21,188.21	95,563.74
06/14/2023			See Cash Disbursement Schedule 36	CD-36	. 0.00	22,212.42	73,351.32
06/21/2023			See Cash Disbursement Schedule 37	CD-37	·0.00	3,528.80	69,822.52
06/28/2023			See Cash Disbursement Schedule 38	CD-38	0.00	9,183.47	60,639.05
06/30/2023	1030525		Interfund Transfer	CR-12	200,000.00	0.00	260,639.05
			_	Grand Totals:	200,000.00	56,112.90	260,639.05

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Rocky Point Union Free School District Treasurer's Report Cafeteria Fund ACH C208 As of June 30, 2023

Reconciled Balance as of:	5/31/2023			418,934.30
Receipts:	Cafeteria Deposits Café ACH Deposits Interest		13,476.71 32,653.93 716.91	46,847.55
Disbursements:				0.00
Total available balance per G	eneral Ledger as of:	6/30/2023		465,781.85

Bank Balance as of:

6/30/2023

465,781.85

Prepared by: Linda Bilski Date: 7/11/2023 Reviewed by: Date:

Virginia Hollosa

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CUSTOMER SERVICE INFORMATION

If you have any questions about your statement, please contact your Customer Service Professional.

00050692 DDA 802 212 18223 NNNNNNNNN 1 00000000 C1 0000 ROCKY POINT UFSD SCHOOL LUNCH ACH 90 ROCKY POINT YAPHANK RD ROCKY POINT NY 11778-8423

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You now have more time to let us know about certain check errors on your account

In June we increased the timeframe for when you can make a claim for checks drawn on your account that have either been altered or that you did not authorize. You now have up to 60 days from when we make a statement available to make a claim on these items in order to be considered for reimbursement.

We've updated the Safeguarding Your information section in our Deposit Account Agreement to reflect this change as well as provide additional information about our check claims process.

If you'd like a copy of the Deposit Account Agreement, please visit chase.com/business/disclosures, visit a branch or call us at the number on this statement. We also accept operator relay calls.

CHECKING SUMMARY Commercial Checking With Interest

	INSTANCES	AMOUNT
Beginning Balance		\$414,673.94
Deposits and Additions	.228	51,107.91
Ending Balance	228	\$465,781.85
Annual Percentage Yield Earned This	1.97%	
Interest Paid This Period	\$716.91	
Interest Paid Year-to-Date		\$2,422.03

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
06/01	Deposit	\$277.25
06/01	Deposit	167.65
06/01	Deposit	119.49
06/01	Deposit	102.00
06/01	Deposit	-82.10

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Page 1 of 10

Cash Account Transactions Report From 6/1/2023 To 6/30/2023



Account	Account Name						<u> </u>
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
C 208	CHASE ACH REV	VENUE					
			BALANCE 07/01/2022 - 05/31/2023		0:00	0.00	418,934.30
06/01/2023	1030462		CAFT RECEIPTS	CR-11	848.54	0.00	419,782.84
06/02/2023	1030463		CAFT RECEIPTS	CR-11	1,187.69	0.00	420,970.53
06/05/2023	1030474		CAFT RECEIPTS	CR-11	1,064.50	0.00	422,035.03
06/06/2023	1030475		CAF'T RECEIPTS	CR-11	967.52	0.00	423,002.55
06/07/2023	1030476		CAFT RECEIPTS	CR-11	775.07	0.00	423,777.62
06/08/2023	1030477		CAF'T RECEIPTS	CR-11	883:07	0.00	424,660.69
06/09/2023	1030478		CAF'T RECEIPTS	CR-11	855.70	0.00	425,516.39
06/12/2023	1030497		CAF'T RECEIPTS	CR-11	817.58	0.00	426,333.97
06/13/2023	1030501		CAF'T RECEIPTS	CR-11	1,752.17	0.00	428,086.14
06/14/2 02 3	1030502		CAF'T RECEIPTS	CR-11	469.87	0.00	428,556.01
06/15/2023	1030503		CAF'T RECEIPTS	CR-11	1,414.00	0.00	429,970.01
06/16/2023	304		Cafeteria Receipts	JE-23	352.50	0.00	430,322.51
06/16/2023	1030504		CAFT RECEIPTS	CR-11	424.61	0.00	430,747.12
06/20/2023	1030509		CAF'T RECEIPTS	CR-11	820.40	0.00	431,567.52
06/21/2023	1030510		CAF'T RECEIPTS	CR-11	154.35	0.00	431,721.87
06/22/2023	1030511		CAF'T RECEIPTS	CR-11	10.49	0.00	431,732.36
06/23/2023	1030512		CAF'T RECEIPTS	CR-11	9.65	0.00	431,742.01
06/30/2023	1030530		FJC ACH	CR-12	6,985.70	0.00	438,727.71
06/30/2023	1030531		JAE ACH ·	CR-12	7,601.25	0.00	446,328.96
06/30/2023	1030532		RPHS ACH	CR-12	9,777.98	0.00	456,106.94
06/30/2023	1030533		RPMS ACH	CR-12	8,289.00	0.00	464,395.94
06/30/2023	1030536		Interest Revenue	CR-12	716.91	0.00	465,112.85
06/30/2023	1030537		·CAFT RECEIPTS	CR-11	669.00	0.00	465,781.85
				Grand Totals:	46,847.55	0.00	465,781.85

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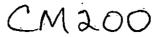
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Rocky Point Union Free School District Treasurer's Report Scholarship Fund Checking - CM200 As of June 30, 2023

Reconciled Balance a	as of: 5/31/2023				51,847.98
Receipts:	Release Interfund Receival Sound Beach Music Schola		175.07 500.00		675.07
Disbursements:	Cash Disbursements		_	5,600.00	(5,600.00)
Total available balanc	e per General Ledger as of:		6/30/2023		46,923.05
Bank Balance as of:	6/30/2023				50,373.05
Less:	Outstanding Checks				(3,450.00)
Adjusted Bank Balance	e as of:	6/30/2023			46,923.05

a Bilski Prepared by: C Date: 7/ 7/11/2023

Virginia Holloway Reviewed by: Date:



ROCKY POINT UFSD SCHOLARSHIP CHECKING 90 ROCKY POINT YAPHANK RD **ROCKY POINT NY 11778-8423**

Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

ROCKY POINT UFSD

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Previous Balance 05/31/23	\$51,847.98	Number of Days in Cycle	
2 Deposits/Credits	\$675.07	Minimum Balance This Cycle	\$50,373.05 ·
6 Checks/Debits	. (\$2,150.00)	Average Collected Balance	\$51,153.83
Service Charges	\$0.00		401,100.00
Ending Balance 06/30/23	\$50,373.05		and the second
	•		

ACCOUNT DETAIL FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

ROCKY POINT UFSD Date Description Deposits/Credits Withdrawals/Debits Resulting Balance 06/14 Customer Deposit \$500.00 \$52,347.98 06/15 Check 452 \$500.00 \$51,847.98 06/16 Check 441 \$500.00 \$51,347.98 06/16 Check 451 \$250.00 \$51,097.98 06/16 Check 449 \$200.00 \$50,897.98 06/16 Check 446 \$200.00 \$50,697.98 06/20 Book transfer credit FROM ... 5277 \$175.07 \$50,873.05 06/20 Check 442 \$500.00 \$50,373.05 Total \$675.07 \$2,150.00

Govt Banking Blended Chking ----

ROCKY POINT UFSD

Checks designates gap in check sequence								
Check No.	Date	Amount	Check No.	Date	Amount	Check No.	Date	Amount
441	06/16	\$500.00	446*	06/16	\$200.00	451*	06/16	\$250.00
442	06/20	\$500.00	449*	06/16	\$200.00	452	06/15	\$500.00

Thank you for banking with us.

PAGE 1 OF 2

Products and services are offered by Capital One, N.A., Member FDIC. @2023 Capital One. All rights raserved.



Account: Capital One Scholarship Checking Cash Account(s): CM 200

Ending Bank Balance; Outstanding Checks (See listing below): Deposits in Transit: Other Credits: Other Debits:	- + -	50,373.05 3,450.00 0.00 0.00 0.00	
Adjusted Ending Bank Balance:		46,923.05	
Cash Account Balance:	46,923.05		

Outstanding Check Listing

Check Date	Check Number	Рауве	Amount
06/13/2023	440	KYLE BASIRICO	250.00
06/13/2023	443	LUCY CLARKE	500.00
06/13/2023	444	GAVIN DONOVAN	500.00
06/13/2023	445	CHLOE GRAHAM	200.00
06/13/2023	447	OLSZEWSKI, ADAM	1,000.00
06/13/2023	448	ARIANNA POLYCHRONOKOS	500.00
06/13/2023	450	ABIGAIL SEPLAVY	500.00
		Outstanding Check Total:	3,450.00

Prepared By

Approved By

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Cash Account Transactions Report From 6/1/2023 To 6/30/2023



Account Date	Account Name Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
CM 200	Scholarship Cash						
			BALANCE 07/01/2022 - 05/31/2023		. 0:00	0.00	51,847.98
06/14/2023			See Cash Disbursement Schedule 2	CD-2	0.00	5,600.00	46,247.98
06/14/2023	1030484		SOUND BEACH MUSIC SCHOLARSHIP	CR-12	500.00	0.00	46,747.98
06/20/2023	315		Release Interfund Receivables	JE-23	175.07	0.00	46,923.05
				Grand Totals:	675.07	5,600.00	46,923.05

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Rocky Point Union Free School District Treasurer's Report Extra Class Checking - CM3200 As of June 30, 2023

Reconciled Balance as	of: 5/31/2023		68,869.86
Receipts:	Release Interfund Receivables	3,973.30	3,973.30
Disbursements:	Cash Disbursements	17,363.20	(17,363.20)
Total available balance	per General Ledger as of:	6/30/2023	55,479.96
Bank Balance as of:	6/30/2023		66,129.96
Less:	Outstanding Checks		(10,650.00)
Adjusted Bank Balance	as of: 6/30/2023		<u>55,479.96</u> 0.00

Prepared by: Linda Bilski Date: 7/11/2023

Reviewed by: Date:

Vicquia tollog



CM3200

ROCKY POINT UFSD EXTRA CLASS CHECKING 90 ROCKY POINT YAPHANK RD **ROCKY POINT NY 11778-8423**

Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

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FOR PERIOD JUNE 01, 20	23 - JUNE 30, 2023		
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ng	- ·	ROCIC	Y POINT UFSD
\$69,194.86	Number of Days in Cycle	id a tota baila araan	30
\$3,973.30	Minimum Balance This Cycle		\$66,129.96
(\$7,038.20)	Average Collected Balance	,	\$67,821.95
\$0.00	_	•	•
\$66,129.96		• •	· · · ·
	19 \$69,194.86 \$3,973.30 (\$7,038.20) \$0.00	\$69,194.86Number of Days in Cycle\$3,973.30Minimum Balance This Cycle(\$7,038.20)Average Collected Balance\$0.00\$0.00	ROCIC \$69,194.86 Number of Days in Cycle \$3,973.30 Minimum Balance This Cycle (\$7,038.20) Average Collected Balance \$0.00

ACCOUNT DETAIL FOR PERIOD JUNE 01, 2023 JUNE 30, 2023

Govt Banking Blended Chking

ROCKY POINT UPSD

Date	e Description		Deposits/Credits	Withdrawals/Debits	Resulting Balance
06/12	Check	11480		\$1,246.75	\$67,948.11
06/16	Check	11486		\$335.00	\$67,613.11
06/20	Book tra	insfer credit FROM5277	\$3,973.30		\$71,586.41
06/20	Check	11478		\$2,400.00	\$69,186.41
06/20	Check	11489		\$2,000.00	\$67,186.41
06/20	Check	11487		\$165.18	\$67,021.23
06/20	Check	11483		\$75.00	\$66,946.23
06/20	Check	11488		\$68.18	\$66,878.05
06/21	Check	11476		\$250.00	\$66.628.05
06/26	Check	11492		\$58.87	\$66,569.18
06/27	Check	11491		\$384.91	\$66,184.27
06/30	Check	11493		\$54.31	\$66,129.96
Total	-		\$3,973.30	\$7,038.20	

Govt Banking Blended Chking.

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Checks * designates gap in check sequence						-	•		
Check No.	Date	Amount	Check No.	Date	Amount	Check No.	Date	Amount	
11476	06/21	\$250.00	11478*	06/20	\$2,400.00	11480*	06/12	\$1,246.75	

Thank you for banking with us.

PAGE 1 OF 2

ROCKY POINT UFSD

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Account: Capital One Extra Class Checking Cash Account(s): CM3 200

Ending Bank Balance: Outstanding Checks (See listing below):	-	66,129.96 10,650.00			
Deposits in Transit: Other Credits:	+	0.00 0.00			. •
Other Debits:	~	0.00		••	
Adjusted Ending Bank Balance:		55,479.96			
Cash Account Balance:		55,479 96	,		

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/06/2023	11479	EDENILSON D'ALESSANDRO GUEVARA- CASTRO	500.00
06/06/2023	11481	OLIVIA VAN DYKE	150.00
06/14/2023	11482	GRACE CURTIN	200.00
06/14/2023	11484	ZACKERY LOESER	200.00
06/14/2023	11485	OLIVIA VAN DYKE	250.00
06/14/2023	· 11490	MATTHEW LISELLI	200.00
06/27/2023	11494	JOSTENS INC.	9,150.00
		Outstanding Check Total:	10,650.00

Prepared By

Approved By

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Cash Account Transactions Report From 6/1/2023 To 6/30/2023

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Account Date	Account Name Ref Number Invoice # Vendor	D Explanation	Schedule	Debits	Credits	Balance
CM3 200	Extraclass Checking	· · · · · · · · · · · · · · · · · · ·	··· 			
		BALANCE 07/01/2022 - 05/31/2023		0.00	0.00	68,869.86
06/20/2023	315	Release Interfund Receivables	JE-23	3,973:30	0.00	72,843.16
06/30/2023		See Cash Disbursement Schedule 24	CD-24	0.00	4,296.75	68,546.41
06/30/2023		See Cash Disbursement Schedule 25	CD-25	· 0.00	- 3,418.36	65,128.05
06/30/2023		See Cash Disbursement Schedule 26	CD-26	0.00	443.78	64,684.27
06/30/2023		See Cash Disbursement Schedule 27	CD-27	0.00	9,204.31	55,479.96
		·	Grand Totals:	3,973.30	17,363.20	55,479.96

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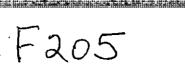
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Rocky Point Union Free School District Treasurer's Report Federal Fund Checking - F205 As of June 30, 2023

Reconciled Balance a	s of: 5/31/2023			271,614.07
Receipts:	Interfund Transfer	_200,000.00		
Disbursements:				200,000.00
	Cash Disbursements	-	264,402.90	(264,402.90)
Total available balance	e per General Ledger as of:	6/30/2023		207,211.17
Bank Balance as of:	6/30/2023			294,190.38
Less:	Outstanding Checks			(86,979.21)
Adjusted Bank Balance	as of: 6/30/2023			207,211.17 0.00

Bilski Reviewed by: Kirginia, Hollog Date: HI11/2023 Prepared by: C Date: 7/ 4 7/11



ROCKY POINT UFSD FEDERAL CHECKING 90 ROCKY POINT YAPHANK RD **ROCKY POINT NY 11778-8423**

Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY

FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking ROCKY POINT UFSD Previous Balance 05/31/23 \$303,489.97 Number of Days in Cycle 30 1 Deposits/Credits \$200,000.00 Minimum Balance This Cycle \$94,190,38 16 Checks/Debits (\$209, 299.59)Average Collected Balance \$200,322.43 Service Charges \$0.00 Ending Balance 06/30/23 \$294,190.38 ۱. K. I ACCOUNT DETAIL FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

ROCKY POINT UFSD Date Description: Deposits/Credits Withdrawals/Debits Resulting Balance 06/01 Check 4850 \$650.00 \$302,839.97 06/02 Check 4849 \$29,975.90 \$272,864.07 06/08 Check 4831 \$1,250.00 \$271,614.07 06/12 Check 4856 \$29,288.60 \$242,325.47 06/12 Check 4853 \$11,500.00 \$230,825.47 06/12 Check 4857 \$2,625.00 \$228,200.47 06/13 Check 4858 \$17,317.50 \$210,882.97 06/13 Check 4855 \$8,750.00 \$202,132.97 06/14 Check 4859 \$833.49 \$201,299.48 06/16 Check 4854 \$39,990.62 \$161,308.86 06/20 Check 4862 \$4,575.00 \$156,733.86 06/21 Check 4861 \$12,242.60 \$144,491.26 06/21 Check 4864 \$335.00 \$144,156.26 06/23 Check 4863 \$28,334.88 \$115,821.38 06/26 Check 4865 \$850.00 \$114,971.38 06/28 Check 4860 \$20,781.00 \$94,190.38 Book transfer credit FROM ... 5277 06/30 \$200,000.00 \$294,190.38

Thank you for banking with us.

\$200,000.00

PAGE 1 OF 2

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Total



\$209,299.59

Account: Capital One Federal Checking Cash Account(s): F 205

Ending Bank Balance: Outstanding Checks (See listing below):	_	294,190.38 86,979.21
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00
Adjusted Ending Bank Balance:		207,211,17
Cash Account Balance:	207,211.17	

Outstanding Check Listing

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Check Date	Check Number	Рауее	Amount
06/27/2023	4866	JOHN A GRILLO ARCHITECT, PC	1,187.23
06/27/2023	4867	LITTLE RASCALS	17,317.50
06/27/2023	4868	PAXTON/PATTERSON LLC	2,500.00
06/27/2023	4869	STEP BY STEP PRESCHOOL	20,781.00
06/27/2023	4870	TRINITY EVANGELICAL LUTHERAN	12,242.60
06/30/2023	4871	GATEWAY EDUCATION HOLDINGS LLC	3,766.00
06/30/2023	4872	LONG ISLAND BUSINESS NEWS	850.00
06/30/2023	4873	NORTH SHORE YOUTH COUNCIL	28,334.88
		Outstanding Check Total:	86,979.21

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Prepared By

Approved By

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Cash Account Transactions Report From 6/1/2023 To 6/30/2023

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Account	Account Name			, ·				
Date	Ref Number Invoice #	Vendor ID	Explanation		Schedule	Debits	Credits	Balance
F 205	CAPITAL ONE CI	HECKING			· ·			
			BALANCE 07/01/2022 - 05/3	/31/2023		. 0.00 ·	0.00	271,614.07
06/07/2023			See Cash Disbursement Sc	chedule 34	CD-34	0.00	143,328.81	128,285.26
06/14/2023			See Cash Disbursement Sci	hedule 35	CD-35	0.00	33,244.88	95,040.38
06/21/2023			See Cash Disbursement Sc	chedule 36	CD-36 .	. 0.00	850.00	94,190.38
06/28/2023			See Cash Disbursement Scl	chedule 37	CD-37	0.00 .	54,028.33	40,162.05
06/30/2023			See Cash Disbursement Sci	chedule 38	CD-38	0.00	32,950:88	7,211.17
06/30/2023	1030526		Interfund Transfer		CR-12	200,000.00	0.00	207,211.17
					Grand Totals:	200,000.00	264,402.90	207,211.17

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Rocky Point Union Free School District Treasurer's Report Capital Fund Checking - H205 As of June 30, 2023

Reconciled Balance as of: 5/31/2023 2,761,927.76 Receipts: 0.00 Disbursements: **Cash Disbursements** 454,219.69 (454,219.69)

Total available balance per General Ledger as of:

2,307,708.07

Bank Balance as of:

2,307,708.07 0.00

nda Bilski Prepared by: (Date: 7/ Reviewed by: Date: 7/11/2023

inginic Hollorg

6/30/2023

6/30/2023



H205

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ROCKY POINT UFSD CAPITAL FUND CHECKING 90 ROCKY POINT YAPHANK RD **ROCKY POINT NY 11778-8423**

Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

ACCOUNT SUMMARY

FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

Govt Banking Blended Chking		-	ROCKY POINT UFSD
Previous Balance 05/31/23	\$2,761,927.76	Number of Days in Cycle	30
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$2,307,708.07
5 Checks/Debits	(\$454,219.69)	Average Collected Balance	\$2,625,906.38
Service Charges	\$0.00		\$2,020,000.00
Ending Balance 06/30/23	\$2,307,708.07		· · · · ·
	4210011100101		- 11

ACCOUNT DETAIL FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

ROCKY POINT UFSD Description Date Deposits/Credits Withdrawals/Debits Resulting Balance 06/12 Check 1176 \$26,157.31 \$2,735,770.45 06/13 Check 1175 \$73,299.54 \$2,662,470.91 06/16 Check 1174 \$49,729.62 \$2,612,741.29 06/26 Check 1178 \$302,750.00 \$2,309,991.29 06/29 Check 1177 \$2,283.22 \$2,307,708.07 Total \$0.00 \$454,219.69

Govt Banking Blended Chking

Checks * designates gap in check sequence Check No. Date Amount Check No. Date Amount Check No. Date Amount 1174 06/16 \$49,729.62 1176 06/12 \$26,157.31 1178 06/26 \$302,750.00 1175 06/13 \$73,299.54 1177 06/29 \$2,283.22

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ROCKY POINT UFSD

Cash Account Transactions Report From 6/1/2023 To 6/30/2023

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Account	Account Name						
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
H 205	CAPITAL ONE CH	HECKING			· · · · · · · · · · · · · · · · · · ·		· <u> </u>
			BALANCE 07/01/2022 - 05/31/2023		0:00	0.00	2,761,927.76
06/07/2023	-		See Cash Disbursement Schedule 19	CD-19	0.00	149,186.47	2,612,741.29
06/14/2023			See Cash Disbursement Schedule 20	CD-20	0.00	2,283,22	2,610,458.07
06/21/2023			See Cash Disbursement Schedule 21	CD-21	0.00	302,750.00	2,307,708.07
				Grand Totals:	0.00	454,219.69	2,307,708.07

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Rocky Point Union Free School District Treasurer's Report Debt Service Fund Checking - V200 As of June 30, 2023

Reconciled Balance as of: 5/31/2023 117,655.23

Release Interfund Receivables Debt Service Funding	11,497.82 1,762,640.63	
		1,774,138.45

6/30/2023

Disbursements:

Receipts:

Debt Service Principal & Interest

1,762,640.63

(1,762,640.63)

129,153.05

Total available balance per General Ledger as of:

Bank Balance as of: 6/30/2023

129,153.05

Prepared by: Linda Bilski 7/11/2023 Date:

Virginia Holling Reviewed by:

Date:

an a		
V200		۰ ^۰ ,

ROCKY POINT UFSD DEBT SERVICE FUND 90 ROCKY POINT YAPHANK RD ROCKY POINT NY 11778-8423

> Contact your Relationship Manager to discuss targeted solutions for your evolving business needs.

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ACCOUNT SUMMARY FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

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Govt Banking Blended Chki	ng		ROCKY POINT UFSD
Previous Balance. 05/31/23	\$117,655.23	Number of Days in Cycle	. 30
2 Deposits/Credits	\$1,774,138.45	Minimum Balance This Cycle	\$117,655.23
4 Checks/Debits	(\$1,762,640.63)	Average Collected Balance	\$316,899.22
Service Charges	\$0.00	· .	1. A. A.
Ending Balance 06/30/23	\$129,153.05		

ACCOUNT DETAIL FOR PERIOD JUNE 01, 2023 - JUNE 30, 2023

Govt Banking Blended Chking

ROCKY POINT UESD

Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance		
06/09	Book transfer credit FROM5277	\$1,762,640.63		\$1,880,295.86		
06/12	Wire transfer withdrawal DTC 061223 USD0011776529		\$400,000.00	\$1,480,295.86		
06/12	Wire transfer withdrawal DTC 061223 USD0011776571		\$570,000.00	\$910,295.86		
06/12	Wire transfer withdrawal DTC 061223 USD0011776490		\$605,000.00	\$305,295.86		
06/15	ACH Withdrawal DEPOSITORY TRUST CONS COLL 061523 ROCKY POINT SD NY 50882850		\$187,640.63	\$117,655.23		
06/20	Book transfer credit FROM5277	\$11,497.82		\$129,153.05		
Total		\$1,774,138.45	\$1,762,640.63			

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Cash Account Transactions Report From 6/1/2023 To 6/30/2023

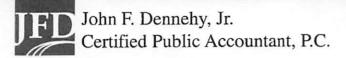


Account	Account Name					· · · · · · · · · · · · · · · · · · ·	
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
V 200	CASH						
			BALANCE 07/01/2022 - 05/31/2023		0.00	0.00	117,655.23
06/12/2023	298		Debt Service June 2023 Funding	JE-23	1,762,640.63	0.00	1,880,295.86
06/12/2023	299		Debt Service Payment P & I 2023	JE-23	0.00	1,762,640.63	117,655.23
06/20/2023	315		Release Interfund Receivables	JE-23	11,497.82	0.00	129,153.05
				Grand Totals:	1,774,138.45	1,762,640.63	129,153.05

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July 10, 2023

Board of Education Rocky Point School District 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

Re: Internal Claims Audit Report for the period June 1, 2023 through June 30, 2023

Board of Education:

I have completed my internal claims auditing services for the Rocky Point School District covering the period June 1, 2023 through June 30, 2023. The services I performed, as outlined within my proposal, include reviewing all claims against the District. The purpose of this report is to update the Board of Education on work performed to date, my findings, and recommendations.

For ease of reference I have categorized the remainder of this report as follow:

Internal Claims Audit Services

Exhibits

INTERNAL CLAIMS AUDIT SERVICES

The internal claims audit services performed on each claim against the District consisted of:

- 1. Verification of the accuracy of invoices and claim forms
- 2. Ensuring proper approval of all purchases; checking that purchases constitute legal expenses of the school district
- 3. Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state laws

28 North Country Rd. Suite 204 • Mount Sinai, NY 11766 • voice (631) 928 5406 • fax (631) 474 5366 www.dennehycpa.com Board of Education Rocky Point School District July 10, 2023

Page 2

Re: Internal Claims Audit Report for the time period of June 1, 2023 through June 30, 2023

- 4. Comparison of invoices or claims with previously approved contracts
- 5. Reviewing price extensions, claiming of applicable discounts, inclusion of shipping and freight charges
- 6. Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations

Over the time period of June 1, 2023 through June 30, 2023 I have audited 361 claims against the District in the amount of \$7.489.904.28. (See attached Exhibit I) I made inquiries and/ or observations into 66 claims in the amount of \$2.093.061.04. I have summarized the inquiries and/or observations as well as the resolutions within Exhibit II. It should be noted that currently, there are 1 outstanding inquiries in regards to the audit of the claims made against the District for the period of June 1, 2023 through June 30, 2023. I have summarized all voided checks and notable exceptions in Exhibit III.

I trust that the foregoing comments are clear. If you have any questions or you would like to discuss this matter further, please contact me at 631-928-5406.

Very truly yours,

John F. Dennehy, Jr. Certified Public Accountant

Rocky Point School District Internal Claims Audit By Fund <u>Exhibit I</u>

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Warrant Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
6/5/2023	6/6/2023	124	Α	1	\$895.87	-	\$0.00	•	•	120385
6/7/2023	6/7/2023	125	Α	70	\$993,288.66	17	\$97,673.90	-	-	120386-120455
6/7/2023	6/7/2023	126	Α	2	\$7,315.04	-	\$0.00	-	-	13584-13585
6/9/2023	6/7/2023	128	A	26	\$703,011.46	-	\$0.00	-	-	13586-13592, 5116933 5116951
6/14/2023	6/14/2023	129	Α	42	\$1,804,146.85	9	\$1,743,763.57	-	-	120456-120497
6/14/2023	6/14/2023	130	Α	2	\$9,256.33	-	\$0.00	-	-	13593-13594
6/21/2023	6/21/2023	131	A	48	\$256,499.16	6	\$39,866.74	-	-	119735, 120498- 120543
6/23/2023	6/21/2023	133	A	23	\$2,278,848.40	-	\$0.00	-	•	13595-13598, 5116952 5116970
6/28/2023	6/28/2023	134	Α	42	\$589,703.93	15	\$38,527.06	-	-	120544-120585
6/30/2023	6/28/2023	136	A	16	\$82,190.77	-	\$0.00	•	•	13599, 5116971- 5116985
6/7/2023	6/7/2023	35	С	13	\$21,188.21	1	\$535.00	-	-	13014-13026
6/14/2023	6/14/2023	36	С	10	\$22,212.42	7	\$20,404.68	-	1	13027-13036
6/21/2023	6/21/2023	37	С	6	\$3,528.80	1	\$228.40	1	-	13037-13042
6/28/2023	6/28/2023	38	С	6	\$9,183.47	5	\$9,143.77	•	1	13043-13048
6/14/2023	6/14/2023	2	CM	13	\$5,600.00	-	\$0.00	-	-	440-452
6/7/2023	6/7/2023	24	CM3	4	\$4,296.75	-	\$0.00	-	-	11478-11481
6/14/2023	6/14/2023	25	CM3	10	\$3,418.36	-	\$0.00	-	-	11464, 11482-11490
6/21/2023	6/21/2023	26	CM3	2	\$443.78	-	\$0.00	-	-	11491-11492
6/28/2023	6/28/2023	27	CM3	2	\$9,204.31	-	\$0.00	-	-	11493-11494
6/7/2023	6/7/2023	34	F	9	\$143,328.81	1	\$39,990.62	-	-	4853-4861
6/14/2023	6/14/2023	35	F	8	\$33,244.88	-	\$0.00		-	4862-4864
6/21/2023	6/21/2023	36	F	1	\$850.00	-	\$0.00	-	-	4865
6/28/2023	6/28/2023	37	F	5	\$54,028.33	1	\$1,187.23	-	-	4866-4870
6/7/2023	6/7/2023	19	н	3	\$149,186.47	2	\$99,456.85	-	-	1174-1176
6/14/2023	6/14/2023	20	н	1	\$2,283.22	1	\$2,283.22	-	-	1177
6/21/2023	6/21/2023	21	н	1	\$302,750.00	-	\$0.00	-	-	1178
TO	TAL			861	\$ 7,489,904.28	66	\$ 2,093,061.04	1	2	
	Lege									
A - General P (A) - Chase General										
	afeteria ederal	T - Trust & Ag HB - Bond 20								
	Capital	CM- Misc Spec								
	- marchine	owner offer	100VGINUE							

HCP - Capital Projects

U - Scholarship

Rocky Point School District Claims Audit - Analysis by Number of Inguines & Dollar Value Summary of Inguinies / Resolutions and Percentage of Total Claims & Dollar Value of Claims Exhibit II

2022 / 2023 YTD

mon For Inquiry	Resolution	1an-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23
invoices not reflected on check	Pay unpaid invoice(s) next warrant	. 0.00%	. 0.00%	1 0.55%	- 0.00%	1 0.87%	- 0.00%
acck amount not equal to invoices	Difference \$5; Immaterial, claim paid	. 0.00%	0.00%	. 0.00%	- 0.00m	. 0.00%	- 0.00%
teck amount not equal to invoices	Overpaid recurring wendor by less than	- 0.00%	- 0.00%	. 0.00%	. 0.00m	0.00%	0.005
-	\$100; credit will be taken off on next						
	payment to vendor						
hock amount not equal to invoices	Void & reissue	. 0.00%	- 0.00%	- 0.00%	- 0.0055	0.005	1 4.52%
heck issued prior to service	Void & reissue at time of service	. 0.00%	. 0.0056	- 0.00m	- 0.00%	- 0.00%	. 0.00%
redit not taken	Recurring vendor; credit memo pulled from	. 0.00%	- 0.00 1	- 0.00%	. 0.00%	. 0.00%	. 0.00%
	packet to apply to next invoice						
urrent year expense paid prior year P.O.	P.O. Funds carried over	. 0.00%	2 0.83%	\$ 1.12%	3 1.01%	. 0.00%	3 0.83%
uplicate payment	Check woid by AP	. 0.00%	- 0.004	- 0.00%	. 0.00%	0.0056	. 0.00%
correct vendor name	Void & reissue	. 0.00#	. 0.00%	- 0.00%	0.00%	. 0.00%	- 0.00%
sufficient supporting backup	Hold for missing information	. 0.00%	- 0.00%	- 0.00%	. 4.00%	0.00%	0.00%
sufficient supporting backup	Backup Provided	- 0.00%	- 0.00%	2 0.45%	. 0.00%	1 0.27%	. 0.00%
sufficient supporting backup	Void check	- 0.00%	- 0.00%	. 0.00%	- 0.00%	. 0.00%	0,00%
wolce date precedes PO date	Noted by Business Office	80 <i>9.62</i> %	8 3.42%	22 4.91%	6 2.01 %	13 JAP	10 2.77%
woice over 90 days outstanding/undated	Verified no duplicate payment	14 4.49%	14 6.17m	31 6.92%	15 5-00%	19 5.15%	11 3.05%
woices not listed separately on check	Void and reissue with all invoices iternized separately	- 0.00%	- 0.00%	. 0.006	. 4.00%	- 0.00%	. 0.00%
woice previously stamped by claims auditor	Confirmed original check word	1 0.23%	- 0.00%	. 0.00%	- 0.00%	- 0.00%	- 0.00x
fissing administrator approval endorsement	Received proper authorization	- 0.005	. 0.005	. 0.00%	. 0.00%	. 0.00%	- 0.005
fissing receiving signature on invoice or PO	Verified receipt of goods/services	- 0.00%	. 0.005	. 0.005	. 0.00%	0.00%	- 4.00%
lo Purchase Order encumbered	Void & reissue after P.O. encumbered	- 0.00%	. 0.00%	. 0.00%	. 0.00%	. 0.0056	- 6005
lot an original invoice	Conv. fax or statement accepted	9 2.80%	5 2.80	5 1.184	4 1.565	3 0.8/#	7 1.945
aid sales tax	Void and reissue	. 6.905	. 9.02%	. 0.02%	- 0.00%	. 0.00%	1 0.225
O insufficient funds	PO funds increased post invoice/paid direct	4 1.28%	4 1.70%	11 2.40%	13 4.894	22	33 9.1456
O Hommers Inner	from budget code	•		••			
rior year invoice paid current year funds	Noted by Business Office	4 1.525	- 8.00	- 6.005	- 0.00%	. 0.00%	2.005
redated invoice	Hold until service date	. 0.006	. 0.00%	. 0.005	. 0.00%	. 0.004	8.00
reparation of Duties	Same individual signed P.O. and authorized payment; additional admin approval provided	. 0.00%	- 0.00%	- 0.00%	. 0.00%	. 0.00%	0.00%
repaid Invoice - Improper Procedure	Vendor requires prepayment advised in	. 8.005	. 0.025	- 4,005	- 6.00%	0.00%	0.00%
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onal Number (#) of Inquiries		62 19.87%	38 14.5em	77 17.19#	41 13.70%	59 <i>15.99</i> #	66 /A.S.M.
Fotal Claims Audited		312 100.00#	227 100.00%	448 100.000	298 102.00%	369 100.00%	351 100.00#
	·······						//
Cotal Outstanding Inquiries	·····	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	2

<u>Rocky Point School District</u> <u>Claims Audit - Analysis by Number of Inquiries & Dollar Value</u> <u>Summary of Inquiries / Resolutions and Percentage of Total Claims & Dollar Value of Claims</u> <u>Exhibit II</u>

2022 / 2023 YTD

Dimension startletistical on check Pyrugula invisción survent Adda Dimension survent Adda A	suon For Inquiry	Resolution	[an-23		Feb-23		Mar-23		Apr-93		May-28		fun-23	
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Institutions reproting backup Backup Provided			•		•		•		•					0.00%
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Total Value (\$) of loquines	Not an original invoice	Copy, fax or statement accepted	45,669.58	0.90%	10,614,19	0.27%	12,344.85	0.22%	2,690.61	aas	11,582.90	0.22%	20,594.91	0.87%
From budget code Frior year invoice paid current year funds Noted by Business Office 257,145.23 5.085 0.005	Paid sales tax	Void and reissue	•		•	0.00%	•	0.00%	•	0.00%	•	0.00%	994.46	0.015
Prior year invoice puid current year fands Nated by Business Office 257,145.23 5.085 0.005	PO insufficient funds	PO funds increased post invoice/paid direct	13,638.48	0.97%	14,987.49	1.36%	85,855.46	1.515	1,341,658.45	20.74%	1,245,737.85	21.93%	1,922,115.35	25.68%
Pre-dated Invoice Hold unit service date _ 0.005 _ 0.0		from budget code												
Pre-dated Invoice Hold unit service date - 0.00% 0.00% 0.00% 0.00% 0.00% Separation of Duties Same individual signed P.O. and anthorized 0.00% 0.00% 0.00% 0.00% payment; additional atmin approval porticed - 0.00% 0.00% 0.00% 0.00% 0.00% Prepaid Invoice - Improper Procedure Vexodor requires prepayment; advised in forme to select a different vendor 0.00% 0.00% 0.00% 0.00%	Prior year invoice paid current year funds	Noted by Business Office	257,145.83	3.05%		0.00%	•	0.00%		0.00%	•	0.00%		0.00%
province of the back of the ba		Hold until service date	-	0.00%	•	0.005		0.00%		0.00%		0.00%		0.00m
provided provided provided prepaid Invoice - Improper Procedure Prepaid Invoice - Improper Procedure Prepaid Invoice - Improper Procedure Total Value (\$) of Loquiries 710,291.45 /4.035 710,291.45 /4.035 183,997.88 4.035 257,204.90 4.035 1,518,566.80 30.955 1,518,566.80 30.955 1,547,475.03 28.735 2,093,051.04	Severation of Duties	Same individual sinned P.O. and authorized	•	0.005		0.00%	•	0.00%		0.00%		0.00%		0.00%
provided Prepsid Invoice - Improper Procedure Vendor requires prepsyment, selvised in		payment: additional admin approval												
Prepaid Invoice - Improper Procedure Vendor requires prepayment; advised in . 2005 . 2														
future to select a different vendor Total Value (\$) of Inquiries 710,291.45 /4.035 183,997.88 4.036 \$257,204.90 4.536 1,518,566.80 \$2.896 1,547,475.08 22.796 2,093,051.04	Prepaid Invoice - Improper Procedure			0.00%	•	0.00%		0.00%	•	0.00%		0.00%		0.00%
Total Value (\$) of Inquiries 710,291.45 14.00% 183,997.88 4.00% 257,204.90 4.50% 1,518,566.80 50.90% 1,547,475.08 22.79% 2,093,051.04								-						
Total Claims Andred 5.062.893.07 102.00% 3.970.227.43 102.00% 5.683.252.58 102.00% 5.017.978.10 102.00% 5.193.945.77 102.00% 7.489.904.98	Fotal Value (\$) of Inquiries		710,391.45	14.03%	188,997.88	4.03%	\$57,204.90	4.53%	1,518,566.80	30,96%	1,547,475.03	£9.79%	2,093,051.04	87.95%
	Foral Claims Andited		5,062,893.07	100.00M	3,970,927.43	100.00%	5,683,352.58	100.005	5,017,978.10	100.00%	5,193,945.77	100.00%	7,489,904.98	100.00
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Rocky Point School District Internal Claim Audit Notable Exceptions Exhibit III

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Voided Checks - June 2023

	.	A	T 1		Warrant		
Fund	Ck #	Amount \$	Vendor	Warrant #	Date	Reason For Inquiry	Resolution
с	13032	3,060.20	Mivilia Foods Of NY	36	6/14/2023	Check amount not equal to invoices	Void from this warrant & reissue at the following audit; Was resolved at 6/21/23 audit
с	13047	994.46	Procold East	38	6/28/2023	Paid sales tax	Void from this warrant and reissue for next audit; Next audit has still not occurred, will reconfirm next month
Total	2 Voids	4,054.66					

Other Notable Exceptions - June 2023

					Warrant			
Fund	Ck #	Amount \$	Vendor	Warrant #	Date	Reason For Inquiry	Resolution	
None		-						
		-	••					
Total	0 Inquiries	•						

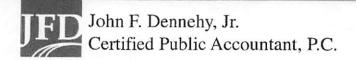
Rocky Point School District Internal Claims Audit Payroll Audit Exhibit IV

Audited Payroll Checks - June 2023

Fund	Ck #	Amount \$	Employee	Payroll Date	Exceptions	
PR	329572	2,396.85	Poole, Matthew R	5/26/2023	None	
PR	329650	2,135.13	O'Connell, Catherine	5/26/2023	None	
PR	329628	3,373.86	Goldstein, Darren C	5/26/2023	None	
PR	329253	2,799.70	Birnstein, Kelly A	5/26/2023	None	
PR	329401	877.53	Damadeo, Mallory J	5/26/2023	None	
PR	330036	283.16	Faulhaber, Keri Ann	6/9/2023	None	
PR	330158	4,677.14	Scalfani, Carl	6/9/2023	None	
PR	330107	2,324.31	Havranek, Gregory A	6/9/2023	None	
PR	330163	3,188.91	Settepani, Joseph	6/9/2023	None	
PR	330207	3,978.16	Katsapis, Elicia D	6/9/2023	None	
		26,034.75				

*Please note all checks have been selected at random using a random number generator.

**A result of no exceptions means that the the payroll check is accurate when compared against contracts, renewal letters and other documents.



August 9, 2023

Board of Education Rocky Point School District 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

Re: Internal Claims Audit Report for the period July 1, 2023 through July 31, 2023

Board of Education:

I have completed my internal claims auditing services for the Rocky Point School District covering the period July 1, 2023 through July 31, 2023. The services I performed, as outlined within my proposal, include reviewing all claims against the District. The purpose of this report is to update the Board of Education on work performed to date, my findings, and recommendations.

For ease of reference I have categorized the remainder of this report as follow:

Internal Claims Audit Services

Exhibits

INTERNAL CLAIMS AUDIT SERVICES

The internal claims audit services performed on each claim against the District consisted of:

- 1. Verification of the accuracy of invoices and claim forms
- 2. Ensuring proper approval of all purchases; checking that purchases constitute legal expenses of the school district
- 3. Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state laws

28 North Country Rd. Suite 204 • Mount Sinai, NY 11766 • voice (631) 928 5406 • fax (631) 474 5366 www.dennehycpa.com Board of Education Rocky Point School District August 9, 2023

Page 2

Re: Internal Claims Audit Report for the time period of July 1, 2023 through July 31, 2023

- 4. Comparison of invoices or claims with previously approved contracts
- 5. Reviewing price extensions, claiming of applicable discounts, inclusion of shipping and freight charges
- 6. Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations

Over the time period of July 1, 2023 through July 31, 2023 I have audited 228 claims against the District in the amount of <u>\$3.720.581.50</u>. (See attached Exhibit I) I made inquiries and/or observations into 48 claims in the amount of <u>\$543.499.45</u>. I have summarized the inquiries and/or observations as well as the resolutions within Exhibit II. It should be noted that currently, there are 1 outstanding inquiries in regards to the audit of the claims made against the District for the period of July 1, 2023 through July 31, 2023. I have summarized all voided checks and notable exceptions in Exhibit III.

I trust that the foregoing comments are clear. If you have any questions or you would like to discuss this matter further, please contact me at 631-928-5406.

Very truly yours,

John F. Dennehy, Jr. Certified Public Accountant

Rocky Point School District Internal Claims Audit By Fund Exhibit I

Warrant Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
6/30/2023	7/12/2023	137	Α	23	\$28,042.01	5	\$8,587.05	-		120586-120608
6/30/2023	7/12/2023	138	Α	1	\$7,409.72	-	\$0.00	-	-	120609
7/12/2023	7/12/2023	1	Α	35	\$598,505.50	5	\$11,722.00	-	-	120610-120643
7/31/2023	7/12/2023	3	Α	13	\$131,962.10	-	\$0.00	-	-	5116986-5116998
7/12/2023	7/12/2023	4	Α	33	\$1,802,472.87	25	\$493,172.10	-	-	120644-120676
7/12/2023	7/12/2023	5	Α	1	\$344.93	-	\$0.00	-	•	13600
7/19/2023	7/19/2023	6	Α	16	\$800,588.83	-	\$0.00	-	-	120677-120692
7/19/2023	7/19/2023	7	Α	24	\$73,607.35	8	\$27,270.75	-	•	120693-120716
7/26/2023	7/26/2023	8	Α	22	\$122,021.42	1	\$84.25	-	-	120717-120738
7/26/2023	7/26/2023	9	Α	19	\$81,166.54	2	\$1,247.80	-	-	120739-120757
7/12/2023	7/12/2023	1	С	5	\$640.36	2	\$1,415.50	-	-	13047-13052
7/26/2023	7/26/2023	2	С	27	\$1,117.81	-	\$0.00	-	-	13053-13079
6/30/2023	7/12/2023	38	F	3	\$32,950.88	-	\$0.00	-	-	4871-4873
7/12/2023	7/12/2023	1	F	1	\$15,119.04	-	\$0.00	-	-	4874
7/19/2023	7/19/2023	2	F	4	\$21,319.60	-	\$0.00	-	-	4875-4878
7/26/2023	7/26/2023	1	н	1	\$3,312.54	-	\$0.00	-	-	1179
	FAL			228	\$ 8,720,581.50	48	\$ 548,499.45	-	-	
Legend:			1			· · · · · · · · · · · · · · · · · · ·				
A - General P (A) - Chase General		7								
C - Ca	leteria	T - Trust & Ages	ncy	1						
F - F e	ederal	HB - Bond 2003	3	J						

H - Capital

HCP - Capital Projects

CM- Misc Spec Revenue

U - Scholarship

Rocky Roist School District Gains Audit - Analysis by Number of Lowinca & Dollar Value Summar of Lowinics / Resolutions and Persentage of Total Chims & Dollar Value of Claims Zebibit II

2023 / 2024 XTD

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	idual signed P.O. and authorized	8.00	4D67/01	(D.P.)01	#25V/07	40111/01	. «DRV/01
	iditional admin approval						
provided							
Propaid Invoice - Improper Procedure Vender requ	uires propayment; advised in	ê 20m	101V/01	. <i>400704</i>	. #D\$V/01	. IDIV/01	. <i>4051/4</i>
future to acle	lect a different vendor						
etal Number (#) of Inquiries		48 <i>31.058</i>	• <i>1011/0</i> 1	- 4057/21	- <i>1</i> 017/0	- 1017/01	· 400799
Total Chaines Andiand		228 109.00ps	atore a	1017 /9	IDIV/0	ID IV/OI	ana
Total Outstanding Insulties			0 KDIV/ct	0 SDIV/CI	O NDIV/OI	0 NDIV/01	

Bestry Peirs Schoel District Claims Audit - Analysis by Number of Lavainies & Dollar Veloc Summary of Loquinies / Resolutions and Percentner of Total Claims & Dollar Veloc Exhibits II

2023 / 2024 YTD

Analysis by Dollar Value				2023 / 2024 YTD				
Kenon For Legentry	Replation	14-23	Are	13	50-93	Oct+88	Nor-\$3	Dec-13
Il invoices pot reflected on check	Pay unpaid invoice(a) cant warrant	1,521.78 4	And	. <i>SDEV/M</i>	1011/0	ADIV/OI	¢Div/a	ADIYAL
heck amount not equal to invoices	Difference (\$5; Immaterial, claim paid	4	60 <u>8</u>	· #05%4#	#DIV/CT	1011/01	0000	100/01
Each amount not equal to invoices	Overpuid recurring vender by less than \$100; eremit will be taken off on next poyment to vendor	a .	A78.	0000	1017,01	1077/01	(DIV)01	1017/01
hock amount not equal to invoices	Void & reistor		005	4D87,01	10,10,01	¢D7V/Q	(DIV)91	101701
hock issued prior to service	Void & reissue at time of service	8	40%	1017/01	10/7/01	ADEVAT	(DIVR	1017/01
Credit not taken	Recurring wendor; credit memo pulled from packet to apply to pert invoice	٥		#D(*/01	10.17;Qt	£257/A	10/201	eDate of
Autom your expense paid prior year P.O.	P.O. Funds carried over	٥	A05	1001/01	4087/01	(D790)	(DIVA)	AD(V/Ar
Damiente payment	Check would by AP .	٩	.00x	IDIVA	4D377,60	(D)//R	(DIVA)	ADIVAL
incorrect vendor name	Void & reissue	۵		10(1)(1)	DIVAL	(DEV/A)	0000	10740
authriest amousting incluss	Hold for missing information	4	205	100Y/01	4017/AI	COTY AT	(DIV/A	007/07
nufficient autooning backup	Backup Provided	A	1046 C	1017/01	10100	070	(DIVA)	101701
institut supporting backup	Void check	٥	005	10(7/0)	1011/01	(DEV.G)	10/7/01	
avoice date procedes PO date	Nord by Business Office	SCA 185.54 /	1666	FOTVAL	077.01	(DIVA)	107701	1007/0
revoice over 90 dans centrandina/audated	Verified no character perment	21,707.04 0	675	IDRIA	1057,67	0000	10/7/91	1001/0
projects not listed separately on check	Void and reisme with all invoices iteraized	٩	.00e	#D17/#1	(DSV/M			1001/0
broice previously stamped by claims multice	Confirmed original check word		405	4DSV/AI	1087/0	IDIV/O	DIVA	1011/0
listing administrator opproval endorsement	Received proper authorization	٩	100	4017/61	1017,01	IDIV/A	(DIVA)	10/10
disting receiving signature on invoice or PO	Verified receipt of goods/services	500.00 4	475	<i>CTV/0</i>	401V/M	(DIY)9	(057)01	10/1/0
No Parchase Order encambered	Void & reistat after P.O. encumbered	4	40 8	1007/01	1057/51	1017/01	(D17)(1	1011/0
Not an original invoice	Copy, firs or statement accented	7,741.80 4	275	405V/01	(DIV)	ID TV/OI	1017/01	IDIV/O
faid sales tax	Void and reisine	. e	aces	ADA130	40474/01	1011/0	405V/A	(DIV/G
PO insufficient funds	PO funds increased post invoice/paid direct from hadget code	1,222.73 0		4057,67	4017/0	107720	<i>I</i> DR/A	ADR/at
rior year invoice puid current year funds	Noted by Business Office	1,590.57 @		-000%#	1017/01	#0.79/07	4D81/07	#D.TV/GI
Pre-dated Invoice	Hold until service date		2015	PDEV/CE	1077,01	1057/01	4D67/51	10.00/01
ieparation of Daties	Same individual signed P.O. and authorized payment; additional admin approval provided	e	1 0055	40.0VM	1277.01	(Dirija)	. 1017/0	10700
repuid havaice - Lagroper Procedure	Vendor requires prepayment, advised in future to select a different vendor	. 0	100s	10 1 %/01	- <i>1077/01</i>	. 4017901	. 1017/01	ADTVAL
food Value (8) of Impairize		543,499.A5 I	4875	- 400%	- 4DTV/01	· 4087/0	(DIV)(OI	• <i>1067701</i>
Fotal Claims Andited		1,720,581.50 H	68,60)5	IDIV,et	(DSV/Q*	1017/0	eDIV/01	(DIV,a
Patel Outstanding Inquinits			0.00%	- #DIV/ot	- 102V/0		- #DIV/CI	41

Rocky Point School District Internal Claim Audit Notable Exceptions Exhibit III

Voided Checks - July 2023

					Warrant			
Fund	Ck#	Amount \$	Vendor	Warrant #	Date	Reason For Inquiry	Resolution	
	077.11	·····						······································
Total	0 Voids						······································	

Other Notable Exceptions - July 2023

					Warrant			
Fund	Ck #	Amount \$	Vendor	Warrant #	Date	Reason For Inquiry	Resolution	
None		-						
l		-						
Total	0 Inquiries	-						

•

Rocky Point School District Internal Claims Audit Payroll Audit Exhibit IV

Audited Payroll Checks - July 2023

Fund	Ck #	Amount \$	Employee	Payroll Date Exceptions
	NO PAYROL	L AUDITS COM	PLETED IN THE	MONTH OF JULY, APPLICABLE PAYROLL AUDITS WERE PRESENTED IN AUGUST
		-		

*Please note all checks have been selected at random using a random number generator.

**A result of no exceptions means that the the payroll check is accurate when compared against contracts, renewal letters and other documents.

Interoffice Memorandum

TO: Dr. Scott O'Brien, Ed.D

FROM: Kristen White, Executive Director of Pupil Personnel

DATE: August 28, 2023 2023

RE: Board Action Sheets

Below please find the schedule to be approved at the August 28, 2023 Board of Education meeting:

	SCHEDULE-A 8/28/23								
Year	Date	Location							
2023-2024	June 20, 2023 – August 11, 2023	CSE & SCSE meetings conducted for students attending in-district and out of district placements							
2023-2024	June 20, 2023 – August 11, 2023	CSE District Wide Amendments without meetings							

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BOE ACTION Summary DATE? DECISION?

<u>CMA BOE</u> Date	<u>CR Doc</u> <u>Committee</u> <u>Responsible</u>		Decision/Status	<u>CMA Date</u>	<u>CR</u> Expecte Grade	<u>CR Next</u> d Recommended <u>School</u> (>2010-11 SY)	Program	<u>Program</u> Start	<u>Program</u> <u>End</u>	<u>Program</u> <u>Ratio</u>	<u>Program</u> Frequency	Program Period	<u>Program Program</u> Duration Location	<u>Related Service</u>	<u>RS Start</u>	<u>RS End</u>	<u>RS Ratio</u>	<u>RS RS</u> Frequency Period D	<u>RS</u> Duration
08/28/2023	3 CSE	Initial Eligibility Determination Meeting	Classified	05/18/2023	8 Kdg.	<u>211</u>								Speech/Language Therapy	2 06/21/202	3 06/23/202	3 Small Group	2 Weekly	30
			Classified	06/01/2023	3 1 2		Special Class	03/22/202	23 06/23/202	3 8:1+1	5	Weekly	360 Across School Setting	Counseling	03/22/202	3 06/23/202	3 Individua	l 1 Weekly	30
		Program Review	Classified		12		Special Class	03/22/202	23 06/23/202	3 8:1+1	5	Weekly	360 Across School Setting	Counseling	03/22/202	3 06/23/202	3 Small Group (5:1)	1 Weekly	30
		Reevaluation Review	Classified	06/06/2023	3 03		Integrated Co- teaching Services	09/01/202	22 06/23/202	3	6	Daily	•	n Speech/Language Therapy	e 09/09/202	2 06/16/202	•	2 Weekly	30
		Initial Eligibility Determination Meeting	Classified	06/12/2023	3 10									Counseling	06/22/202	3 06/23/202	3 Individua	l 2 Weekly	30
		Initial Eligibility Determination Meeting	Classified		10									Counseling	06/22/202	3 06/23/202	3 Small Group	1 Weekiy	30
		-	Classified	06/13/2023	3 Kdg.									Physical Therapy	06/21/202	3 06/21/202	3 Individua	l 2 Weekly	30
		-	Classified	06/15/2023	3 04		Special Class	09/01/202	22 06/23/202	3 15:1+1	6	Daily	40 Separate	Speech/Language Therapy	09/09/202	2 06/16/202	3 Small Group	2 Weekly	30
		Reevaluation Review	Classified		04		Special Class	09/01/202	22 06/23/202	3 15:1+1	6	Daily	40 Separate	Counseling	09/09/202	2 06/16/202	3 Individua	l 1 Weekly	30
		Reevaluation Review	Classified		04		Special Class	09/01/202	22 06/23/202	3 15:1+1	6	Daily	40 Separate	Counseling-Social Skills	09/09/202	2 06/16/202	3 Small Group	1 Weekly	30
		Reevaluation Review	Classified		04		Special Class	09/01/202	22 06/23/202	3 15:1+1	6	Daily	40 Separate	Behavior Intervention Services	09/09/202	2 06/16/202	3 Individua	l 1 Weekly	30
		Transfer Student - Agreement No Meeting	Classified	06/29/202:	3 08		Special Class	09/06/202	22 06/23/202	3 8:1+1	1	Daily	420 Special Class	Psychological Counseling Services	09/06/202	2 06/23/202	3 Small Group (5:1)	1 Weekly	30
		Amendment - Agreement No Meeting	Classified	07/05/2023	3 10		Consultant Teacher Services	1 03/10/202	23 06/23/202	3	2	Weekly	60 School						
		-	Declassified	04/18/2023	3 0 3									Counseling-Social Skills	09/09/202	2 04/18/202	3 Small Group	1 Weekly	30
		Reevaluation/Annual Review	Declassified	05/31/202:	3 08		Integrated Co- teaching Services	09/01/202	22 06/23/202	3	5	Weekly	42 Math Class				·		
			Declassified	06/02/2023															
			Declassified Support Services	04/17/2023 5	3 06									Speech/Language Therapy	e 09/09/202	2 06/16/202	3 Small Group (5:1)	2 Weekly	30
		Initial Eligibility Determination Meeting	Ineligible	06/22/202:	3 06														
	CR Doc Com	mittee Responsible S	iub Totzi: 18										n na stand and a stand of standard and standard of standards and a	and a second					

Total Records: 18 Total Students: 13

Interoffice Memorandum

TO: Dr. Scott T. O'Brien, Superintendent

- FROM: Kristen White, Executive Director of Pupil Personnel Services
- DATE: 8/28/2023
- **RE:** Board Action Sheets

Below please find the schedule to be approved at the 8/28/2023 Board of Education meeting:

SCHEDULE- B 8/28/2023				
Date	Location			
3/27/2023	CPSE Committee			
4/4/2023	CPSE to CSE Committee			
4/4/2023	CPSE Committee			
5/5/2023	CPSE Committee			
5/14/2023 ·	CPSE Committee			
5/21/2023	CPSE Amendment			
5/23/2023	CPSE Committee			
5/23/2023	CPSE to CSE Committee			
6/26/2023	CPSE Committee			
5/26/2023	CPSE Amendment			
7/6/2023	CPSE Committee			
7/6/2023	CPSE to CSE Committee			
7/13/2023	CPSE Committee			
7/17/2023	CPSE Committee			
7/19/2023	CPSE Committee			
7/26/2023	CPSE Amendment			
8/3/2023	CPSE Amendment			
8/7/2023	CPSE Amendment			
3/10/2023	CPSE Amendment			

BOE ACTION Summary DATE? DECISION?

	8			Grade	Recommended School (>2010-11 SY)	l	Start	End	<u>Ratio</u>	Frequency Period	<u>Durano</u>	n <u>Location a</u>	ervice <u>Star</u>	<u>End Ratio Fre</u>	guency Period	<u>Duration</u>
08/28/2023 CPSE	Initial Eligibility Determination Meeting	Preschool/No	04/04/2023	Preschoo	I											
	Initial Eligibility Determination Meeting	Preschool/No	05/05/2023	l Préschoo	I											
CR Doc Co	mmittee Respo	nsible Sub Total:	2													

Total Records: 2

Total Students: 2

BOE ACTION Summary DATE? DECISION?

BQE	<u>CR Poc</u> Committee Responsible	CMA Reason	Decision/Statu	s <u>CHA Data</u>	<u>Expected</u> <u>Grado</u>	CR Next Recommended School (>2010-11 SY)	Program	<u>Program</u> <u>Start</u>	Program End	Program Ratio	Program Program Proguency Period	Presram Presram Durntien Location	<u>Related Service</u>	<u>NS STAT</u>	<u>RS End</u>	<u>RS Ratio</u> <u>Frequ</u>	ASAS <u>Iener Period</u> Di	eretig Riferik
8/202	3 CPSE	Requested Review Transfer Student	Classified Preschool	03/27/202	9 Preschool													
		Initial Eligibility Determination Meeting	Classified Preschool	04/04/202	3 Preschool		Special Class	09/05/202	3 06/26/2024	12:1+1	5 Weekly	240 Classroom	Speech/Languag Therapy				3 Weekly	3
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	09/05/202	3 06/26/2024	12:1+1	5 Weekly	240 Classroom	Parent Counseling and Training	09/05/202	3 06/26/202	4 Individual	1 Monthly	t
		Initial Eligibility Determination Meeting	Classified Preschool	05/05/202	3 Preschool		Special Education Itinerant Services		3 06/21/2024	1:1	2 Weekly	120 Preschool	Speech/Languag Therapy				3 Weekly	
		Initial Elgibility Determination Meeting	Classified Preschool		Preschool		Special Education Itinerant Services		3 06/21/2024	1:1	1 Weekly	60 Preschool	Speech/Languag Therapy				3 Weekly	
		Initial Eligibility Determination Meeting	Classified Preschool n	06/14/202	3 Preschool								Speech/Languag Therapy	e 09/06/202	3 06/21/202	4 Individual	2 Weekly	
		Annual Review	Classified Preschool	05/23/202	3 Preschool							100 <i>A</i>	Constant II an average		9 06/76/207	A Individual	3 Weekly	
		Amendment	Classified Preschool Classified	06/36/303	Preschool 3 Preschool		Special Class Special		13 06/26/202 13 06/21/202		5 Weekly 5 Weekly	300 Classroom 300 Classroom	Speech/Languag Therapy Speech/Languag				3 Weekly	
		Amendment	Preschool	00/20/202	Preschool		Class Special		3 06/21/202		5 Weekly	300 Classroom	Therapy Physical Therapy				2 Weekly	
		Amendment	Preschool Classified		Preschool		Class Special		23 06/21/202		S Weekly	300 Classroom	Occupational	09/07/202	13 05/21/202	4 Individual	2 Weekly	
		Initial Eligibility Determinatio Meeting	Preschool Classified Preschool a		Preschool	I	Class						Therapy Occupational Therapy	09/06/202	13 05/21/202	14 Individual	2 Weekly	•
		Recvaluation Review	Classified	07/06/202	3 Preschool	I							Speech/Languag Therapy				3 Weekly	
		Reevaluation Review			Preschool	1							Physical Therapy	09/06/202	3 06/21/202	4 Individual	2 Weekly	
		Recvaluation Review	Preschool		Preschool						F Maalda	300 Classroom	Speech/Languag	A 00/05/201	3 66/26/262	A lodividual	3 Weekly	
		Initial Eligibility Determinatio Meeting	Classified Preschool n		Preschoo	1	Special Class	09/05/20	23 06/26/202	4 12:1+1	5 Weakly	-	Therapy					
		Initial EligibEity Determinatio Macting	Classified Preschool n		Preschoo	3	Special Class	09/05/20	23 06/26/202	4 12:1+1	S Weekly	300 Classroom	Parent Counseling and Training		13 06/26/202		1 Monthly	
		Initiat Eligibility Determinatio Meeting	Classified Preschool In		Preschoo	4	Special Class	09/05/20	23 06/26/202	4 6:1+1	5 Weeldy	180 Classroom	Parent Counseiing and Training		23 06/26/207		1 Monthly	
		Initial Eligibility Determination Meeting	Classified Preschool		Preschoo	1	Special Class	09/05/20	23 06/26/202	4 6:1+1	5 Weekly	160 Classroom	Speech/Langua Therapy				3 Wackiy	
		Initial Eligibility Determinatio Meeting	Classified Preschool		Preschoo	4	Special Class	09/05/20	23 06/26/202	4 6:1+1	5 Weekiy	180 Classroom	Occupational Therapy			24 Individual	2 Weekly	
		Initial Eligibility Octerminatio Meeting	Classified Preschool an	07/1 3/2 0	23 Preschoo	1	Special Educatio Itinerani Services	ก	23 06/21/202	4 1:1	2 Weekly	60 Preschool	Speech/Langua Therapy				3 Wealdy	
		Initial Eligibility Determination Meeting	Classified Preschool M		Preschoo	a)							Speech/Langua Therapy	-			3 Weckly	
		Initial Eligibility	Classified Preschool	07/17/20	23 Preschoo	bi	Special Educatio		23 05/21/202	4 1:1	3 Weekly	90 Preschool	Speech/Langua Therapy	je 09/06/20	23 05/21/20	24 Individual	3 Weekly	

Determination Meeting	I		Itinerant Services			16. 1				
Initial Eligibility Datermination Meeting	Classified Preschool	Preschool	Special Education Itinerant Services	09/06/2023 06/21/2024 1:1	3 Weekly		Occupational Therapy	09/05/2023 05/21/2024 Individual	2 Weekly	30
Initial	Classified Preschool	Preschool		09/06/2023 06/21/2024 1:1	3 Weekdy		Parent Counseling and Training	09/05/2023 06/21/2024 Individual	1 Monthly	60
Initial	Classified Preschool	Preschool		09/06/2023 05/21/2024 1:1	2 Weekly		Parent Counseling and Training	09/05/2023 05/21/2024 Individual	1 Monthly	60
nitia) Elgibility Determination Accting	Classified Preschool	Preschaal		09/05/2023 05/21/2024 1:1	2 Weekdy		Occupational Therapy	09/06/2023 05/21/2024 Individual	2 Weekly	30
•	Classified Preschool	Preschool		09/05/2023 05/21/2024 1:1	2 We a kly	60 Preschool	Physical Therapy	09/06/2023 06/21/2024 Individual	2 Weekiy	30
initial Elgibility Determination Meeting	Classified Preschool	Preschool		09/06/2023 06/21/2024 1:1	2 Weekly		Occupational Therapy	09/06/2023 06/21/2024 Individual	1 Weekiy	30
initial Bigibility Determination Maating	Classified Preschool	Preschool					Speech/Language Therapy	09/05/2023 05/21/2024 Individual	2 Weekly	30
initial Eligibility Determination Meeting	Classified Preschool	07/19/2023 Preschool	Special Education Itinerant Services	09/06/2023 06/21/2024 1:1	2 Weskly		Speech/Language Therapy	09/05/2023 06/21/2024 Individual	3 Weekly	30
initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Education Itinerant Services	09/05/2023 05/21/2024 1:1	2 Weekly		Parent Counseling and Training	09/06/2023 06/21/2024 Individual	1 Monthly	60
initial Elgibility Determination Meeting	Classified Preschool	Preschool	Special Education Itinerant Services	09/05/2023 05/21/2024 1:1	3 Weekiy	120 Home/Community	Speect/Language Therapy	09/06/2023 06/21/2024 Individual	3 Weekty	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Education Itinerant Services	09/06/2023 05/21/2024 1:1	3 Weekly		Parent Counseling and Training	09/06/2023 06/21/2024 Individual	1 Monthly	60
Amendment	Classified Preschool	Preschool	Special Class	09/06/2023 06/26/2024 12:1+2	5 Weekly	300 Classroom	Physical Therapy	09/06/2023 06/26/2024 Individual	2 Weekdy	· 30
Imendment	Classified Preschool	Preschool	Special Class	09/06/2023 06/26/2024 12:1+2	5 Weekly		Speech/Language Therapy	09/06/2023 06/26/2024 Individual	3 Weekly	30
unendment	Classified Preschool	Preschool		09/06/2023 05/26/2024 12:1+2	5 Weekly	300 Classroom	••	09/06/2023 06/26/2024 Individual	2 Weekly	30
Amendment	Classified Preschool	Preschool		09/06/2023 05/26/2024 12:1+2	5 Weekly	300 Classroom	Parent Counseling and Training	09/05/2023 05/26/2024 Individual	1 Monthly	60
Amendment	Classified Preschool	08/03/2023 Preschool					Occupational Therapy	09/05/2023 05/21/2024 Individual	2 Weekty	30
Amendment	Classified Preschool	Preschool						09/06/2023 06/21/2024 Individual	3 Weekdy	30
Amendment	Classified Preschool	08/07/2023 Preschool						09/05/2023 05/21/2024 Individual	1 Weekly	30
Amendment	Classified Preschool	Preschool						09/06/2023 06/21/2024 Individual	1 Weekly	60
Amendment	Classified	Preschool					Occupational Therapy	09/06/2023 06/21/2024 Individual	2 Weeldy	30
Amendment	Classified Preschool	Preschool						09/05/2023 05/21/2024 Individual	2 Weekly	30
Amendment	Classified Preschool	08/10/2023 Preschool	Special Class	09/05/2023 06/26/2024 12:1+1	5 Weekly		Speech/Language Therapy	09/05/2023 05/26/2024 Individual	3 Weekly	30
Amendment	Classified Preschool	Preschool		09/05/2023 05/26/2024 12:1+1	5 Weekly	300 Classroom	Occupational Therapy	09/05/2023 06/26/2024 Individual	2 Weekly	30
Amendment	Classified	Preschool	Special Class	09/05/2023 06/26/2024 12:1+1	S Weekly			09/05/2023 06/26/2024 Individual	2 Weekly	30
Amendment	Classified Preschool	Preschool		09/05/2023 05/26/2024 12:1+1	5 Weekly		Parent Counseling and	09/05/2023 06/26/2024 Individual	1 Monthly	60
latital Eligibility	Ineligible	07/13/2023 Preschool					Training			
Determination Meeting	7									

Total Records: 50 Total Students: 24 _____

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OHIOPYLE PRINTS, INC. 410 DINNERBELL RD OHIOPYLE, PA 15470-1002	WesBanco Bank, Inc. 69-3/434	30694
		_7/19/2023
PAY TO THE ORDER OFRocky Point Union Free School Dis		\$ **16.67
Rocky Point Union Free School District 362484003437 Greg Hilton 90 Rocky Point Yaphak Road MEMO Rocky Point, NY 11778	B PROTECTED AGAINST FRAUD B	DOLLARS

Frequently Asked Questions

Who is Ohiopyle Prints, Inc.?

Ohiopyle Prints, Inc. (OP), established in 1981, is the leading manufacturer and supplier of school spirit wear to grocery and pharmacy retailers. It is our desire, as well as the desire of our retail partners, to help financially support schools in the neighborhoods in which we work and live.

Why should I sign this non-exclusive agreement?

A signed licensing agreement helps inform school administrators, faculty, clubs and organizations of the relationship between OP and your school as well as how the program works.

Most colleges have licensing agreements to ensure they receive all royalties due on products bearing their Marks and can take action on those who do not have rights to use their Marks. With a signed agreement, we will provide you with a listing of the retailers carrying your schools products we manufacture with your Marks in addition to the royalties we pay.

We believe the retail sales of school products will continue to grow and increase your need to have a signed agreement just like colleges.

How do you determine the royalty payment and how often do you pay?

The royalties are calculated on 7% of the wholesale cost invoiced to our retail partners in your area. We will report and make payment to your school 30 days after the end of each quarter.

Does cashing this check obligate our school to anything?

No. You can cancel the program at any time.

What can our school use this money for?

Royalty checks are a general fund and may be used any way your school sees fit.

Will our school continue to receive royalty payments from OP if we do not sign an agreement?

Yes, unless we are instructed otherwise, we will continue to sell products using your school Marks to local retailers and send a voluntary royalty payment to your school.

Does our school have to do anything once we sign the agreement?

No. OP does everything for you. We do the selling, manufacturing, shipping, billing and royalty payments.

Does signing an agreement affect our booster clubs?

No. The licensing agreement does not affect or prevent your school organizations or booster clubs from selling or distributing products.

Can our school and booster clubs buy direct from OP?

Yes! We encourage you to order direct from OP. We offer a wide variety of trendy, high quality products. Please call 1-800-365-7365 for information and pricing. No royalties are collected or paid on products sold direct to schools or booster clubs.

Are there any liability risks for our school because of a signed agreement with OP?

No. OP assumes all liability for their products that are sold to retailers. OP meets or exceeds all requirements set by the Consumer Products Safety Improvement Act (CPSIA) for Lead, Phthalates and other harmful substances.

What are school Marks?

'Marks' means all of your school's service Marks, school name, nickname, mascot and related designs, logo graphics and symbols.

Will our school retain the rights to our Marks if we sign an agreement?

Yes. By signing the licensing agreement you have given OP the permission to use your Marks but have not given us the rights to your Marks.

Can our school terminate the agreement with OP?

Yes. You can terminate this agreement at any time and for any reason. Upon written notification to OP, we will discontinue all manufacturing but shall retain the right to sell any remaining inventory.

How do I identify OP products in my local retailers?

As of 2019, we have updated our product branding to reflect our company name, Ohiopyle Prints Inc, and honor our heritage with a new logo worded "Ohiopyle 81". You may find product in retail locations from past years containing the trademarked name "MyTown Originals®". All of our products contain a UPC code beginning with 7-49145.





HOLD TO LOWIT TO WORK TRUE WATERNAMIK SHIPPER	
ROCKY POINT PTA	DATE 6/30/2023 1-2/21
PAY TO THE OF ROCKY POINT Schools	pollars
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FOR ATTIS JUNIOP V TUCALUMACT MUDIC TITITA UNION	

AMERICAN RESCUE PLAN ("ARP") GRANT AMENDMENT RESOLUTION

To:	Rocky Point Board of Education
From:	Kevin Mann,
	President Rocky Point Rotary Club U.S.A.
Re:	Dedication/Donation of Two (2) Peace Poles
Date:	August 15, 2023

The Rocky Point Rotary Club is thrilled to donate two Peace Poles to the Rocky Point Union Free School District. The two peace poles are valued at \$360.00 each for a total of \$720.00. There are currently over 250,000 peace poles around the world. There is a website:RotaryPeacePoles.world that explains the importance of peace poles. The Rocky Point Rotary Club has arranged for peace poles for every school building in our catchment area-Miller Place, Longwood and Shoreham-Wading River.

Respectfully submitted,

Mr Kevin Mann President Rocky Point Rotary Club U.S.A. Lieutenant Governor East Rotary District 7255 Dear Mr. Rufa,

8/17/2023

I hope this letter finds you well. On behalf of the LIVCCPC (Rocky Point Cheerleading booster club), I am writing to express our enthusiasm for contributing to the Rocky Point Union Free School District's (RPUFSD). We are excited to offer a donation of \$1,347.10 to assist in the acquisition of mats for the program.

Enclosed with this letter, you will find a check in the amount of \$1,347.10 payable to the Rocky Point Union Free School District.

Please feel free to contact me at <u>rockypointcheerleading@gmail.com</u> or 631-7434620 if you have any questions or require further information.

Sincerely,

Stephanie Musraca LIVCCPC

LIVCC PARENT CLUB INC P.O. BOX 130 ROCKY POINT, NY 11778	8/17/23	228 51-7218/2211 B0655 Date @CHECK_AMMBR
Pay to the <u>RPUFSD</u> Order of <u><u>RPUFSD</u> One thousand three I</u>	hinched forty Deven	\$ 1,347. XX Dollars O Proto Beconstructure Details on back
People's United Bank	L	
For Cheer Mats	Stephanie	Musraaa No



Rocky Point Athletic Booster Club P.O. Box 272 Rocky Point, NY, 11778 rpathleticboosterclub@gmail.com 631-848-3760 8/23/2023

Rocky Point Union Free School District 90 Rocky Point - Yaphank Rd Rocky Point, NY, 11778

To whom it may concern,

I am writing to express my sincere admiration for the ongoing efforts of the Rocky Point School District in providing quality education and extracurricular opportunities for our community's youth. It is with great pleasure and a sense of commitment that the Rocky Point Athletic Booster Club offers a donation of \$2,503.90 to support the purchase of new cheer mats for the district's cheerleading program.

I believe that providing the cheerleaders with proper equipment, such as new mats, not only ensures their safety during practices and performances but also enhances their training experiences. I hope that this contribution will aid in fostering an environment where our young athletes can flourish and achieve their fullest potential.

Enclosed with this letter, you will find a check in the amount of \$2,503.90 which we humbly offer as our contribution towards this important initiative. It is our sincere wish that this donation will assist in providing the best possible resources for the Rocky Point School District's cheerleading program.

Thank you for your time, dedication, and commitment to our community's education.

Sincerely,

Andrew Weisman

Andrew Weisman, President, Rocky Point Athletic Booster Club

Enclosure: Donation Check

ANDREW WEISMAN, PRESIDENT • BRIAN WEINFELD, SECRETARY • ERNIE DANTUONO, TREASURER PO BOX 272, Rocky Point, NY 11778 • rpathleticboosterclub@gmail.com • www.rpathleticboosterclub.com

a 501 c3 nonprofit organization

ROCKY POINT ATHLETIC BOOSTER CLUB	148 2/22/23 876
Pay to the RPUFSD Order of RPUFSD Swe thousand Sive lundred Street	Date \$ 2,503, GD Dollars Difference Deposite Deposite Deposite Deposite Deposite Deposite Deposite
Bank America's Most Convenient Bank CHEER MATS For Genteral FULLDRAISER	Dello Call
Hanand Clarke	TD Bani, N.A.



School: Middle School

Department:

t: Kitchen

Name: Dawn Spadlafing

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
Milk Chest	4828328		1	Broken beyord repair
				. ,
				- 1 (
Requestor Signature	Y.L			Date: $\begin{array}{c} 7 \\ 7 \\ 7 \\ 7 \\ 7 \\ 7 \\ 7 \\ 7 \\ 7 \\ 7 $
Assistant Superintendent Signature	1 Chh			Date:



SURPLUS EQUIPMENT DISPOSAL

School:	FJC	Department:	Special-Ed	Name: Sue Artura
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		Duonorty		
Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
Clicker 5 Software CD			1	Obsolete
CO: Writer Software CD			6	Obsolete
Words Sofware CD			1	Obsolete
Chester Keys & Case			1	Obsolete
Oral Motor Exercises CD			1	Obsolete
		1		
Requestor Signature	Samo F	×		Date: 7/31/23
Requestor Signature	SAI		_	Date: $\frac{7/3}{2}$
	CAL			Date:

Assistant Superintendent Signature

SURPLUS EQUIPMENT DISPOSAL

Middle School School:

Department:

Kitchen

Name: Dawn Spadafing

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
Freezer	Model: DL2F-SA-HD Senal#13576333	#001741		obsolete
			2	
4 - h	$D \wedge$			
	\times 1			20/02

Requestor Signature

Date: P/10/23 Date:

Assistant Superintendent Signature

SURPLUS EQUIPMENT DISPOSAL

School: 178 - 123

Department: Technology

Name: John Raccis

		Property		
Description	Model#/Serial#	Tag #	Quantity	Reason for Disposal
Dauble computer			7	No longer needed/ outlived useful life
Station-wood-custom			/	authived uset life
mede				
)		
Requestor Signature	Jan Ja	Jui	~	$Date: \frac{\mathcal{B}}{\mathcal{F}} \cdot \frac{\mathcal{F}}{\mathcal{F}} \cdot \frac{\mathcal{F}$
Assistant Superintendent Signature	ALL			Date:



Technology

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL	LOCATION (Optional
HS Desktop	G2	2UA5371NPC	N/A	1	Past Useful Life	HS
HS Desktop	G2	2UA8121R14	5310	1	Past Useful Life	HS
HS Desktop	G2	2UA82824BN	N/A	1	Past Useful Life	HS
HS Desktop	G2	2UA82824BH	N/A	1	Past Useful Life	HS
HS Desktop	G2	2UA6170Z2W	3674	1	Past Useful Life	HS
HS Desktop	G2	MXL83724LY	N/A	1	Past Useful Life	HS
HS Desktop	G2	2UA7252888	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA828248T	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA828248X	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA72528D0	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA828247B	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA72528B8	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA8282498	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA828248F	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA828248K	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA72528CL	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA6262701	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA5381XCJ	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA62626X1	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA626270L	N/A	1	Past Useful Life	HS
HS Desktop	G3	2UA7252889	5128	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725288J	N/A	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725287L	5124	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528C8	5134	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA7252885	5133	1	Past Useful Life	FJC South Portable
HS Desktop	G2	2UA62626ZV	N/A	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528CM	5034	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528FL	5129	1	Past Useful Life	FJC South Portable

HS Desktop	G3	2UA72528FF	5125	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528FC	5130	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725287K	5099	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528BC	N/A	. 1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528FN	5016	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528DK	5113	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725287W	5045	1	Past Useful Life	FJC South Portable
HS Desktop	G5	MXL9295STM	5794	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA7252884	5123	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528BX	5132	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725289F	5105	1	Past Useful Life	FJC 176
HS Desktop	G5	MXL01422SY	7112	1	Past Useful Life	FJC 176
HS Desktop	G2	2UA4080RM4	N/A	1	Past Useful Life	FJC 130
HS Desktop	G3	2UA725288C	5122	1	Past Useful Life	FJC 128
HS Desktop	G3	2UA725288P	5121	1	Past Useful Life	FJC 128
HS Desktop	G3	2UA725289V	5120	1	Past Useful Life	FJC 126
HS Desktop	G3	2UA72528D1	N/A	1	Past Useful Life	FJC 136
HS Desktop	G3	USH737L10K	5104	1	Past Useful Life	FJC 138
HS Desktop	G3	2UA72528F6	5106	1	Past Useful Life	FJC 100
HS Desktop	G3	2UA72528B7	5032	1	Past Useful Life	FJC 116
HS Desktop	G3	2UA72528B4	5107	1	Past Useful Life	FJC 102
HS Desktop	G5	MXL01422SS	7120	1	Past Useful Life	FJC 102
HS Desktop	G3	2UA72528BV	5108	1	Past Useful Life	FJC 114
HS Desktop	G3	2UA72528DJ	5087	1	Past Useful Life	FJC 104
HS Desktop	G3	2UA725287Y	5110	1	Past Useful Life	FJC 106
HS Desktop	G3	2UA72528CN	5112	1	Past Useful Life	FJC 112
HS Desktop	G3	2UA72528CJ	5111	1	Past Useful Life	FJC South Portable
HS Desktop	G5	MXL01422QH	7114	1	Past Useful Life	FJC 170
HS Desktop	G3	2UA828248Y	N/A	1	Past Useful Life	FJC 170
HS Desktop	G3	2UA72528D5	5117	1	Past Useful Life	FJC 171

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HS Desktop	G3	2UA725288M	5116	1	Past Useful Life	FJC 171
HS Desktop	G3	2UA7252895	5115	1	Past Useful Life	FJC 173
HS Desktop	G3	MXL83724LX	N/A	1	Past Useful Life	FJC 173
HS Desktop	G3	2UA72528DP	5114	1	Past Useful Life	FJC 172
HS Desktop	G3	2UA725288R	N/A	1	Past Useful Life	FJC Library
HS Desktop	G2	2UA62626XJ	N/A	1	Past Useful Life	FJC Library
HS Desktop	G2	2UA626270D	N/A	1	Past Useful Life	FJC Library
HS Desktop	G3	2UA72528CQ	5109	1	Past Useful Life	FJC 1010
HS Desktop	G3	2UA725287N	5085	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725287M	5084	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725289D	5082	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528BK	5081	1	Past Useful Life	FJC 107
HS Desktop	G3	2UA72528BQ	5080	1	Past Useful Life	FJC 109
HS Desktop	G3	2UA82824B4	N/A	1	Past Useful Life	FJC 115
HS Desktop	G3	2UA72528B6	5079	1	Past Useful Life	FJC 115
HS Desktop	G3	2UA72528DT	5077	1	Past Useful Life	FJC 111
HS Desktop	G3	2UA72528BF	5078	1	Past Useful Life	FJC 113
HS Desktop	G3	2UA7252891	5095	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA72528CZ	5093	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725287X	5089	1	Past Useful Life	FJC South Portable
HS Desktop	G3	2UA725289T	5100	1	Past Useful Life	FJC 129
HS Desktop	G3	2UA72528B5	5092	1	Past Useful Life	FJC 139
HS Desktop	G3	2UA82824BX	N/A	1	Past Useful Life	FJC 131
HS Desktop	G5	MXL01422RP	7106	1	Past Useful Life	FJC 131
HS Desktop	G3	2UA7252881	5091	1	Past Useful Life	FJC 137
HS Desktop	G3	2UA72528B9	N/A	1	Past Useful Life	FJC 137
HS Desktop	G3	2UA725289R	5090	1	Past Useful Life	FJC 135
HS Desktop	G3	2UA72528D8	N/A	1	Past Useful Life	FJC 125

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Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

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The District has developed and will amend, as appropriate, a written Code of Conduct for the Maintenance of Order on School Property, including school functions, which shall govern the conduct of students, teachers and other school personnel, as well as visitors. The Board of Education shall further provide for the enforcement of such Code of Conduct.

For purposes of this policy, and the implemented Code of Conduct, school property means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of the District's elementary or secondary schools, or in or on a school bus; and a school function shall mean a school-sponsored extracurricular event or activity regardless of where such event or activity takes place, including those that take place in another state.

The District Code of Conduct has been developed in collaboration with student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The Code of Conduct shall include, at a minimum, the following:

- a) Provisions regarding conduct, dress and language deemed appropriate and acceptable on school property and at school functions, and conduct, dress and language deemed unacceptable and inappropriate on school property; provisions regarding acceptable civil and respectful treatment of teachers, school administrators, other school personnel, students and visitors on school property and at school functions; the appropriate range of disciplinary measures which may be imposed for violation of such Code; and the roles of teachers, administrators, other school personnel, the Board of Education and parents/persons in parental relation to the student;
- b) Standards and procedures to assure security and safety of students and school personnel;
- c) Provisions for the removal from the classroom and from school property, including a school function, of students and other persons who violate the Code;
- d) Provisions prescribing the period for which a disruptive student may be removed from the classroom for each incident, provided that no such student shall return to the classroom until the Principal (or his/her designated School District administrator) makes a final determination pursuant to Education Law Section 3214(3-a)(c) or the period of removal expires, whichever is less;
- e) Disciplinary measures to be taken for incidents involving the possession or use of illegal substances or weapons, the use of physical force, vandalism, violation of another student's civil rights, harassment and threats of violence;

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

- f) Provisions for detention, suspension and removal from the classroom of students, consistent with Education Law Section 3214 and other applicable federal, state and local laws, including provisions for school authorities to establish procedures to ensure the provision of continued educational programming and activities for students removed from the classroom, placed in detention, or suspended from school, which shall include alternative educational programs appropriate to individual student needs;
- g) Procedures by which violations are reported and determined, and the disciplinary measures imposed and carried out;
- h) Provisions ensuring the Code of Conduct and its enforcement are in compliance with state and federal laws relating to students with disabilities;
- i) Provisions setting forth the procedures by which local law enforcement agencies shall be notified of Code violations which constitute a crime;
- j) Provisions setting forth the circumstances under and procedures by which parents/persons in parental relation to the student shall be notified of Code violations;
- Provisions setting forth the circumstances under and procedures by which a complaint in criminal court, a juvenile delinquency petition or person in need of supervision ("PINS") petition will be filed;
- 1) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- m) A <u>minimum suspension period</u> for students who repeatedly are substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom, provided that the suspending authority may reduce such period on a case-by-case basis to be consistent with any other state and federal law. For purposes of this requirement, as defined in Commissioner's Regulations, "repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom" shall mean engaging in conduct which results in the removal of the student from the classroom by teacher(s) pursuant to the provisions of Education Law Section 3214(3-a) and the provisions set forth in the Code of Conduct on four (4) or more occasions during a semester, or three or more occasions during a trimester, as applicable;
- n) A <u>minimum suspension period</u> for acts that would qualify the student to be defined as a violent student pursuant to Education Law Section 3214(2-a)(a). However, the suspending authority may reduce the suspension period on a case-by-case basis consistent with any other state and federal law;

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Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY (Cont'd.)

- A Bill of Rights and Responsibilities of Students which focuses upon positive student behavior, and which shall be publicized and explained to all students on an annual basis; and
- p) Guidelines and programs for in-service education programs for all District staff members to ensure effective implementation of school policy on school conduct and discipline.

The Code of Conduct has been adopted by the Board of Education only after at least one public hearing that provided for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties. Copies of the Code of Conduct shall be disseminated pursuant to law and Commissioner's Regulations.

The District's Code of Conduct shall be reviewed on an annual basis, and updated as necessary in accordance with law. The School Board shall reapprove any updated Code of Conduct or adopt revisions only after at least one (1) public hearing that provides for the participation of school personnel, parents/persons in parental relation, students, and any other interested parties.

The District shall file a copy of its Code of Conduct and all amendments to the Code with the Commissioner of Education no later than thirty (30) days after their respective adoptions.

Privacy Rights

As part of any investigation, the District has the right to search all school property and equipment including District computers. Rooms, desks, cabinets, lockers, computers, etc. are provided by the District for the use of staff and students, but the users do not have exclusive use of these locations or equipment and should not expect that materials stored therein will be private.

Education Law Sections 2801 and 3214 Family Court Act Articles 3 and 7 Vehicle and Traffic Law Section 142 8 New York Code of Rules and Regulations (NYCRR) Section 100.2(l)(2)

NOTE: Refer also to Policy #7310 -- <u>School Conduct and Discipline</u> District Code of Conduct on School Property

Adoption Date 3/23/09 Revision Date Review Dates 7/11/11, 7/11/13, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/27/18, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23

20222023 5220 1 of 2

Non-Instructional/Business Operations

SUBJECT: DISTRICT INVESTMENTS

Whenever the District has funds (including operating funds, reserve funds and proceeds of obligations) that exceed those necessary to meet current expenses, the Board of Education shall authorize the District Treasurer to invest such funds in accordance with all applicable laws and regulations and in conformity with the guidelines established by this policy.

Objectives

The objectives of this investment policy are as follow:

- a) Investments shall be made in a manner so as to safeguard the funds of the School District; and
- b) Bank deposits shall be made in a manner so as to safeguard the funds of the School District.
- c) Investments shall be sufficiently liquid so as to allow funds to be available as needed to meet the obligations of the School District.
- d) Funds shall be invested in such a way as to earn the maximum yield possible given the first three (3) investment objectives.

Authorization

The authority to deposit and invest funds is delegated to the District Treasurer. These functions shall be performed in accordance with the applicable sections of the General Municipal Law and the Local Finance Law of the State of New York.

The District Treasurer may invest funds in the following eligible investments:

- a) Obligations of the State of New York.
- b) Obligations of the United States Government or any obligations for which principal and interest are fully guaranteed by the United States Government.
- c) Time Deposit Accounts placed in a commercial bank authorized to do business in the State of New York, providing the account is collateralized as required by law. (Banking Law Section 237(2) prohibits a savings bank from accepting a deposit from a local government. This also applies to savings and loan associations.)

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-	2 of 2

SUBJECT: DISTRICT INVESTMENTS (Cont'd.)

- d) Transaction accounts (demand deposits) both interest bearing and non-interest bearing that do not require notice of withdrawal placed in a commercial bank authorized to do business in the State of New York, providing the account is collateralized as required by law.
- e) Certificates of Deposits placed in a commercial bank authorized to do business in the State of New York providing the Certificates are collateralized as required by law.

Implementation

Using the policy as a framework, regulations and procedures shall be developed which reflect:

- a) A list of authorized investments;
- b) Procedures including a signed agreement to ensure the School District's financial interest in investments;
- c) Standards for written agreements consistent with legal requirements;
- d) Procedures for the monitoring, control, deposit and retention of investments and collateral which shall be done at least once a month;
- e) Standards for security agreements and custodial agreements consistent with legal requirements;
- f) Standards for diversification of investments with firms and banks with whom the School District transacts business

This policy shall be reviewed and re-adopted at least annually or whenever new investment legislation becomes law, as staff capabilities change, or whenever external or internal issues warrant modification.

Education Law Sections 1604-a, 1723(a), 2503(1) and 3652 General Municipal Law Section 39 Local Finance Law Section 165

20222023 5410 1 of 6

Non-Instructional/Business Operations

SUBJECT: PURCHASING

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent designated by the Board of Education. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet District needs.

Competitive Bids and Quotations

As required by law, the Superintendent will follow normal bidding procedures in all cases where needed quantities of like items will total the maximum level allowed by law during the fiscal year, (similarly for public works-construction, repair, etc.) and in such other cases that seem to be to the financial advantage of the School District.

A bid bond may be required if considered advisable.

No bid for supplies shall be accepted that does not conform to specifications furnished unless specifications are waived by Board action. Contracts shall be awarded to the lowest responsible bidder who meets specifications. However, the Board may choose to reject any bid.

Rules shall be developed by the administration for the competitive purchasing of goods and services.

The Superintendent may authorize purchases within the approved budget without bidding if required by emergencies and are legally permitted.

The Superintendent is authorized to enter into cooperative bidding for various needs of the School District.

Request for Proposal Process for the Independent Auditor

In accordance with law, no audit engagement shall be for a term longer than five (5) consecutive years. The District may, however, permit an independent auditor engaged under an existing contract for such services to submit a proposal for such services in response to a request for competitive proposals or be awarded a contract to provide such services under a request for proposal process.

Procurement of Goods and Services

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;

20222023	5410
	2 of 6

SUBJECT: PURCHASING (Cont'd.)

- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c) Guard against favoritism, improvidence, extravagance, fraud and corruption.

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Article 5-A; State Finance Law, Section 162; State Correction Law, Section 184; or those circumstances or types of procurements set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law Section 104-b;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons;
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the District; and
- g) Identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

The Board of Education shall solicit comments concerning the District's policies and procedures from those employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

Best Value

Effective January 27, 2012, General Municipal Law (GML) Section 103 was amended to permit a school district or BOCES to award purchase contracts in excess of twenty thousand dollars (\$20,000) on the basis of "best value", rather than on the basis of the lowest responsible bid. The Board of Education must adopt a resolution at a public meeting authorizing the award of bids based on "best

20222023 5410 3 of 6

Non-Instructional/Business Operations

SUBJECT: PURCHASING (Cont'd.)

I

value." The Board of Education may also approve "best value" bid award recommendations on an individual bid basis at a scheduled public meeting. A best value award is one that optimizes quality, cost and efficiency, typically applies to complex services and technology contracts and is quantifiable whenever possible.

"Piggybacking" Law - Exception to Competitive Bidding

On August 1, 2012, General Municipal Law (GML) Section 103 was amended to allow school districts to purchase certain goods and services (apparatus, materials, equipment and supplies) through the use of contracts let by the United States or any agency thereof, any state, and any county, political subdivision or district of any state. The amendment authorizes school districts and BOCES to "piggyback" on contracts let by outside governmental agencies in a manner that constitutes competitive bidding "consistent with state law."

This "piggybacking" is permitted on contracts issued by other governmental entities, provided that the original contract:

- a) Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district therein;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and
- c) Was let in a manner that constitutes competitive bidding consistent with New York State law and is not in conflict with other New York State laws.

The "piggybacking" amendment and the "best value" amendment may not be combined to authorize a municipality to "piggyback" onto a cooperative contract which was awarded on the basis of "best value." In other words, while a school district or BOCES may authorize the award of contracts on the basis of "best value", it may not "piggyback" onto a purchasing contract awarded by another agency on the basis of "best value."

Alternative Formats for Instructional Materials

Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in the School District). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

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Non-Instructional/Business Operations

SUBJECT: PURCHASING (Cont'd.)

As required by federal law and New York State Regulations, the District has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities. Each school district has the option of participating in the National Instructional Materials Access Center (NIMAC). Whether a district does or does not participate in NIMAC, the district will be responsible to ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards. The New York State Education Department (NYSED) recommends that school districts choose to participate in NIMAC, because this national effort to centralize the distribution of instructional materials in alternate formats will help guarantee timely provision of such materials to students.

For school districts, Boards of Cooperative Educational Services (BOCES), State-operated schools, State-supported schools and approved private schools that choose to participate in NIMAC, contracts with publishers executed on and after December 3, 2006 for textbooks and other printed core materials <u>must</u> include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

For more information regarding NIMAC including model contract language, Steps for Coordinating with NIMAC and an IDEA Part B Assurances Application, see website: http://www.vesid.nysed.gov/specialed/publications/persprep/NIMAS.pdf

Geographic Preference in Procuring Local Agricultural Products

Schools participating in Child Nutrition Programs such as the National School Lunch Program, School Breakfast Program and/or Special Milk Program are encouraged to purchase unprocessed locally grown and locally raised agricultural products. A School District may apply an optional geographic preference in the procurement of such products by defining the local area where this option will be applied. The intent of this preference is to supply wholesome unprocessed agricultural products that are fresh and delivered close to the source.

A geographic preference established for a specific area adds additional points or credits to bids received in response to a solicitation, but does not provide a set-aside for bidders located in a specific area, nor does it preclude a bidder from outside a specified geographic area from competing for and possibly being awarded a specific contract.

Computer Software Purchases

Software programs designated for use by students in conjunction with computers of the District shall meet the following criteria:

a) A computer program which a student is required to use as a learning aid in a particular class; and

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Non-Instructional/Business Operations

SUBJECT: PURCHASING (Cont'd.)

b) Any content-based instructional materials in an electronic format that are aligned with State Standards which are accessed or delivered through the internet and based on a subscription model. Such electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

Environmentally Sensitive Cleaning and Maintenance Products

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2007 school year, the District shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

Non-Competitive Bidding Purchases

The Board's internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is <u>not</u> required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel or sports equipment, from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

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SUBJECT: PURCHASING (Cont'd.)

1

Contracts for Goods, Services and Public Works

No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

No Board member or employee of the School District shall have an interest in any contract entered into by the Board or the School District.

Per General Municipal Law Section 103(5), upon the adoption of a resolution by a vote of at least three-fifths (3/5) of all Board members stating that for reasons of efficiency or economy there is need for standardization, purchase contracts for a particular type or kind of equipment, materials or supplies of more than twenty thousand (\$20,000) dollars may be awarded by the Board to the lowest responsible bidder furnishing the required security after advertisement for sealed bids in the manner provided in law. In addition, the Board is required to award all contracts for public works in excess of thirty-five thousand dollars (\$35,000) to the lowest responsible bidder after advertising for public sealed bids.

7 CFR 210.21, 215.14(a) and 220.16 20 USC Section 1474(e)(3)(B) Education Law Sections 305(14), 409-I, 701, 751(2)(b), 1604, 1709, 1950, 2503, 2554 and 3602 General Municipal Law Articles 5-A, 18 and Section 103 State Finance Law Sections 162 and 163-b 8 NYCRR Sections 155, 170.2, 200.2(b)(10), 200.2(c)(2) and 200.2(i)

NOTE: Refer also to Policy #5660 -- Meal Charging and Prohibition Against Meal Shaming

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SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies.

These plans will be reviewed by the appropriate team on at least an annual basis and updated as needed by September 1. Specifically, the Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plans may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. Additionally, the District-wide school safety plan will designate the Superintendent or designee as the chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and for ensuring staff understanding of this plan. Similarly, the Superintendent will be responsible for ensuring the completion and yearly updating of building-level emergency response plans.

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the School District that addresses prevention and intervention strategies, emergency response and management at the District level and has the contents as prescribed in Education Law and Commissioner's Regulations.

The *District-wide school safety plan* shall be developed by the District-wide school safety team appointed by the Board of Education. The District-wide team shall include, but not be limited to, representatives of the School Board, student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

The plan will further address, among other items as set forth in Education Law and Commissioner's regulations, how the District will respond to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves (e.g., suicide).

Building-Level School Safety Plans

Building-level school safety plan means a building-specific school emergency response plan, or a component part of the district-wide safety plan, that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations. As part of this plan, the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

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SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

The building-level plan shall be developed in accordance with the guidelines contained with the District safety plan and in compliance with applicable regulations and law.

Classroom door vision panels will not be covered except as outlined in the building-level emergency response plan.

Training Requirement

The District will submit certification to the New York State Education Department that all District and school staff have received annual training on the emergency response plan, and that this training included components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire, or as part of the District's existing new hire training program, whichever is sooner.

Filing/Disclosure Requirements

The District shall file a copy of its comprehensive District-wide school safety plan and any amendments thereto with the Commissioner of Education in accordance with the procedure for same, as promulgated by the Commissioner of Education. Building-level emergency response plans shall be confidential and shall **not** be subject to disclosure under the Freedom of Information Law or any other provision of law.

Homeland Security Presidential Directives - HSPD-5, HSPD-8 Homeland Security Act of 2002, 6 United States Code (USC) Section 101 Education Law §§ 807, 2801-a Public Officers Law Article 6 8 New York Code of Rules and Regulations (NYCRR) Section 155.17

20222023

1 of 7 Students

SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE ATTENDANCE PLAN

Objectives

Attendance is a critical factor in school success for students. Studies have shown that consistent school attendance, academic success, and school completion have a positive correlation. The educational process requires continuity of instruction and students need to experience classroom discussions, debate, and independent study in order to increase achievement. The purpose of Rocky Point School District's Attendance policy is to ensure the maintenance of an adequate record of verifying the attendance of all children during days of instruction and to establish a mechanism by which the patterns of pupil absence can be examined to develop effective intervention strategies. This procedure will permit each school to know the whereabouts of every student for safety and school management reasons and will help students succeed at meeting the New York State learning standards.

School attendance is both a right and responsibility in New York State. Children have the right to attend school between the ages of 5 and 21. Parents are expected to make sure that their children attend school on a regular basis. To implement a successful attendance policy, the District needs the cooperation of all members of the educational community, including parents, students, teachers, administrators, and support staff. Through the implementation of this policy the District expects to reduce the current level of unexcused absences, lateness, and early dismissals.

Strategies Employed to Accomplish Objectives

Rocky Point School District will employ the following strategies to ensure the effectiveness of this attendance policy.

Increase awareness of policy among students by:

- a) Including a copy in the student agenda book for 6th through 12th grade students.
- Request signatures from students in grades 6 through 12 indicating that they have read and understand the goals and consequences established for them in the District's Attendance Policy.
- c) Including a copy of policy on the district's Web site. (www.rockypointschools.org)

(Continued)

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2 of 7 Students

SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE ATTENDANCE PLAN (Cont'd.)

Increase awareness of policy among parents by:

- Including a summary of the policy with the mailing/ConnectEd inviting parents to Open School Night.
- b) Request a parent signature on policy indicating that they have read and understand what is expected of his/her child.
- c) Including a summary of attendance requirements in the school district's calendar.
- Reminding them of attendance requirements when daily phone calls are made to verify student absence.
- e) Including a copy of policy on the district's Web site. (www.rockypointschools.org)

General Procedures

Each absence, late, and early dismissal will be recorded as excused or unexcused along with a code noting specific reason for absence. <u>Excused absences are defined as</u>: an absence due to personal illness, illness or death in the family, religious observance, quarantine, required court appearances, approved college visits, approved cooperative work programs, or military obligations. All other absences, lateness, or early dismissals will be considered unexcused.

On the secondary level, grades 6 through 12, attendance will be taken during each class period and compiled in a central location within each school. A designated staff member responsible for attendance will cross reference class absence with daily absentee list. A mechanism for transferring classroom attendance data to the building level has been developed.

On the elementary level (grades K through 5), attendance will be taken on a subject by subject basis (ELA/Math/Social Studies/Science) during each assigned period.

Any absence, lateness, or early dismissal must be accounted for. It is the parents' responsibility to notify the school within 24 hours of the absence AND to provide a written excuse upon the student's return to school. The written note should include student's name, date of absence, reason for the absence, and parent's signature. This note should be brought to the main office when he/she returns to school. Each day a child is absent a phone call from the parent is requested; however, all absences will be recorded as unexcused until a written note is received. At the secondary level it is the student's responsibility to provide documentation for all in-school appointments that will prevent a student from attending class prior to dismissal from class.

SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE ATTENDANCE PLAN (Cont'd.)

Parents will be notified if their child is absent, late, or departs early from school. Students in grades 9 through 12, who enter school late with an unexcused reason, will be assigned after school detention. When a student is out of school for ten or more consecutive days or is hospitalized for any period of time, the parent or guardian must contact the health office prior to the student returning to school to set up a re-entry interview.

Minimum Attendance Requirements for 9th through 12th Grade Students

The high school attendance requirement states, in part, that to be granted academic credit for any course, a student must earn a passing grade in the course and attend each class a minimum of eighty five percent (85%) of the time.

Students will not receive course credit if absent more than:

Full-year course 28 days Full-year alternating day course 14 days Half-year course 14 days

In each course, when a student exceeds the maximum number of absences, this student's work will no longer be evaluated. A notation of "no grade" for all subsequent reporting periods and exams will be entered on the report card. Students who have failed to meet the attendance requirements will be denied academic credit but will be responsible to complete course assignments while they audit the course. If a student is eligible to take a Regents examination, pursuant to Commissioner's Regulations, the score will be noted on the student's permanent record.

Applicability

- a) This policy shall apply to students in grades 9 through 12 and for accelerated 8th grade students enrolled in courses where they earn high school credit.
- b) This policy shall apply to each course independently.
- c) This policy shall apply to students with a handicapping condition unless otherwise noted in their individualized educational program or 504 plan.
- d) Students attending classes at other facilities, such as a BOCES center, shall be subject to the attendance policies at those other facilities. In addition, this policy shall apply for the portion of the students' program for which they are enrolled at Rocky Point High School.
- e) New students to the high school, who enroll after the first semester, shall be entitled to half the number of allowable absences for each scheduled course.
- f) Students who transfer from one class to another during the school year will have their class attendance transfer to the new class.

SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE ATTENDANCE PLAN (Cont'd.)

Absences

- a) All absences from class will be covered by this policy. <u>No distinction will be made between</u> <u>the classification of excused or unexcused when determining the total number of days absent</u> <u>from each course.</u>
- b) Students shall not be considered absent when they are authorized by school officials to be somewhere other than in their regularly scheduled class. For example, if school personnel expect a student to report elsewhere during their regularly scheduled class time for such activities as meetings, conferences with school personnel, testing, physical exams, music lessons, or field trips, the student shall not be considered absent. It is the responsibility of the student and/or the designated staff member to provide the teacher with written documentation to attend these sessions before they are permitted to leave the class.
- c) Absences resulting from the student being assigned to the alternative learning program will not count as a class absence. Absences resulting from a student assigned to out-of-school suspension will not count as an absence.
- d) Students who, for any reason, are removed from the Regular Attendance Register and placed on Homebound Instruction shall not be considered absent from their regular classes during that time.

Notification Sequence

The following refers to the notification process pertaining to the number of absences in a single course. A student may be notified several different times if excessive absences exist in more than one class.

a) As soon as possible after the fourteenth, twenty-first, and twenty-eighth absence from a full year course, the high school administration shall send written notification to the student's parent(s) and guidance counselor. The letters shall notify the parent(s) as follows:

After the 14th absence:	The student has been absent half the number of maximum
After the 21st absence:	absences and may lose credit if absences continue. The student has only seven absences remaining and will lose
After the 28th absence:	credit if absences exceed the limit. The student will not receive credit due to excessive absenteeism.

b) Similarly, as soon as possible after the sixth, tenth, and fourteenth absence from a half-year course, or a full-year alternating day course, the high school administration shall send written notification to the student's parent(s) and guidance counselor. The letters shall notify the parent(s) as follow:

5 of 7 Students

SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE ATTENDANCE PLAN (Cont'd.)

After the 6th absence:	The student has been absent nearly half the number of maximum absences and may lose credit if absences continue.
After the 10th absence:	The student has only four absences remaining and will lose
After the 14th absence:	credit if absences exceed the limit. The student will not receive credit due to excessive absenteeism.

In every letter to a student's parent(s), a request will be made for the parent to meet with the child's counselor. A phone call from the child's guidance counselor will follow this request. The impact of excessive absences on the student's education, possible intervention strategies to eliminate the problem, and the consequences associated with the student's absenteeism will be discussed. If contact between the parent(s) and the school is not made, the school may contact outside agencies for additional support in addressing the attendance problem. The parent(s) will have an opportunity to confer with the school staff; however, a conference with the parent(s) is not a prerequisite to denying academic credit to a student who has failed to meet the attendance requirements. The prime responsibility for the student's attendance in class rests with the student.

Appeals Process

For extenuating circumstances only, a parent has the right to file a written appeal for review by the appeals committee. The appeals committee will consist of an administrator, one counselor, and one teacher. The written appeal, including all supporting documentation, must be received by the Building Principal within ten (10) days of the date of the loss of credit letter. The committee will then rule on whether the student will continue as a regular student in the class or be placed on audit. The final decision will rest with the Principal. Any further absence during the appeals process may result in dismissal of appeal and loss of credit.

Minimum Attendance Requirements for 6th-8th Grade Students

The Middle School attendance requirement is consistent with the District's Attendance Policy. All students must attend each class a minimum of eighty-five percent (85%) of the time. This shall apply to all students in grades 6 through 8, unless otherwise stated on a classified student's individual educational plan or 504 plan. Eighth grade students taking courses for high school credit must maintain the minimum attendance requirements for students in grades 9 through 12. The High School definition of absences applies for all Middle School students.

Notification Sequence and Consequences

After 5th absence: Main office notification letter home.

Students

SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE ATTENDANCE PLAN (Cont'd.)

After 10th absence:	Letter and phone call requesting parental meeting with guidance counselor and student.
After 15th absence:	Letter and phone call requiring parental meeting with Assistant Principal.
After 20th absence:	Require meeting with Principal. Require medical documentation. PINS consideration and/or outside agency consideration.
After 25th absence:	Require meeting with Principal. PINS if no medical documentation is provided. Outside agency contacted if no medical documentation provided.
After 28th absence:	PINS and outside agency may be contacted. Principal's decision on retention regardless of academic standing.

Minimum Attendance Requirement for Pre-K through 5th Grade Students

The Elementary Schools' attendance requirement is consistent with the District's Attendance Policy. All students must attend class a minimum of eighty-five percent (85%) of the time. This shall apply to all students in grades Pre-K through 5. The school staff will discuss the importance of school attendance and offer assistance to parents and guardians of students who are excessively absent.

Notification Sequence

- a) As soon as possible after the tenth day of absence and/or tardiness, the school administration shall send written notification of the number of absences to the student's parent(s) or guardian(s) reminding them of the importance of regular attendance.
- *b)* As soon as possible after the twentieth day of absence and/or tardiness, the school administration shall send written notification of the number of absences to the student's parent(s) or guardian(s) expressing concern about the impact of excessive absences on the student's education. *(request a conference)*
- c) As soon as possible after the twenty-fifth day of absence and/or tardiness, the school administration shall arrange for a conference with the parent(s) or guardian(s) and shall consider contacting outside agencies to protect the interest of the child.

SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE ATTENDANCE PLAN (Cont'd.)

Consequences of Excessive Absenteeism at the Elementary Level

- a) A doctor's note may be required.
- b) A child must demonstrate competence for promotion to next grade level by performance on district's standardized tests.
- c) Referrals will be made to outside agencies for additional support towards attendance problem.

Incentives and Consequences for Attendance Patterns

Each school, where administration deems appropriate, may use the following list of incentives to encourage good attendance.

- a) Community donated gifts are given or raffled to students who meet attendance standards.
- b) Students who meet the attendance standard can eat in a special area or with a special person in the school.
- c) Field trip arranged for students who meet the attendance standards.
- d) Participation in extra curricula activities for students who meet attendance standards.
- e) Recognition award for one hundred percent (100%) attendance each term.
- f) Students with perfect attendance selected to park in choice locations.
- g) Attendance record used when considering issuance of working papers.

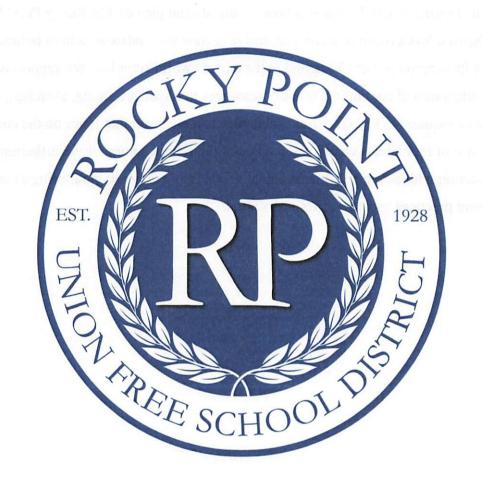
Each school, where the administration deems appropriate, may use the following list of sanctions to discourage poor attendance.

- a) Loss of the right to play sports.
- b) Loss of the right to participate in extra-curricula activities.
- c) Loss of the right to attend school-related trips.
- d) Loss of parking privileges.
- e) Revocation of student's employment permit.
- f) Attendance at meeting with parents, administration and counselor to discuss impact of excessive absences.
- g) Repetition of course or grade level due to excessive absences.

Review Dates 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/27/18, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23

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Rocky Point Union Free School District District Safety Plan



2023-2024 School Year

PROMULGATION STATEMENT

The Rocky Point Union Free School District is committed to the safety and security of students, faculty, staff, and visitors on its campus. In order to support that commitment, the School Board has asked for a thorough review of The Rocky Point Union Free School District emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human caused disasters.

The District Safety Plan that follows is the official plan of The Rocky Point Union Free School District. It is a result of a comprehensive review and update of school policies in the context of its location in New York and in the current world situation. We support its recommendations and commit the school's resources to ongoing training, exercises, and maintenance required to keep it current. This plan is a blueprint that relies on the commitment and expertise of individuals within and outside of the school community. Furthermore, clear communication with emergency management officials and ongoing monitoring of emergency management practices and advisories is essential. **INTENTIONALLY LEFT BLANK**

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THE ROCKY POINT UNION FREE SCHOOL DISTRICT

DISTRICT-WIDE SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17 Project 14

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law.

This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Rocky Point Union Free School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates ongoing district-wide cooperation and support of Project SAVE.

GENERAL CONSIDERATIONS

A. Purpose

The Rocky Point Union Free School District-wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the Rocky Point Union Free School District Board of Education, the Superintendent of Rocky Point Union Free School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Rocky Point Union Free School District has appointed a district-wide school safety team. The members of the team and their positions or affiliations are as follows:

- > Dr. Scott O'Brien, Superintendent
- > Mrs. Susann Crossan, Assistant Superintendent
- > Mr. Chris Van Cott, Assistant Superintendent
- > Mr. Jonathon Rufa, Director of Physical Education, Health, Athletics, and Nurses o Alternate Chief Emergency Officer
- > Mr. Paul Martinez, Director of Facilities III
- > Mr. James Moeller, Principal, High School
- > Mr. Dawn Meyers, Principal, Middle School
- > Ms. Linda Greening, Principal, Joseph A. Edgar Elementary School
- > Mr. Jason Westerlund, Principal, Frank J. Carasiti Elementary School

C. Concept of Operations

- > The School Safety Plan is implemented as a matter of protocol. The activation of the Plan triggers the notification of the chain of command and the assessment of the activation of elements of the Plan.
- The School Safety Plan was developed through analysis of the local environment, emergency potential, and available resources. Through training and workshops that included school employees, administration, and local emergency services, the plan has been developed to address the specific needs of the Rocky Point Union Free School District and the community.
- ▷ In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Emergency Response Team. The Building Principal is responsible for notifying the Superintendent, or the highest-ranking person in the chain of command. This notification shall be accomplished through the use of telephone or the district's radio network.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified.
- > County & state resources supplement the building's emergency action planning:
 - ✓ State and local law enforcement provide building reviews and employee training.
 - ✓ Local law enforcement and emergency services may participate in planning and training exercises and develop strategies for managing building-level emergencies.
 - ✓ A protocol exists for the school district to use certain facilities for sheltering during times of emergencies.
 - ✓ A protocol exists for the use of community mental health resources during post incident response.

D. Plan Review and Public Comment

- > This plan shall be made available for public comment and shall be adopted by the Board of Education pursuant to Commissioner's regulations.
- Full copies of the Building Safety Plan and any amendments shall be made available to the New York State Education Department via the District's website or upon request.
- ➤ This plan shall be reviewed periodically and maintained by the District-wide School Safety Team and the School Safety Team. The required annual review shall be completed on or before July 1 of each year after its adoption by the Board of Education.

E. Mission and Goals

- A. The mission of The Rocky Point Union Free School District in an emergency/disaster is to: Protect lives and property; Respond to emergencies promptly and properly; Coordinate with local emergency operations plans and community resources and aid in recovery from disasters.
- B. The goals of The Rocky Point Union Free School District are to:
 - 1. Provide emergency response plans, services, and supplies for all facilities and employees; 2. Ensure the safety and supervision of students, faculty, staff and visitors to the school; 3. Restore normal services as quickly as possible; 4. Coordinate the use of school personnel and facilities; and 5. Provide detailed and accurate documentation of emergencies to aid in the recovery process.

RISK REDUCTION/PREVENTION AND INTERVENTION

Facilities Initiatives

The school has attempted to enhance the security of its facilities through a number of initiatives, including the following:

> The school has developed a visitor sign-in procedure and requires the use of visitor ID The school uses an employee identification badge system. The school has badges. developed a single point of access for visitors, with buzzer access systems to certain areas of the school building. The school has installed electronic security equipment.

Training, Drills, and Exercises

- > The school has established policies and procedures for school safety training for employees and students. Training includes:
 - ✓ The annual "early go home drill" to test evacuation and sheltering procedures.
 - \checkmark The school conducts fire drills throughout the course of the year in compliance with the SED schedule for the purpose of familiarizing employees and students with emergency procedures.
 - ✓ Building-level tabletop exercises.
- > The school conducts drills and other exercises to test and evaluate the effectiveness of the emergency response plan. SROs are invited to these drills/exercises. The building principal will forward a list to the Superintendent of emergency drills and fire drills completed during the school year. Each principal will be required to complete a minimum number of student drills as follows:

Fire & Emergency Drills

12 Drills Annually - 8 conducted between September 1 and December 31, 8 of the drills to be evacuation drills, 4 of the drills to be lockdown drills. Drills to be conducted at different times during the school day.

- > The school conducts tabletop exercises with the building-level safety teams to test the components of the emergency response plan.
- > Topics for training may include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, and reporting requirements and procedures.

Early Detection of Potentially Violent Behaviors

Each school building within the District employs an Instructional Support Team (IST) comprised of building administration, guidance, faculty and members of Pupil Personnel services; i.e. As part of the IST's mission, the team reviews incidents of threatening mental health staff. behavior by students (current and former), parents, school employees, or other individuals. This team meets weekly to review cases and discuss potential interventions such as individual/group counseling and/or resources for the household. Relevant information is shared with faculty & staff as needed.

Reporting Potentially Violent Incidents

The District employs the "Report It" app, which is an anonymous reporting tool open to students & staff to submit reports of concerning behaviors. District has used this app for several years and promotes it throughout its school buildings. In addition, a variety of student programs aimed at improving the communication of reporting potentially violent incidents are embedded into the curriculum; i.e. Challenge Day (teaches acceptance & respect), grade-level assemblies on "see something, say something" and how to report issues, SCPD SRO assemblies ("stranger danger"), conflict resolution training and mentoring programs involving faculty & students.

Explanation of Terms

A. Acronyms

- ✓ AED Automated External Defibrillator
- ✓ CERT Community Emergency Response Team
- ✓ CFR Code of Federal Regulations
 ✓ CPR Cardio-Pulmonary Resuscitation
- ✓ DWST District-wide School Safety Team
- ✓ EOC Emergency Operations Center
- ✓ EOPT Emergency Operations Planning Team
- ✓ EPI **Emergency Public information**
- ✓ FEMA Federal Emergency Management Agency

- ✓ Hazmat Hazardous Material
- ✓ IC Incident Commander
- ✓ ICP **Incident Command Post**
- ✓ ICS Incident Command System
- ✓ NIMS National Incident Management System
- ✓ SC School Commander
- ✓ SOPs Standard Operating Procedures
- ✓ UC Unified Command

Definitions

Emergency Public Information (EPI)

This includes any information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.

Emergency Situation

As used in this plan, this term is intended to describe a range of situations, from a specific isolated emergency to a major disaster.

Emergency

Defined as any incident human-caused or natural that requires responsive action to protect lives and property. An emergency is a situation that can be both limited in scope and potential effects or impact a large area with actual or potentially severe effects. Characteristics of an emergency include:

- A. Involves a limited or large area, limited or large population, or important facilities.
- B. Evacuation or in-place sheltering is typically limited to the immediate area of the emergency.
- C. Warning and public instructions are provided in the immediate area, not communitywide.
- D. One or more local response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- E. May require external assistance from other local response agencies or contractors.
- F. May require community-wide warning and public instructions.
- G. The EOC may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- A. Involves a large area, a sizable population, and/or important facilities.
- B. May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- C. Requires community-wide warning and public instructions.
- D. Requires a response by all local response agencies operating under one or more ICs.
- E. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

F. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

Hazard Analysis

A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

Hazardous Material (Hazmat)

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazmats include toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

Inter-Local Agreement

These are arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. This is commonly referred to as a mutual aid agreement.

Standard Operating Procedures (SOP)

SOP's are approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

Assumptions

Assumptions reveal the limitations of the Safety Plan by identifying what was assumed to be true during development. These allow users to foresee the need to deviate from the plan if certain assumptions prove not to be true during operations.

- A. The Rocky Point Union Free School District will continue to be exposed to and subject to the impact of those hazards described in the Hazard Summary, as well as, lesser hazards and others that may develop in the future.
- B. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- C. A single site emergency, i.e. fire, gas main breakage, etc., could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.
- D. Following a major or catastrophic event, the school will have to rely on its own resources to be self-sustaining for up to 72 hours.
- E. There may be a number of injuries of varying degrees of seriousness to faculty, staff and/or students. However, rapid and appropriate response will reduce the number and severity of injury.

- F. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the School to be prepared to carry out the initial emergency response on an independent basis.
- G. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve the School's readiness to deal with emergency situations.
- H. A spirit of volunteerism among school employees, students and families will result in their providing assistance and support to emergency response efforts.

Limitations

The Rocky Point Union Free School District affirms that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, the School can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

CONCEPT OF OPERATIONS

Objectives

The objectives of school safety programs are to protect the lives and well-being of students and staff through the prompt and timely response of trained school personnel should an emergency affect the school.

General

- A. It is the responsibility of the School officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the district.
- B. It is the responsibility of the school to provide emergency response education and training for school personnel.
- C. It is the responsibility of the School Principal, or a designated person, to conduct drills and exercises to prepare school personnel as well as students for an emergency situation.
- D. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
- E. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and identifies immediate action functional protocols as well as guidelines for responding to specific types of incidents.
- F. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district/school. We encourage the use of IVCS to perform non-emergency tasks to promote familiarity with the system. All district and site personnel should be trained in ICS.
- G. The National Incident Management System (NIMS) establishes a uniform set of processes, protocols, and procedures that all emergency responders, at every level of government will use to conduct response actions. This system ensures that those involved in emergency response operations understand what their roles are and have the tools they need to be effective.

- H. According to the US Department of Homeland Security, school districts are among local agencies that must comply with NIMS. Compliance can be achieved through coordination with other components of local government and adoption of ICS to manage emergencies in schools. School district participation in local government's NIMS preparedness program is essential to ensure that emergency responder services are delivered to schools in a timely and effective manner. The Rocky Point UFSD recognizes that staff and students will be first responders during an emergency. Adopting NIMS will enable staff and students to respond more effectively to an emergency and enhance communication between first responders and emergency responders. The Rocky Point UFSD will work with its local government to become NIMS compliant. NIMS compliance for school districts includes the following:
 - Institutionalize the use of the Incident Command System staff and students tasked in the plan will receive ICS 100 training. ICS-100 is a web-based course available free from the Emergency Management Institute. All persons tasked in the Basic Plan or annexes will take the ICS-100 course.
 - Complete NIMS awareness course IS-700 NIMS: An introduction. IS-700 is a web-based course available from the Emergency Management Institute. All persons tasked in the Basic Plan or annexes will take the IS-700 course.
 - > Participate in local government's NIMS preparedness program.
- I. Personnel tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. The school is charged with insuring the training and equipment necessary for an appropriate response are in place.
- J. This plan is based upon the concept that the emergency functions that must be performed by the school generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

OPERATIONAL GUIDANCE

Initial Response

- 1. School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved and will transfer command and incident management to the appropriate emergency responder agency with legal authority to assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.
- 2. The Principal will be responsible for activating the school safety plan and the initial response which may include:
 - A. **Evacuation** When conditions are safer outside than inside a building. Requires all staff and students to leave the building immediately.
 - B. **Lockout** When conditions are safer inside a building than outside. Requires all staff and students to go to safe places in the building from outside the building.

- C. Lockdown When a person or situation presents an immediate threat to students and staff in the building. All exterior doors and classroom doors are locked and students and staff stay in their offices, work areas and classrooms.
- D. Shelter-in-place When conditions are safer inside the building than outside. For severe weather sheltering, students and staff are held in the building safe areas and interior rooms or basement away from windows. For hazardous material release outdoors with toxic vapors, students and staff are to remain in their classrooms, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.
- E. **Drop, cover and hold** Students and staff drop low, take cover under furniture, cover eyes, head with hands and arms and protect internal organs.

Notification Procedures

- 1. In case of an emergency in the school, the flow of information after calling 9-1-1 shall be from the school Principal to the district office. Information should include the nature of the incident and the impact on the facility, students and staff.
- 2. In the event of a fire, any one discovering the fire shall activate the building fire alarm system. Unless there is a lock down incident or a shelter in place incident in progress, the building shall be evacuated. In the event that a lock down or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.
- 3. In the event the School is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school District Superintendent. Specific guidelines are found in the individual annexes and appendices.

Training and Exercise

- 1. The Rocky Point UFSD understands the importance of training, drills and exercises in the overall emergency management program. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drills and exercise actions will occur.
- 2. Training and refresher training sessions shall be conducted for all school personnel.
 - a. All staff will undergo training on the building-level.
 - b. Training will include components on violence prevention and mental health including training on policy and procedure for responding to implied or direct threats by students against themselves (including suicide) and the notification of parents, guardians and persons in parental relation to an individual student in the event of an implied or direct threat by the student against themselves (including suicide).
- 3. Records of the training provided including date(s), type of training and participant roster will be maintained.
- 4. Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices. Input from all employees is encouraged.
- 5. The Rocky Point Union Free School District plans for Evacuations, Shelter-in place and Bus Evacuation drills. The types of drills and exercises will be coordinated by the District Emergency Management Coordinator.
- 6. The Rocky Point UFSD may participate in any external drills or exercises sponsored by local emergency responders. Availability of school personnel and the nature of the drill or exercise shall govern the degree to which the district will participate as it relates to improving the school's ability to respond and deal with emergencies.

Implementation of the Incident Command System (ICS)

- 1. The designated incident commander (IC) for the school will implement the ICS team and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
- 2. For disaster situations, a specific incident site may not yet exist in the initial response phase and the local Emergency Operation Center may accomplish initial response actions, such as mobilizing personnel and equipment, issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post may be established at the school, and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

Source and Use of Resources

The Rocky Point Union Free School District will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:

- Α. Request assistance from volunteer groups active in disasters.
- Request assistance from industry or individuals who have resources needed to Β. assist with the emergency situation.

Incident Command System (ICS)

- 1. The Rocky Point UFSD intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
- 2. The Incident Commander is responsible for carrying out the ICS function of commandmanaging the incident. The IC may be the superintendent or the building principal initially, but may transfer to the appropriate emergency responder agency official. In order to clarify the roles, the school official in charge will be known as the School Commander. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger emergencies, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
- 3. In emergency situations, where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, in most circumstances there will be a transition from the normal ICS structure to a Unified Command structure. Designated individuals from one or more response agencies along with the School Commander will work jointly to carry out the response. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

Incident Command System – Emergency Operations Center (EOC) Interface

- 4. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
- 2. The IC is generally responsible for field operations, including:
 - ➤ Isolating the scene

- Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
- > Warning the district/school staff and students in the area of the incident and providing emergency instructions to them.
- Determining and implementing protective measures (evacuation or in-place sheltering) for the district/school staff and students in the immediate area of the incident and for emergency responders at the scene.
- > Implementing traffic control arrangements in and around the incident scene.
- Requesting additional resources from the EOC. The EOC is generally responsible for:
 - 1. Providing resource support for the incident command operations.
 - 2. Issuing community-wide warning
 - 3. Issuing instructions and providing information to the general public
 - 4. Organizing and implementing large-scale evacuation.
- > Organizing and implementing shelter and massive arrangements for evacuees.
- In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

ORGANIZATIONAL STRUCTURE FOR EMERGENCY MANAGEMENT

Most schools have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. School organization for emergencies include an executive group, emergency operations planning team/district-wide school safety team, emergency response teams, emergency services, and support services.

Executive Group

The Executive Group provides guidance and direction for school safety programs and for emergency response and recovery operations. The Executive Group includes the Superintendent (Chief Emergency Officer), District Emergency Management Coordinator (Alternate Chief Emergency Officer), Assistant Superintendent, Director of Facilities, School Principals and others designated in this plan or by the Superintendent of Schools.

Emergency Operations Planning Team/District-wide School Safety Team

The Emergency Operations Planning Team develops emergency operations plan for the district or schools, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates The Rocky Point Union Free School District planning activities and recruits members of the school's emergency response teams. There will be an EOPT at the district level and planning team at each school. The Emergency Operations Planning Team at the school level includes District Emergency Management Coordinator, Principal, School Resource Officer, Counselor(s), and Nurses(s). The emergency operations planning team/district-wide school safety team members are listed in Appendix 7.

Emergency Response Team

Emergency Response Teams assist the Incident Commander in managing an emergency and providing care for school employees, students and visitors before local emergency services arrive or in the event of normal local emergency services being unavailable. The Emergency Response Teams are included in the appendix.

PHASES OF EMERGENCY MANAGEMENT AND ASSIGNMENT OF RESPONSIBILITIES

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the school that possesses the most appropriate knowledge and skills. Other school personnel may be assigned support responsibilities for specific emergency functions.

The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Teachers, Emergency Services, and Support Services. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

This plan addresses emergency actions that are conducted during all four phases of emergency management.

Phase I - Mitigation/Prevention

Mitigation/Prevention addresses what can be done to reduce or eliminate risk to life and property.

The Rocky Point Union Free School District will conduct mitigation/prevention activities as an integral part of the school safety program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

- ✓ Hazard Analysis
- ✓ Identifying hazards
- ✓ Analyzing hazards
 - Mitigating/preventing hazards
 - ✓ Monitoring hazards
 - ✓ Student Prevention Programs

Program Initiatives

The district has developed a number of programs and activities to aid in risk reduction. These initiatives span from Kindergarten through 12th grade.

Grade Levels	Character Education	Social Skills Development	Positive Decision Making
K to 2	 Six Pillars of Character Connecting Character to Conduct 	 Bucket Filling Program Social Skills/Friendship Groups Second Step Big Buddy, Little Buddy 	 Piloted Programs: <i>I Can Problem Solve</i> Too Good For Drugs M & M Mentoring Red Ribbon Week
3 to 5	 Six Pillars of Character 	Social Skills/Friendship	Too Good For Drugs

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ina sing nang gang nang gang	 Daily Words of Wisdom Connecting Character to Conduct 	Groups Second Step Big Buddy, Little Buddy Peer Leadership Club	 Peer Mediation Caring Connections Red Ribbon Week
6 to 8	 Connecting Character to Conduct Connecting Character to Education Rachel's Challenge Student of the Month Character Counts Awards 	 Second Step Mentoring Programs Natural Helpers 	 Cyber Bullying & Internet Safety Police Smart Assemblies Red Ribbon Week
9 to 12	 Connecting Character to Conduct Challenge Day 	 Mentoring Programs Project Success 	 Conflict Mediation SADD Club Red Ribbon Week

In addition:

- The District Code of Conduct.
- > All employees received Child Abuse and Harassment training.
- > The district has a teacher referral program for student substance abuse.
- > The school has developed a Crisis Intervention/Response plan.
- > The district has a chapter of Students Against Destructive Decision-Making.
- Presentations on suicide prevention.
- In-district psychologists, social workers.
- Student Council.
- > Athletic Code of Conduct.
- Drug and alcohol counseling.

Responsibilities

The Superintendent

- ✓ Initiate, administer, and evaluate safety programs to ensure the coordinated response of all schools within the system.
- ✓ Implement the policies and decisions of the governing body relating to emergency management.

Emergency Operations Planning Team

✓ In conjunction with the district and local emergency services create and maintain the Emergency Operations Plan.

Teachers

- Implement Character Education, Social Skills Development and Positive Decision Making Curricula with K-12 students.
- Implement Health Education Curricula.

Technology/Information Services (Technology Director and Building Technology Staff)

- ✓ Assist in establishment/maintenance of emergency communications network.
- ✓ Establish and maintain, as needed, a stand-alone computer with student and staff data base for use at the emergency site.
- ✓ As needed, report various sites involved in the communication system if there are problems in that system.

<u>Phase II – Preparedness</u>

Preparedness focuses on the process of planning for the worst-case scenario.

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency operations program are:

a. Providing emergency equipment and facilities.

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- Emergency planning, including maintaining this plan, its annexes, and b. appendices.
- As practicable, involving emergency responders, emergency management С. personnel, other local officials, and volunteer groups who assist the school during emergencies in training opportunities.
- d. Conducting periodic drills and exercises to test emergency plans and training.
- Completing an After Action Review after drills, exercises and actual e. emergencies.
 - Revise this plan as necessary.

Responsibilities

The School Board

f.

- \checkmark Establish objectives and priorities for the school safety program and provide general policy guidance on the conduct of that program.
- ✓ Review school construction and renovation projects for safety.
- ✓ Appoint a District Emergency Management Coordinator to assist in planning and review and appoint the district-wide school safety team.

The Superintendent (*Chief Emergency Officer*)

- ✓ Obtain a resolution from the local school board giving needed authority and support to develop school emergency operations programs and plans.
- ✓ Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
- \checkmark Implement the policies and decisions of the governing body relating to emergency management.

District The Emergency Management Coordinator and/or **The Alternate Chief Emergency Officer**

- ✓ Establish a school safety plan review committee to approve and coordinate all emergency response plans.
- ✓ Serve as the staff advisor to the superintendent and principals on emergency management matters.
- \checkmark Keep the superintendent and principals appraised of the preparedness status and emergency management needs.
- ✓ Coordinate local planning and preparedness activities and the maintenance of this plan.
- \checkmark Prepare and maintain a resource inventory.
- ✓ Arrange appropriate training for district emergency management personnel and emergency responders.
- ✓ Coordinate periodic emergency exercises to test emergency plans and training.
- \checkmark Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- ✓ Serve as the school's Emergency Management Coordinator.
- \checkmark Organize the school's safety program and identify personnel, equipment, and facility needs.
- ✓ Encourage incorporation of emergency preparedness material into regular curriculum.
- \checkmark Provide copies of the school plan to the superintendent and other authorized parties.
- \checkmark Monitor developing situations such as weather conditions or incidents in the community that may impact the school.
- ✓ Create "Go Bags" for each school with appropriate maps, floor plans, faculty and student rosters, photos, bus routes, and other pertinent information to help manage the emergency

The School Principals

 \checkmark Ensure that the plan is coordinated with the district's plans and policies.

- ✓ Assign selected staff members to the Emergency Operations Planning Team who will develop the school's emergency operations plan.
- ✓ Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- ✓ Conduct drills and initiate needed plan revisions based on outcomes of drills.
- ✓ Assign school emergency responsibilities to staff as required. Such responsibilities include but are not limited to:
 - 1. Provide instruction on any special communications equipment or night call systems used to notify first responders.
 - 2. Appoint monitors to assist in proper evacuation.
 - 3. Ensure that all exits are operable at all times while the building is occupied.
 - 4. Ensure a preplanned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.

Crisis Response Teams

- ✓ Participate in the Community Emergency Response Team (CERT) program.
- ✓ Create annexes for their specific emergency function.

Teachers

- ✓ Prepare classroom emergency Go Kits.
- ✓ Participate in trainings, drills and exercises.
- ✓ Establish a buddy system for students and teachers with disabilities.

Technology/Information Services (Technology Director and Building Technology Staff)

- ✓ Assist in establishment/maintenance of emergency communications network.
- ✓ Assist in obtaining needed student and staff information from the computer files.
- ✓ Establish and maintain computer communication with the central office and with other agencies capable of such communication.

Transportation (First Student Transportation)

- ✓ Establish and maintain school division protocols for transportation-related emergencies.
- ✓ Establish and maintain plans for the emergency transport of district personnel and students
- ✓ Train all drivers and transportation supervisory personnel in emergency protocols involving buses.

Phase III – Response

Response is taking action to effectively contain and resolve an emergency.

The Rocky Point Union Free School District will endeavor to respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

Responsibilities

The Superintendent (Chief Emergency Officer)

✓ Assign resources (personnel and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.

- Coordinate use of school building(s) as public shelter(s) for major emergencies occurring in the city or county.
- ✓ Coordinate emergency assistance and recovery with first responders.

TheDistrictEmergencyManagementCoordinatorand/orThe Alternate Chief Emergency Officer

- ✓ Gather information from all aspects of the emergency for use in making decisions about the management of the emergency.
- ✓ Monitor the emergency response during emergency situations and provide direction where appropriate. Stay in contact with the leaders of the emergency service agencies working with the emergency.
- ✓ Request assistance from local emergency services when necessary.
- ✓ Serve as the staff advisor to the superintendent and principals on emergency management matters.
- \checkmark Keep the superintendent and principals appraised of the preparedness status and emergency management needs.

The School Principals

- ✓ Have overall decision-making authority in the event of an emergency at his/her school building until emergency services arrives.
- ✓ With assistance of the Public Information Officer, keep the public informed during emergency situations.
- ✓ Act as Incident Commander until relieved by a more qualified person or the appropriate emergency responder agency, and assist in a Unified Command.

Emergency Operations Planning Team

 \checkmark Provide assistance during an emergency and in accordance with designated roles.

Crisis Response Teams

- ✓ Assist the superintendent and principal during an emergency by providing support and care for school employees, students and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.
- ✓ Provide the following functions when necessary and when performing their assigned function will not put them in harm's way:
 - 1. Facility evacuation
 - 2. First aid
 - 3. Search and rescue
 - 4. Limited fire suppression
 - 5. Damage assessment
 - 6. Student/Parent Reunification
 - 7. Student supervision
 - 8. Support and security

Teachers

- ✓ Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.
- ✓ Visually check rooms and areas along the path of exit for persons who may not have received the evacuation notice. This process should not disrupt the free flow of students out of the building.
- \checkmark Maintain order while in student assembly area.
- ✓ Verify the location and status of every student. Report to the incident commander or designee on the condition of any student that needs additional assistance.

✓ Remain with assigned students throughout the duration on the emergency, unless otherwise assigned through a partner system or until every student has been released through the official "student/family reunification process."

Technology/Information Services (Technology Director and Building Technology Staff)

- ✓ Coordinate use of technology.
- ✓ Establish and maintain computer communication with the central office and with other agencies capable of such communication.

The School Incident Commander

- ✓ Assume command and manage emergency response resources and operations at the incident command post to resolve the emergency situation until relieved by a more qualified person or the appropriate emergency response agency official.
- ✓ Assess the situation, establish objectives and develop an emergency action plan.
- ✓ Determine and implement required protective actions for school response personnel and the public at an incident site.
- \checkmark Appoint additional staff to assist as necessary.
- ✓ Work with the emergency services agencies in a Unified Command.

Phase IV – Recovery

Recovery deals with how to restore the learning and teaching environment after a crisis.

If a disaster occurs, the Rocky Point UFSD will assist our Community Partners as needed during the recovery phase that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the school and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state.

Responsibilities

The Superintendent (Chief Emergency Officer)

✓ Coordinate emergency assistance and recovery with first responders.

The District Emergency Management Coordinator and/or the Alternate Chief Emergency Officer

- ✓ Serve as the staff advisor to the superintendent and principals on emergency management matters.
- \checkmark Keep the superintendent and principals appraised of the preparedness status and emergency management needs.

Emergency Operations Planning Team

✓ Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan.

Post Incident Response Team

✓ Mobilization of the District's Mental Health professionals.

EMERGENCIES OCCURING DURING SUMMER OR OTHER SCHOOL BREAKS

If the school administrator or other emergency response/district-wide school safety team member is notified of an emergency during the summer, the response usually will be one of limited school involvement. In that case, the following steps should be taken:

- a. Institute the phone tree to disseminate information to Emergency Response Team members and request a meeting of all available members. The phone tree is located in Appendix 6.
- b. Identify close friends/staff most likely to be affected by the emergency. Keep the list and recheck it when school reconvenes.
- c. Notify staff or families of students identified in #2 and recommend community resources for support.
- d. Notify general faculty/staff by letter or telephone with appropriate information.
- e. Schedule appropriate meeting(s) for an update the week before students return to school.
- f. Be alert for repercussions among students and staff. When school reconvenes, check core group of friends and other at-risk students and staff, and institute appropriate support mechanisms and referral procedures.

DIRECTION and CONTROL

1. General

- ✓ The Principal is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. In most situations, the Principal will assume the role of Incident Commander. During disasters, he/she may carry out those responsibilities from the ICP.
- ✓ The District Emergency Management Coordinator will provide overall direction of the response activities of the school. During emergencies and disasters, he/she will normally carry out those responsibilities from the ICP.
- ✓ The Incident Commander assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post until local emergency services arrive.
- ✓ During emergency operations, the school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment to carry out mission assignments are directed by the Incident Commander. Each emergency services agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol and Unified Command, may be adopted to facilitate a coordinated effort.
- ✓ If the school's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State should be requested.

2. Emergency Facilities

- 1. School Incident Command post should be established on scene away from risk of damage from the emergency. Pre-determined sites for command posts outside the school building will be identified in cooperation with local emergency responder agencies. Initially, ICP will most likely be located in the main office of the school, but alternate locations must be identified if the incident is occurring at that office.
- 2. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as severe winter storm or area-wide utility outage), an Incident Command Post or command posts will be established within the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

NATIONAL TERRORISM ADVISORY SYSTEM - NTAS

The new National Terrorism Advisory System replaces the Homeland Security Advisory System that has been in place since 2002. The National Terrorism Advisory System, or NTAS, will include information specific to the particular credible threat, and will not use a color-coded scale. When there is credible information about a threat, an NTAS Alert will be shared with the American public. It may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is **Elevated**, if there is no specific information about the timing or location, or **Imminent**, if the threat is impending or very soon. The School will use similar wording in the event of an emergency.

ADMINISTRATION AND SUPPORT Agreements and Contracts

- A. Should school resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the school district officials authorized to request assistance pursuant to those documents.
- B. The agreements and contracts pertinent to emergency management that this school is party to are summarized in Appendix 1.

PLAN DEVELOPMENT AND MAINTENANCE Plan Development and Distribution of Planning Documents

- A. The District-Wide Safety Team is responsible for reviewing and providing input to the District Safety Plan, including annexes, when convened to do so by the Superintendent (Chief Emergency Officer) or his designee. The Rocky Point UFSD Board of Education is responsible for approving and promulgating this plan.
- B. Distribution of Planning Documents
 - 1. The Principal shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document.
 - 2. The Basic Plan should include a distribution list that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts. The distribution list for the Basic Plan is located in Appendix 14.
- C. Review

- 1. The Basic Plan and its annexes shall be reviewed periodically by the District-Wide Safety Team and others deemed appropriate by school administration.
- 2. Update
 - a) This plan along with the Building-Level Emergency Response Plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.
 - b) The Basic Plan and its annexes must be revised or updated as necessary. Responsibility for revising or updating the Basic Plan is assigned to the District-Wide Safety Team.
 - c) The Principal is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

APPENDIX 1

Summary of Agreements and Contracts

- There is an ongoing relationship with the police department. We have an officer assigned to our district and meets with the superintendent a few times a year. In addition, the district has a School Resource Officer who communicates with our principals as needed as well as introducing programs into some of the schools, i.e. Internet Safety, Drinking and Driving, etc.
- North Shore Youth Council provides counseling services as well as resources for our at risk students. They also host recreation nights so children have a place to go.
- The Rocky Point Union Free School District has a verbal agreement with nearby venue to serve as an offsite reunification site in the event of an emergency. Additionally, a local venue has agreed in writing to serve as a reunification site for the District.
- The District has three campuses which could serve as reunification sites depending on the emergency event as well.

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COUNTY OF

SUFFOLK NEW YORK POLICE DEPARTMENT POLICE COMMISSIONER

Memorandum of Understanding DRAFT

1. Parties:

This Memorandum of Understanding is entered into by and between the Rocky Point Union Free School District (School District); and the Suffolk County Police Department (SCPD) for the placement of School Resource Officers (SROs) within the School District.

2. Authority:

This agreement is adopted pursuant to N.Y.EDUC. LAW § 2801-a (as amended by 2019 Sess. Law News of N.Y.Ch.59 (1509-C) (2019)), which requires schools to define the roles and responsibilities of school personnel, security personnel, and law enforcement officers that are deployed in schools.

3. Purpose:

a. The SCPD and School District, in order to ensure a successful SRO program ("SRO Program"), will build a positive relationship between law enforcement, students, and school employees.

b. The purpose of the SRO Program is to ensure a safe school environment; provide a clear protocol for school officials when responding to non-emergency situations in schools; foster positive interactions between and among students, school officials, and law enforcement; empower educators to respond to conflict in their school; reflect a shared commitment to the philosophy of de-escalation; and support a positive educational and social-emotional climate at the School District's schools.

c. The purpose of this Agreement is to provide clarity and understanding regarding the roles and responsibilities of SROs and to create an MOU that ensures the rights of students per NY Law and the District's Code of Conduct.

4. Definitions

a. "Arrest" means placing a person in police custody, with or without the use of handcuffs or other mechanical restraints.

b. "Code of Conduct" means the document the board of education or the trustees of the District developed, adopts, enforces, and amends, where appropriate, for the maintenance of order on school property, including a school function, which shall govern the conduct of students, teachers, other school personnel, and visitors. The Code of Conduct contains the District's behavioral and discipline policies required by New York law and is shared with students and parents. N.Y. EDU. Law § 2801.

c. "Federal Immigration Authorities" or "Federal Immigration Enforcement Agency" means any officer, Employee, or person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement ("ICE"), Homeland Security Investigations ("HIS"), Customs and Border

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Protection ("CBP"), or United States Department of Homeland Security "DHS"), or any division thereof, who is charged with immigration law enforcement.

d. "Parent" means a person in parental relation to the student such as: parents, legal guardian, or other person legally responsible for a student under New York law. N.Y. EDUC. Law 2 (2005); N.Y.GEN. OBLIG. LAW § 5-1551 (2018).

e. "School official" means any employee of the District, school board member or New York State Education Department, or any individual school.

"School property" means in or within any building, structure, athletic playing field, playground, f. parking lot, or land contained within the real property boundary line of the public school in the District. "School property" also means in or on a school bus, whether owned and operated by the District or by carrier that the district contracts with for the transportation of its students.

"School Resource Officer" ("SRO") means sworn enforcement officers assigned to schools g. employed by SCPD who are assigned on a full or part-time basis to work in a District public school.

h. "Student" refers to a person enrolled in a District public school or program.

Physical Force" and "Use of Force" The amount of effort required by police to compel i. compliance by an unwilling subject. 'Force' is generally defined along a continuum, from mere restraint to deadly physical force."

5. Independent Entities:

a. SROs shall be employees of the SCPD and shall be subject to the administration, supervision and control of the SCPD. SROs shall not be employees of the School District. School District and SCPD acknowledge that the SROs shall remain responsive to the chain of command of the SCPD.

b. Neither the SCPD nor the School District shall be an agent of the other. Neither the SCPD nor the School District shall have the authority to bind the other absent express, written consent to do so.

c. SCPD shall be responsible for the payment of SROs' salaries and benefits. SROs shall be subject to all other practices and policies of the SCPD, except as such practices or policies are modified to comply with the terms and conditions of this Agreement.

d. In their capacity as an employee of SCPD, an SRO shall abide by School District policies applicable to police, visitors and contractors.

6. Overall Roles and Responsibilities of the SRO:

a. Provide programs and initiatives to address negative trends which impact youth i.e. drugs, gangs, truancy, etc. (See the SCPD's Community Relations Bureau landing page for specific programs and initiatives at https://scpdcrb.suffolkcountyny.gov/).

b. Perform duties and responsibilities of duly sworn SCPD Officer.

c. Forge & maintain effective relationships with students, faculty, staff & administration.

d. Assist school leaders in planning/execution of school safety drills including fire, lockdown, lockout and reunification in coordination with needs of the school district. Understand School District's Code of Conduct and assist school personnel in observing/reporting infractions.

- e. Plan/assist the district with emergency response for various circumstances.
- f. Assist school officials when matters involving law enforcement officers is required.
- g. Observe/evaluate potential threats to the safety of the student body, staff and/or visitors.
- h. Serve as a visible deterrent to illegal/dangerous activity.

i. Handle requests for service in/around school, follow up on reports generated at School District, and engage parents/community as requested by school personnel or otherwise required.

j. Assist in the development of emergency management and incident response systems including mitigation/prevention, preparedness, response, and recovery.

- k. Respond to unauthorized persons on School District property.
- 1. Serve as a member of the School District's Threat Assessment Team.

m. Serve as a member of the School District's District-wide and/or Building Safety Committee(s).

n. Communicate regularly with School District security.

7. SRO Selection:

a. The SRO position will be filled according to the SCPD selection process. The SCPD will make the final selection of all SROs.

b. The parties shall use a collaborative process in the assignment of SROs. Precinct and Bureau Commander shall assign SROs in collaboration with the Superintendent of Schools or designee in accordance with the following guidelines:

1. The SCPD will provide the School District with relevant operational information, such as timely notification of SRO leaves and absences, SRO scheduling and availability.

2. The School District shall provide SCPD with relevant operational information such as hours of operation, facilities and personnel issues.

3. SROs will be assigned to the School District with the intent of providing qualified SCPD officers who have the job knowledge, experience, training, education, appearance, attitude, communication skills and bearing necessary to perform the unique role of an SRO.

4. In the event the Superintendent or designee believes that an SRO is not effectively performing his/her duties and responsibilities, the Superintendent or his/her designee shall notify the Precinct or Bureau Commander of the School District's concerns. The Precinct or Bureau Commander shall act in good faith to mutually resolve the School District's concerns. In the event the parties are unable to resolve the dispute, the School District may immediately terminate this agreement.

5. In the event the Superintendent or designee or the SCPD receives information that an SRO has been arrested, charged with a crime or accused of sexual abuse, child abuse, corporal punishment, sexual harassment, or a violation of project SAVE, the SRO shall be immediately removed by SCPD from the District pending an investigation.

6. In the event of the resignation, dismissal, reassignment or other long term and/or permanent absence of an SRO, the SCPD shall make every effort to provide a replacement SRO within a reasonable time.

c. SROs shall complete the SCPD SRO Training Course prior to assignment in the School District. If no SROs are available who have completed the SRO Training Course, the School District and SCPD may mutually agree to the assignment of an SRO who will enroll in the next scheduled course and who has received mutually agreeable in-service training.

d. SROs shall receive in-service training when offered by the School District within the hours of SRO service on following topics: education of students identified as requiring special education or plans under Section 504 of the Rehabilitation Act (Section 504); Dignity for All Students Act; race, national origin, ethnic, and gender bias against students which may include a component that provides historical context; trauma management in youth; and de-escalation tactics for working with youth.

e. The SRO shall receive training from SCPD in sexual harassment that complies with New York State law.

f. Prior to placement in a new school, SROs shall meet with the school Principal and any other administrator designated by the Principal or Superintendent of Schools, along with the highest ranking public safety staff, if any, currently assigned to the school to discuss their respective roles, the school culture, and any other useful information. Thereafter, the Superintendent of Schools, Principal and/or their designee shall maintain regular communication with the SCPD and SROs about SRO assignment and physical placement in school building.

g. The Superintendent or his / designee shall have the final say in determining how, where, and when SROs are deployed in the building.

h. The Superintendent shall ensure that the SRO is introduced to teacher, parent, and student representatives at least once per school year to discuss the SRO program and communicate the roles and responsibilities of SROs within the school district. (See Section 11)

i. The School District may require the SRO to participate in additional training at the sole expense of the School District, within the assigned hours of the SRO in the School District.

8. School Resource Officer Training:

Training provided by the SCPD or School District, as described above, may include the following:

- Intro and Orientation
- Key Elements of the SRO Program
- SAVE and the SRO
- Zero Tolerance and Confidentiality
- Presentation Exercise
- Community Policing-TRIAD
- Initiating, Implementing and Promoting the SRO Program
- Presentation Skills and Lesson Planning
- SRO in the Classroom
- School Security and Surveys
- Special Education
- SRO as an Advisor and Communication Skills
- Record Keeping and Activity Reports
- Emergency Response and Incident Command
- Legal Issues
- School Administration Presentation
- Student Presentations
- Community Involvement

9. **Operation of SRO Program:**

a. SRO Supervision:

The SCPD will have sole responsibility and authority over the day to day operation and administrative control of the SRO assigned to the School District.

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b. SRO Transportation of Students:

SROs shall not transport students in Police Department vehicles except as necessary to perform the duties and responsibilities of a SCPD Officer. SRO shall notify the Superintendent of Schools prior to transporting any student and comply with School District Policy/Regulations with respect to the transportation of students unless such notification will impair the performance of duties and responsibilities of a SCPD Officer or endanger the health, safety and welfare of the student or others.

c. SRO Inquiry With and Questioning of Students:

1. In accordance with District Policy/Regulation, SROs may inquire with students about matters within the scope of their duties as an SRO, provided that an SRO shall neither inquire with nor question students about:

- i. Immigration status;
- ii. Matters predicated upon a student's perceived race, nationality, color, religion, sexual orientation, gender identity or native language; and/or
- iii. Matters unrelated to the School District such as crimes or suspected criminal activity occurring off school grounds and away from school activities

2. Prior to commencing service, SROs shall meet with the Superintendent or designee and review School District Policy/Regulation with respect to police involvement in searches or interrogations of students. SROs shall abide by such School District Policies and Regulations when questioning a student about in-school criminal or suspected criminal activity.

3. If an SRO is involved in the questioning of a student on school premises, whether or not at the request of school authorities, it will be in accordance with all applicable laws and due process rights.

4. SROs shall consult with the Superintendent of Schools or designee should there be any question with respect to the role of the SRO and permissible questioning within the scope of School District Policy/Regulation.

5. SROs shall not ask school officials to question a student for them in an effort to circumvent due process rights. Under no circumstance may the superintendent designee compel or coerce a student to submit to questioning by SROs.

6. When communicating with students, parents or guardians the SRO and the District shall ensure appropriate language access services are provided when necessary.

7. Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), student education records shall not be released to law enforcement absent a court order or applicable statutory exception. 20 U.S.C. § 1232g(b)(1) (2013).

8. Students, parents, administrators, and school personnel who believe that any SRO has engaged in misconduct may file a complaint with the SCPD Internal Affairs Bureau. Internal Affairs will notify the District's Superintendent when such complaints are filed.

10. SRO's Role in Student Discipline:

a. The School District shall be responsible for student Code of Conduct violations and routine disciplinary violations. The SRO shall read and understand the student Code of Conduct for the School District. The SRO shall have no responsibility for student discipline. All student disciplinary matters must be referred to the Superintendent of Schools or their principal designee.

b. School officials may not request the intervention of SROs when responding to normative child and adolescent behaviors, or when a child engages in minor Code of Conduct violations such as:

- 1. disorderly behavior;
- 2. behaving in a rude or disruptive manner;
- 3. making excessive noise;

- 4. hanging out in school hallways or bathrooms;
- 5. violating the dress code or uniform policy;
- 6. failing or refusing to provide identification upon request;
- 7. profane, obscene, vulgar, or lewd language, gestures, or behavior;
- 8. use of racial or other slurs;
- 9. bullying verbal abuse;
- 10. defying school officials or SROs;
- 11. cutting class, tardiness, and unexcused absence;
- 12. leaving school without permission;

13. possession or use of items under the Code of Conduct that do not violate the law (e.g., cell phones).

c. SROs may, upon witnessing a criminal offense, take the student into custody provided that, to the fullest extent practicable in instances not requiring immediate arrest or other immediate action, SROs shall consult with the Superintendent of Schools or designee prior to making any arrest on school grounds or within the scope of his/her duties as an SRO. The School District bears the sole responsibility for enforcing the Code of Conduct and School District policies.

d. Physical force should never be used against students except in those circumstances where there is an immediate danger of physical injury to the student or another. SROs should only use a physical restraint or a physical restraint device (e.g., handcuffs or flex cuffs) when a student is being arrested and charged with an offense, or is being detained pursuant to the Mental Hygiene Law.

e. When SROs arrest a student, school officials shall immediately contact the student's parent/guardian.

f. In situations where a warrant directs that an arrest of a student be carried out at school, the execution of the warrant shall be coordinated between the Superintendent designee, SCPD, and SROs. All parties shall make every effort to respect students' privacy rights, and absent emergency circumstances, the warrant shall not be executed in a public location such as a classroom, hallway, or cafeteria in order to minimize disruption and exposure to other students.

g. For children with disabilities, the principal/designee, in collaboration with the special education team at the school, will act in accordance with applicable law when a child's behavior, which violates the School District's Code of Conduct, is a manifestation of the child's disability. Whenever they have knowledge of a student's disabilities and/or accommodations, SROs shall consider the student's disabilities in interactions with the student.

11. SRO Uniforms and Weapons:

SROs will wear the duty uniform designated by the SCPD and carry equipment as directed by the SCPD, to include their service weapon.

12. Community, Staff, and Student Engagement:

a. All stakeholders/parties involved in the SRO Program will continually work on building and expanding existing community partnerships that help support the mission of safe schools. These community partnerships will provide resources that can help students get necessary support.

b. The district will engage with appropriate stakeholder/parties including but not limited to: administration, teachers, students, parents, and community leaders regarding the SRO MOU.

c. The SRO MOU will be posted on the school district's website and included as part of the school's safety plan as required by N.Y.EDUC. LAW § 2801-a (as amended by 2019 Sess. Law News of N.Y.Ch.59 (1509-C) (2019)).

d. The SRO program will undergo an annual analysis by each school district via meetings between the following parties: the district's Superintendent, the SRO unit commander, SROs assigned within the school district. Additional stakeholders, including but not limited to school district faculty, staff, community leaders, students and their families, may participate in yearly reviews at the discretion of the districts.

e. SROs shall be introduced to staff and the student body at the commencement of each school year.

13. Records and Information:

a. It is the understanding of both the School District and SCPD that confidentiality and a student's right to privacy are of the utmost importance in the administration of these services. Therefore, student records shall be kept confidential in accordance with all applicable laws and professional standards. The mandate to keep student records confidential includes but is not limited to the requirement that the SRO may not disclose any information obtained from a student record to any other party without the prior consent of the parent or eligible student, unless otherwise permissible under applicable law. The SRO shall maintain a record of the disclosure of any information obtained from a student record to any other party, including but not limited to, the SCPD or other law enforcement agency or officer; and shall provide such record to the School District on a monthly basis.

b. The School District and SCPD shall abide by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g with respect to the release of student identifiable information. The School District shall provide SCPD with a copy of its Student Records Policy and any other policy or regulation applicable to the release of student identifiable information. The School District shall determine what constitutes "directory information" under FERPA and ensure any disclosure of directory information complies with FERPA.

c. The SRO shall maintain detailed and accurate records in his or her role at any school at which he or she is assigned and shall submit reports to the School District as required by the Principal of the school. Records created and maintained by SROs for law enforcement purposes shall not constitute School District records and may be disclosed to SCPD and other law enforcement officials.

d. SROs shall not enter into agreements to share student information outlined in 12.IV with Federal Immigration Authorities except as required by law.

e. Both the District and the SCPD shall provide the public with the following information by posting the information on the agencies' websites, updated on an annual basis unless stated otherwise:

- 1. The SRO Program MOU;
- 2. Training materials for SROs;
- 3. Number of SROs assigned in a District;

14. Implementation of MOU

a. Within 30 days of the execution of this MOU, the District's Superintendent shall ensure that this MOU is distributed to all District teachers, administrators, and other staff.

b. Within 30 days of the execution of this MOU, the Community Relations Bureau of the SCPD shall ensure that it is distributed to all of its SROs according to their school assignments, and that a briefing about its provisions and their responsibilities under it has been provided.

15. Expenses:

There is no cost to the School District for stationing an SCPD SRO in their District. If a School District requires additional training for their SRO, the cost of that training will be borne by the District.

16. Indemnification:

a. School District agrees to defend, indemnify, and hold harmless SCPD, including its officers, employees, and agents, against all claims, losses, damages, liabilities, costs or expenses (including without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity arising out of the services performed pursuant to this Agreement, which SCPD, or its officials, employees or agents, may suffer by reason of any negligence, fault, act, or omission of the School District its officials, employees, representatives, subcontractors, assignees, or agents.

b. School District shall cause the School District's officers, employees, and agents to cooperate with the SCPD in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

c. SCPD agrees to defend, indemnify, and hold harmless School District, including its officers, employees, and agents, against all claims, losses, damages, liabilities, costs or expenses (including without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity arising out of the services performed pursuant to this Agreement, which School District, or its officials, employees or agents, may suffer by reason of any negligence, fault, act, or omission of the SCPD, its officials, employees, representatives, subcontractors, assignees, or agents.

d. The SCPD shall cause the SCPD's officers, employees, and agents to cooperate with the School District in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

e. The provisions of this Section shall survive the termination and/or expiration of this Agreement.

17. Insurance:

a. SCPD is self-insured, at its sole expense, for comprehensive general liability coverage, with coverage for sexual harassment, sexual misconduct, discrimination, wrongful discipline, wrongful termination, against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees in an amount equal to \$1,000,000 per occurrence and \$3,000,000 per aggregate.

b. SCPD is self-insured, at its sole expense, for statutory Workers' Compensation coverage and employee vehicle use against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees.

c. The District shall maintain insurance or be self-insured, at its sole expense, for comprehensive general liability coverage, with coverage for sexual harassment, sexual misconduct, discrimination, wrongful discipline, wrongful termination, against claims for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees in an amount equal to \$1,000,000 per occurrence and \$3,000,000 per aggregate.

d. The District shall maintain insurance or be self-insured, at its sole expense, for statutory Workers' Compensation coverage and employee vehicle use against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees.

18. Assignment; Amendment; Subcontracting:

This Agreement and the rights and obligations hereunder may not be in whole or part: (i) assigned, transferred or disposed of; (ii) amended; (iii) waived; or (iv) subcontracted, without the

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prior written consent of all parties, and any purported assignment, other disposal or modification without such prior written consent shall be null and void.

19. Waiver:

The failure of a party hereunder to assert any of its rights under this Agreement, including the right to demand strict performance, shall not constitute a waiver of such rights.

20. Termination:

This MOU may be terminated without cause by either party upon thirty (30) days prior written notice.

21. Consent to Jurisdiction and Venue; Governing Law:

Unless otherwise specified in this Agreement or required by Law, all claims or actions with respect to this Agreement shall be resolved exclusively by a court of competent jurisdiction located in Suffolk County, New York, and the parties expressly waive any objections to the same on any grounds, including venue and *forum non convenient*. This Agreement is intended as a contract under, and shall be governed and construed in accordance with, the Laws of New York State, without regard to the conflict of law provisions thereof.

22. Notices:

a. Any notice, request, demand or other communication required to be given or made in connection with this Agreement shall be: (a) in writing; (b) delivered or sent (i) by hand delivery, evidenced by a signed, dated receipt, (ii) postage prepaid via certified mail, return receipt requested, or (iii) overnight delivery via a nationally recognized courier service.

b. Any notice to the SCPD shall be sent to: the Police Commissioner, SCPD, 30 Yaphank Avenue, Yaphank, New York 11980

c. Any notice to the School District shall be sent to the attention of the Superintendent of Schools at the address specified on the School District website for administrative offices.

d. Notice is deemed given or made on the date the delivery receipt was signed by an authorized representative of the party or date indicated in any tracking mechanism as delivered.

23. All Legal Provisions Deemed Included; Severability; Supremacy:

In the event that any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Unless the application of this clause will cause a provision required by Law to be excluded from this Agreement, in the event of an actual conflict between the terms set forth above the signature page to this Agreement and those contained in any schedule, exhibit, appendix, or attachment to this Agreement, the terms and conditions set forth above the signature page shall control. To the extent possible, all the terms of this Agreement should be read together as not conflicting.

24. Section and Other Headings:

The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

25. Entire Agreement:

This Agreement represents the full and entire understanding and agreement between the parties hereto with regard to the subject matter hereof and supersedes all prior agreements (whether written or oral) of the parties relating to the subject matter of this Agreement.

25. Modifications:

This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.

26. Executory Clause:

Notwithstanding any other provision of this Agreement, the SCPD and the School District shall have no obligations under this Agreement (including any extension or other modification of this Agreement) to any person unless: (i) all relevant and required SCPD and School District approvals have been obtained, including, if required, approval by the Board of Trustees, and Board of Education; and (ii) this Agreement has been executed by the Police Commissioner and President of the Board of Education.

27. Term:

The term of this MOU shall be for (5) years, commencing on the date the last party has signed the agreement. The SCPD and the School District should review this agreement on an annual basis.

28. Execution:

This Memorandum may be executed in one or more counterparts, all of which will be considered one and the same document. This Memorandum may be executed by facsimile or PDF signature, each of which will constitute an original for all purposes.

FOR THE SCHOOL DISTRICT: FOR THE SCPD:

As of 7/6/2023 - District waiting for SCPD to execute and return MOU.

Jessica Ward President, Board of Education Rocky Point Union Free School District Stuart Cameron Acting Commissioner of Police

APPENDIX 2

Incident Command System Summary

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incident and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

Features of ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

- 1. Standard Management Functions
 - a. **Command:** Sets objectives and priorities and has overall responsibility at the incident or event.
 - b. **Operations:** Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.
 - c. **Planning:** Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.
 - d. Logistics: Provides support to meet incident needs, provide resources and all other services needed to support.
 - e. Finance/Administration: Monitors costs, provides accounting, procurement, time recoding, and cost analysis.
- 2. The individual designated as the Incident Commander (IC) has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.
- 3. Management by Objectives: At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, develop an action plan and provide operational guidance- select tactics appropriate to the strategy and direct resources available.
- 4. Unity and Chain of Command: Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization with only one Incident Commander and each reporting to only one supervisor.
- 5. Organizational Flexibility: Within the basic ICS structure, the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization should have someone in charge; in some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.

- 6. Common Terminology: In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.
- 7. Limited Span of Control: Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than three subordinates or more than seven, the existing organization structure should be reviewed.
- 8. Personnel Accountability: Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.
- 9. Incident Action Plan: The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. An Incident Briefing Form may be used on smaller incidents.

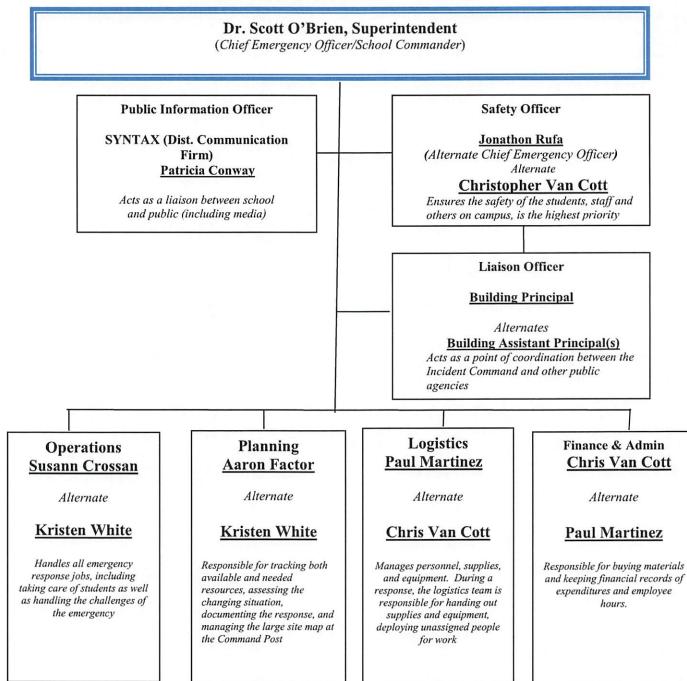
Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

- 10. Integrated Communications: Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
- 11. Resource Management: Resources may be managed as single resources or organized in task forces or strike teams. The state of resources is tracked in three categories: assigned, available, and out of service.

Unified Command

- 1. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when the personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of incidents.
- 2. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

APPENDIX 3 Incident Command Structure - DISTRICT



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APPENDIX 4

Campus Maps

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APPENDIX 5

Classroom Teacher Buddy List

Guidelines for Preparing a Buddy Teacher List

- Assign teachers in adjacent or nearby rooms as buddies.
- Review evacuation routes and procedures with entire staff.
- During an emergency, teachers should conduct a classroom status check and buddy teachers should check with each other to determine each other's health status, the need to assist with injuries, the need to stay with injured students, etc. If possible, injured students should not be left alone.
- Remember: The teachers' responsibility is to all students, but in situations that threaten the lives of all, teachers should do the greatest good for the greatest number.
- If necessary, one buddy teacher should evacuate both classrooms. In these cases, the students should exit without the teacher leading them. The teacher should stay back to check the classroom and close the door (but not lock it). If both buddy teachers are available for evacuation, one should lead and one should bring up the rear, checking briefly to make sure that both classrooms are empty and closing doors.
- Ensure that each classroom contains a "go kit" that contains the teacher's class roster and the buddy teacher's class roster.
- Immediately following student accounting, one member of each buddy team must check in at the Command Post.
- In emergency situations that do not involve evacuation, it may be necessary to move all students from one buddy's classroom into the other. One teacher is then available for assignments.
- Ensure that substitute teachers are familiar with emergency procedures and who their buddies are.

Teacher	Buddies With
· · · · · · · · · · · · · · · · · · ·	

APPENDIX 6 (Form) Building Phone Tree for

Title, Name, E-Mail Address	Office Phone Number	Cell Phone Number	Secretary Name Phone Number
Chief Emergency Officer Dr. Scott O'Brien, Superintendent sobrien@rockypoint.k12.ny.us	(631) 849-7502	(631) 835-5584	Loretta (631) 849-7561
Assistant Superintendent Susann Crossan scrossan@rockypoint.k12.ny.us	(631) 849-7568	(631) 871-1473	Dorothy (631) 849-7243
District Emergency Management Coordinator (Serves as Chief Emergency Officer if needed) Jonathon Rufa jonathonrufa@rockypoint.k12.ny.us	(631) 849-7161	(315) 842-0125	Kelly (631) 849-7517
Director of Facilities III Paul Martinez pmartinez@rockypoint.k12.ny.us	(631) 849-7240	(631) 807-1940	Rachel (631) 849-7242

<u>When the phone tree is activated, the head of the building</u> will contact the superintendent or next in line.

Principal

Assistant Principal

<u>Nurse</u>

Head Custodian

Counselor

APPENDIX 7

District-Wide Safety Team

Title, Name, E-Mail Address	Office Phone Number	Cell Phone Number	Secretary Name Phone Number
Chief Emergency Officer Dr. Scott O'Brien, Superintendent scottobrien@rockypoint.k12.ny.us	(631) 849-7502	(631) 835-5584	Loretta (631) 849-7561
Assistant Superintendent Susann Crossan susanncrossan@rockypoint.k12.ny.us	(631) 849-7568	(631) 871-1473	Dorothy (631) 849-7243
District Emergency Management Coordinator (Serves as Chief Emergency Officer if needed) Jonathon Rufa jonathonrufa@rockypoint.k12.ny.us	(631) 849-7161	(315) 842-0125	Kelly (631) 849-7517
Director of Facilities III Paul Martinez paulmartinez@rockypoint.k12.ny.us	(631) 849-7240	(631) 807-1940	Rachel (631) 849-7242
Principal – High School James Moeller jamesmoeller@rockypoint.k12.ny.us	(631) 849-7575	(631) 901-8688	Sheila (631) 849-7505
Principal – Middle School Dawn Meyers dawnmeyers@rockypoint.k12.ny.us	(631) 849-7301	(631) 721-8271	Barbara (631) 849-7302
Principal – Joseph A. Edgar Intermediate Linda Greening sbullis@rockypoint.k12.ny.us	(631) 849-7404	(631) 332-6958	Michelle (631) 849-7402
Principal – Frank J. Carasiti Elementary Jason Westerlund jasonwesterlund@rockypoint.k12.ny.us	(631) 849-7203	(516) 375-8628	Melissa (631) 849-7202
Assistant Superintendent - Transportation Christopher A. Van Cott chrisvancott@rockypoint.k12.ny.us	(631) 849-7564	(631) 740-4549	Deborah (631) 849-7563
Other Team Members BOE President or Designee RPTA President or Designee RPSRPA President or Designee PTA President or Designee School Safety Consultant	Not Applicable	Not Applicable	Not Applicable

APPENDIX 8 Building Emergency Contact Numbers

Public Safety Agencies Number

- General Emergency 9-911
- Police/Sheriff/Fire 9-911
- Poison Control 1-800-222-1222
- Local Hospitals Mather (631) 473-1320
 - St. Charles (631) 474-6000

District Contact Numbers

•	Superintendent	Dr. Scott O'Brien	(631) 849-7502
•	Assistant Superintendent	Susann Crossan	(631) 849-7568
•	DEMC	Jonathon Rufa	(631) 849-7161
•	Alternate Chief Emergency Officer	Jonathon Rufa	(631) 849-7161
•	Security	Gene Buchner	(631) 835-5576
•	Transportation	First Student	(631) 744-2204
•	Director of Facilities III	Paul Martinez	(631) 849-7240
•	Food Services	Shakia Hall	(631) 849-7550

BUILDING

School Contact Numbers

- Principal
- Assistant Principal
- School Nurse
- Counselor
- School-Based Law Enforcement
- Resource Officer
- Head Custodian

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APPENDIX 9 Resource Inventory Frank J. Carasiti Elementary School

Identify any and all available resources that may be used or may be needed in the event of an emergency. Also identify the locations of these emergency supplies.

HAVE			
Item	Qty	Location	Comments
Radio(WT) - Building	34	main office/security	
Radio(WT) - District			
Phones - Cell		main office go bag	
		personal cell phones office staff	
First Aid Supplies		Nurses office	
Fire Fighting Equip			
Extinguishers	35	All hallways	
Hoses	0		
Flashlights	2	main office, AP office, P office custodians	
Blankets	900	All are accounted for in the outside container	
Ponchos	900	All are accounted for in the outside container	
Water		Emergency water is stored at the HS	
Maintenance Supplies		Available in the custodian's tool crib	
Tools		Available in the custodian's tool crib	
Food		What's available in the kitchen	

NEED	

Resource Inventory Joseph A. Edgar Intermediate School

Identify any and all available resources that may be used or may be needed in the event of an emergency. Also identify the locations of these emergency supplies.

HAVE			
Item	Qty	Location	Comments
Radio(WT) - Building	32	Main Office/Security	
Radio(WT) - District			
Phones - Cell	1	Main Office	
First Aid Supplies	As Needed	Nurse Office/Main Office closet	
Fire Fighting Equip			
Extinguishers	28	Each hallway	
Hoses	0	None on Site	
Flashlights	3	Custodial Office	· · · · · · · · · · · · · · · · ·
Blankets	900	Outside Containers	
Ponchos	900		
Water	900	HS Cafeteria	
Maintenance Supplies	As Needed	Custodial Office	
Tools	As Needed	Custodial Office	
Food		Cafeteria Kitchen	

NEED		
	Ongoing Review	

Resource Inventory Middle School

Identify any and all available resources that may be used or may be needed in the event of an emergency. Also identify the locations of these emergency supplies.

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HAVE			
Item	Qty	Location	Comments
Radio(WT) -			
Building Radio(WT) - District	29	Main Office/Health/Custodial	
Phones - Cell	None		
First Aid Supplies	1 Bag	Health Office	
	3 Carts	Health Office	
Fire Fighting Equip			
Extinguishers	30	Throughout the building	
Hoses	1 Water Hose - outside custodial office back of café		
Flashlights	2	Custodial Office	
B	2		
Blankets	900 +	Con-Ex Container	
Ponchos	900+	Con-Ex Container	
Water	· · · · · · · · · · · · · · · · · · ·	Emergency Stored in HS café	
Maintenance Supplies		MS Basement	
Supplies			
		Closet inside café	
Tools	<u> </u>	Back of café/custodial room	
Food		Dry snacks	

NEED .		
Flashlights	Sanitary supplies	
Continual Review		
Food		
Extra Batteries		

Resource Inventory High School

Identify any and all available resources that may be used or may be needed in the event of an emergency. Also identify the locations of these emergency supplies.

HAVE			
Item	Qty	Location	Comments
Radio(WT) - Building	49	Main Office/Security/Athletics	
Radio(WT) - District			
Phones - Cell	0		
First Aid Supplies		Bag in Nurse's Office	
Fire Fighting Equip			
Extinguishers Hoses	64		·
Hoses	0		
Flashlights	20	Main Office	
Blankets	1200	Storage bins in athletic trailers	
Ponchos	1200	Storage bins in athletic trailers	
*			
Water	1200	Cafeteria	
Maintenance Supplies		Custodial Closet	
Tools		Custodial Closet	
Food		None	

NEED		
Food		
(Continual review)		

APPENDIX 10 <u>Principal Letter (Sample)</u>

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your child will be cared for at this school. Our School District has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

- 1. Do not telephone the school. Telephone lines may be needed for emergency communication.
- 2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which you are required to be fill out at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
- Turn your radio to WALK FM 97.5, WALK AM 1370, WBLI FM 106.1, WRCN FM 103.9, or TV CABLEVISION NEWS 12 for emergency announcements. If students are to be kept at school, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the District Office.
- 4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. You should become familiar with the School Emergency Crisis Plan and be patient and understanding with the student release process. Please instruct your child to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place

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during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains your responsibility as the parent or guardian.

In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible.

When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely, Principal The Rocky Point Union Free School District

APPENDIX 11

Master Campus Schedule

Rocky Point High School Grades 9-12

Phone 631.744.1604 | Fax 631.591.0220 82 Rocky Point-Yaphank Road Rocky Point, NY 11778

HS New 9 Per			
Warning Bell	7:11		
Period 1	7:15 - 7:57		
Period 2	8:00 - 8:40		
Period 3	8:43 - 9:23		
Period 4 (Lunch)	9:26 - 10:06		
Period 5 (Lunch) 10:09 - 10:49			
Period 6 (Lunch) 10:52 - 11:32			
Period 7 (Lunch) 11:35 - 12:15			
Period 8	12:18 - 12:58		
Period 9	1:01 - 1:41		
Extra Help	1:43 - 2:08		
HS New Teacher Work Day			
7:05 AM - 2:10 PM			
HS New Teacher Aide Work Day			
6:45 AM - 2:30 PM			

Joseph A. Edgar Intermediate School Grades 3-5 Phone 631.744.1602 | Fax 631.744.4898

525 Route 25A Rocky Point, NY 11778

	JAE New 9 Period		
Extra Help	7:40 - 8:15		
Student Drop Off	8:15		
Dismissal	2:35		
JAE New Teacher Work Day			
	- Harris Mar Strategier Art		
7:35 AM	- 2:40 PM		
JAE New T	– 2:40 PM eacher Aide k Day		

Rocky Point Middle School Grades 6-8

Phone 631.744.1603 | Fax 631.886.0000 76 Rocky Point-Yaphank Road Rocky Point, NY 11778

	MS New 9 Period
Warning Bell	7:11
Period 1	7:15 - 7:57
Period 2	8:00 - 8:40
Period 3	8:43 - 9:23
Period 4 (Lunch)	9:26 - 10:06
Period 5 (Lunch)	10:09 - 10:49
Period 6 (Lunch)	10:52 - 11:32
Period 7 (Lunch)	11:35 - 12:15
Period 8	12:18 - 12:58
Period 9	1:01 - 1:41
Extra Help	1:43 - 2:08

19	MS New Teacher Work Day	
	7:05 AM - 2:10 PM	L.
	MS New Teacher Aide Work Day	
	6:45 AM - 2:30 PM	3.0
_		_

Frank J. Carasiti Elementary School Grades K-2

Phone 631.744.1601 | Fax 631.744.1396 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

	FJC New 9 Period
Extra	8:30 - 9:05
Help	
Student	9:10
Drop Off	Mail and Bassil
Dismissal	3:30
Extra	
Help	a the attended

FJC New Teacher Work Day

8:25 AM - 3:30 PM

FJC New Teacher Aide Work Day

8:00 AM - 3:45 PM

APP	END	IX	12

Rocky Point Union Free School District

Rocky Point Union Free School District

EMERGENCY DRILL LOG

For the School Year:

FIRE DBILLS, JAI least one of each drift should be done. In diante as appropriate: Et+Sci / Astricted, Astrict, P-Transition between element, O+Other) CICUT min

Building:

Recommended -	- First Drill durin	g first week o	fschool. Twelve	fire drills per school ye	ear mandated. EIG	HT prior to De	cember 1 st ; e
total of twelve o	ompleted by the	end of June;	TWO mandated	during summer school,	one of which must	t be during the	e first week.
Done BEFORE De	ecember 1st			FOUR Additional	Fire Drills by the e	and of June	
Proposed Date	Actual Date	Start Time	Evec. Time	Proposed Date	Actual Date	Start Time	Evec. Time
1	(1" work of action	0		9			
2					1		
3							
4							
							1
6	and the second se			Summer School			
7				1.	(1" work of school)		
8.				2			

BUS DRILLS		
1*	2 nd	3 rd
During the first week of the term	Between November 1st and December 31st	Between March 14 and April 3017

LOCKOUT DRILLS	and a second	arrived to an March State
1 ^e	2 nd	3 rd
Duping the first 3 weeks of the term	Between November 1 rd and December 31 rd	Between March 1st and April 30th

LOCKDOWN DRILLS		
1*	2 nd	314
Quoing the first 3 weeks of the term	Between November 1 st and December 31 st	Between March 1st and April 30th

EVACUATION DRILL Proposed Date Actual Date

Evecuating to:

OTHER DRIL	<u>LS</u> (Bomb Threat, Tabletops, e	tc.)
Date	Type of Drill	Comments

Principal's Signature

Date

Superintendent's Signature

Date

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APPENDIX 13 Distribution List

Rocky Point Union Free School District

School Safety Plan Distribution List

NAME	POSITION Chief Emergency Officer	RECEIVED	RETURNED
Dr. S. O'Brien	Superintendent		
Mrs. S. Crossan	Asst. Superintendent		
Mr. C. Van Cott	Asst. Superintendent		
Mr. P. Martinez	Director of Facilities III		
Mr. Aaron Factor	Executive Director for Ed Services		
Mr. J. Rufa	District Emergency Management Coordinator		
Mr. J. Moeller	High School Principal		
Mrs. J. Lawson	High School Asst Principal		
Mr. M. Gabriel	High School Asst Principal		
Mr. D. Meyers	Middle School Principal		
Dr. C. Herbert	Middle School Asst Principal		
Mr. J. Westerlund	FJC Principal		
Ms. L. Greening	JAE Principal		
Mr. D. Covais	JAE Head Custodian		
Mr. J. Raccis	Middle School Head Custodian		
Mr. J. Raccis	High School Head Custodian		
Mr. M. LaRosa	FJC Head Custodian		
Ms. M. King Ms. L. Frank-Ziegler Mrs. R. Nash Mrs. S. Firrello Mrs. Clare Behrens Ms. J. Collins Ms. C. Barreca	HS Nurse HS Nurse MS Nurse JAE Nurse JAE/FJC Nurse FJC Nurse		
Mr. G. Buchner	Security Guard		

APPENDIX 14 N.Y.S. Security Guard Duty Statement

NYS Certified Security Guard Duties **Rocky Point UFSD**

Patrols entrances to school grounds and buildings in order to prevent unauthorized • persons and vehicles from entering the premises.

Vehicular and foot patrol of facility grounds and buildings, alert for signs of unusual occurrences and unauthorized personnel and/or activities which may require direct intervention; referral to a supervisor; or alerting local law enforcement depending on the severity of the violation and the responsiveness of the violators.

Monitor and report function of lights, boiler room gauges; and refrigeration equipment temperature gauges to ensure operation. Failures must be immediately reported to a supervisor

Responsible for ensuring appropriate access control and ensuring that all unmanned non-• active access points including gates, windows, and doors are secure.

Responsible for directing traffic and parking of visitors' vehicles according to established parking procedures which may include establishing reserved parking for VIP's, voting, and additional handicapped parking for events

Reports disturbances and suspicious circumstances including vandalism, graffiti, broken, damages or improperly functioning doors and windows etc.

May submit incident reports and/or log data concerning daily activities. •

Rocky Point UFSD security guards are required to complete an 8-hour recertification process annually. District ensure all guards complete training and posses a valid NYS school security guard license.

Security guard hires are interviewed and evaluated by the Director of Facilities, Senior Guard and the District's outsource security consultant, Covert Investigations. Preference is given to candidates with law enforcement backgrounds.

1. PLANNED RESPONSES - ACTION GUIDES

- A. Functional Protocols-Immediate Response Actions
 - Drop, Cover and Hold Procedures
 - Evacuation (Including Off Campus) & Reverse Evacuation Procedures
 - Lockdown
 - Mental Health/Crisis Intervention
 - Shelter-in-Place Procedures
- B. Incident Specific Procedures
 - Active Shooter/Armed Intruder
 - Bomb Threat/Suspicious Packages
 - Bus Accidents
 - Earthquakes
 - Family Reunification
 - Fires
 - Hazardous Materials Release (indoors and outdoors)
 - Intruder/Active Shooter/Hostage Situation
 - Media
 - Medical Emergency
 - Nuclear Power Plant Accident
 - Public Health Emergency
 - Severe Weather
 - Structural Failure
 - Utilities Loss or Failure

FUNCTIONAL PROTOCOLS (District-wide)

Functional protocols form the district-wide core responses to incidents in the Emergency and Crisis Response Plan. These are written action steps that are implemented when a crisis situation calls for specific response procedures which include:

- Drop, Cover and Hold Procedures
- Evacuation (Including Off Campus) & Reverse Evacuation Procedures with Family Reunification
- Lockdown
- Mental Health/Crisis Intervention
- Shelter-in-Place Procedures

The difference between a functional protocol and an incident specific procedure is that a single functional protocol may be included in one or more specific emergencies. For example, shelterin-place may be included one of several responses to an outside hazardous material spill and may include reverse evacuation into the building and/or an off campus evacuation, depending on the circumstances. A school shooting would result initially in a lockdown, and then off campus evacuation, family reunification and crisis intervention (counseling/post trauma stress debriefing).

ACTIVE SHOOTER/ARMED INTRUDER

An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb or other harmful device.

Administrator

- The School Commander (SC)/Principal will direct staff to call 9-1-1 (Insert the actual • sequence to dial 911 from your phone system), give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officer (e.g. DARE, School Resource Officer). Caller will remain on the line to provide updates.
- The SC or any staff member will announce a building-wide LOCKDOWN alert. Direct • staff and students outside the building to move immediately to the campus Assembly Area(s) and be prepared to EVACUATE off-campus if necessary.
- The SC will direct any support staff outside to stop pedestrians from entering school • grounds and stop all vehicles from entering the campus until police arrive.
- The SC will ensure any buses en-route to the school are redirected to the pre-designated **Relocation Site.**
- The SC will secure the administration office as a command post and retrieve the Critical Incident Response Kit. If the incident is occurring at the administration office, the SC will designate an alternate command post.
- The SC will assign someone to meet and brief arriving law enforcement officers. •
- The SC or designee will switch bells to manual mode and disarm the fire alarm. •
- The SC will notify the Superintendent's office and request activation of media and parent notification protocols.
 - o Parent Notification protocols include the use of the District's mass notification system, email distribution lists and telephone calls.
- Refer media to: Jennifer Kuefner 631-589-4000 ext. 131 (w)/ 516-480-8508 (C) District spokesperson Telephone Numbers (work/mobile)
- Assign staff to meet and brief responding law enforcement officers.

Teachers:

- Upon first indication of an armed intruder, staff should immediately notify the School Administrator and go to LOCKDOWN.
- Clear students from the hallway and bathrooms outside the classroom immediately.
- Close and lock all doors and windows, turn off the lights, move vision panel cover over the door's vision panel, and barricade the door by any means possible.
- Tell the students to get down on floor up against an interior solid wall and remain quiet.
- Account for all students and report any additional non-class students sheltered in the room and any missing students if possible.
- Do not respond to any unconfirmed alarms, bells or announcements, and silence all cell • phones.
- Teachers, staff and students will remain in LOCKDOWN until given the "All Clear" by the School Commander or a law enforcement officer in uniform. Do not open classroom doors. Classroom doors will be unlocked by a school administrator or law enforcement.
- If an intruder enters and begins shooting, "TELL THE STUDENTS TO GET OUT ANY WAY POSSIBLE", exit the building or run to another location that can be locked.

Recovery

- After the intruder(s) have been subdued, the School Commander will announce an EVACUATION and OFF-CAMPUS RELOCATION to an alternate site for FAMILY **REUNIFICATION.**
- The SC will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
- The SC will request bus transportation or alternate transportation to the relocation site.
- The SC will request the district activate media and parent notification protocols and direct parents to go to the relocation site.
 - o Parent Notification protocols include the use of the District's mass notification system, email distribution lists and telephone calls.
- Teachers will EVACUATE the building using the designated exit routes and alternate routes to the assigned Assembly Areas, take attendance and move to the buses for transport.
- The SC will activate the district Crisis Response Team and notify area mental health agency to provide counseling and mental health services at the relocation site.
- The SC will debrief the school Emergency Management Team. •
- The Superintendent in consultation with law enforcement officials will determine when the school can resume normal activities and communicate the information to parents and the public.

(Note: The school is a crime scene and will require a thorough search and processing.)

BOMB THREAT

Call Taker: Upon receiving a message that a bomb has been placed in school:

- Use bomb threat checklist.
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this. (See Bomb Threat Checklist)
- Listen closely to caller's voice and speech patterns and to noises in background.
- After hanging up phone, immediately dial *57 to trace call. (May be different on your phone system)
- Notify the Principal/School Commander or designee.

School Commander:

- School Commander or designee notifies law enforcement by calling 9-911
- Assign staff to meet and brief emergency responder agencies outside.
- Notify staff through the Public Address system:

"YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL

STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. SEARCH TEAM MEMBERS PLEASE REPORT TO

ALL TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF."

The School Commander and law enforcement agency will make a decision to:

- Evacuate Immediately.
- Search the building and Evacuate if warranted.
- Notify the Superintendent.
- Ensure staff who received the call completes the Bomb Threat Checklist and gives to law enforcement official.

- Assemble and brief the Search Team members at the interior command post. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
- If a suspicious item is located, notify law enforcement official, order an EVACUATION • selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM.
- Direct students and staff, "DO NOT take personal belongings, coats or backpacks." • "Teachers and staff will leave their windows and doors open when exiting."
- Students and staff must be evacuated to a safe distance outside of school building(s).
- Arrange for person who found a suspicious item to talk with law enforcement official. •
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- After consulting with the Superintendent the School Commander may move students to • a designated location, if weather is inclement or the building is damaged (primary relocation center).
- The school commander will notify staff and student of the termination of the emergency • and to resume normal operations.

Teachers and staff:

- Teachers and staff will check their classrooms, offices and work area for suspicious items and report any findings to the School Commander or Search Team members.
- If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is • located, but do not guard it.
- Teachers will account for their students and be prepared to evacuate if ordered.
- Teachers and staff will evacuate using standard procedures and exit routes to assembly area. •
- Teachers will open classroom windows and leave classroom doors open when exiting.
- Teachers take roll after being evacuated. Hold up the GREEN status card to indicate • everyone is accounted for. Use a RED status card to indicate student or staff is missing or you need immediate assistance. Be prepared to report the names of any missing persons to school administration.
- Keep your class together at the assembly area until given further instructions. Be prepared for Off-Site Evacuation if ordered.
- If given the "All Clear" signal, return to the building and resume normal operations. •

BOMB	THREAT	CHECKL	IST

		D INKEAI CHECKLISI		
Description Detail Report		Callers Voice - Circle as applicable:		
Questions to ask:		• Calm	• Nasal	
		• Angry	Stutter	
1) When is the bomb going to explode?		• Excited	• Lisp	
		• Slow	• Raspy	
2) Where is it right now?		Rapid	• Deep	
		• Soft	Ragged	
3) What does it look like?		• Loud	 Clearing Throat 	
		Laughter	 Deep Breathing 	
4) What kind of bomb is it?		Crying	 Cracked Voice 	
		Normal	 Disguised 	
5) What will cause it to explode?		• Distinct	Accent	
		• Slurred	• Familiar	
6) Did you place the bor	nb?			
		If voice is familiar, whom did it sound like?		
7) Why?				
8) What is your address	?			
		Background Sounds:		
9) What is your name?		_		
		 Street Noises 	 Factory Machinery 	
Exact wording of the threat:		Animal Noises	Voices	
		• Clear	• PA System	
		Static	Local Call	
		Music	 Long Distance 	
		House Noises	Phone Booth	
		Motor	Office Machinery	
Sex of Caller:	Race:	•	y	
		Other		
Length of	Age:			
call:	- 6-			
				
Date:	Time:	Threat Language:		
	1 100.	A m out Danguage.		
Number at which call was received:		• Well Spoken (educe	• Well Spoken (educated)	
		Incoherent	• Taped	
Notes:		• Foul	• Message read	
1 1 7 6 6 9 .		• Irrational by threat n		
		Remarks:	114701	
		Nomarko.		

BUS ACCIDENT

Bus Driver/Monitor:

- Protect student passengers from injuries and the bus from further damage.
- Turn off the ignition, remove the key and activate the hazard lights. •
- Check for conditions that could cause a fire.
- If conditions are safer outside the bus than inside, evacuate the bus.
- Do not leave students unattended or unsupervised.
- Notify the appropriate law enforcement agency by calling 911. Let them know a school • bus was involved, exact location, number of injured and type of injuries, school district or bus company name and remain on the phone to provide updates until emergency responders arrive.
- Contact the school district/bus company office and provide the following information: • 1. Who

- 2. What
- 3. When
- 4, Where (location)
- 5. Why and needs
- Do not discuss details of the accident with media.
- Do not release any students to anyone unless told to do so by school district administration or law enforcement.
- If you are directed by law enforcement to remove student passengers from the scene, be sure to follow their directions and/or school district/bus company policy and procedures for removal and transport.
- If there are no injuries, follow school district/bus company policy and instructions on moving, returning or delivering students.

School Commander:

- Dispatch a school administrator or designee to the accident location.
- School official(s) at the scene will assess level of support needed and convey this to the School Commander and Superintendent's office.
- School Commander or designee at the scene will report the names of student passengers, their conditions, disposition, and location(s) where injured were taken so parent notifications can be made.
- Direct school official(s) at the scene to accompany injured students to the hospital.
- The School Commander or building principal will ensure that any special health information or medication for any injured student is sent to the hospital.

Superintendent

- If multiple hospitals are used, the Superintendent's office will send an administrator to each hospital.
- The Superintendent or designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital where the student was taken.
- District staff will assess counseling needs of victim(s) or witness(s) and implement postcrisis procedures.
- Direct the district public information officer to prepare a media release and parent letter of explanation for the same day distribution, if possible.

CYBER PLAN

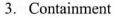
Cyber Plan for District-Wide Safety Plan Inclusion

The District maintains a comprehensive Data Disaster Recovery Plan. The contents of that document is confidential; however, certain sections were copied to be incorporated into the District-Wide Safety Plan.

An incident response plan should be set up to address a suspected data breach in a series of phases. Within each phase, there are specific areas of need that should be considered.

The incident response phases are:

- 1. Preparation
- 2. Identification



4. Eradication

5. Recovery

6. Lessons Learned



ROLES & RESPONSIBILITIES

Name Role

Exec. Dir. for Educational Services Communicate with Superintendent regarding assessed damages and determine capacity of district operations.

Network Systems Administrator Assess damages in a disaster scenario and report back to Exec. Dir. For Educational Services on available working systems and recovery time estimates. Coordinate recovery efforts with technical staff and Supervisor of Operations and Maintenance.

Director of Facilities III Assess damage of vital technology related operations, such as electric, cooling, and building related disaster scenarios. Assist with

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coordination of electrical and Fiber Optic Data lines with regards to power poles. Coordinate repair of facilities to primary Network Operations Center.

Technology Integrator I (CORE) Assess damage and implement recovery of various systems, coordinate system recoveries with other technical staff and report back to Network Systems Administrator.

Technology Integrator II (CORE) Work with Network Systems Administrator in order to speed resolution of any issues. Available if Network Administrator is not available.

DROP, COVER AND HOLD

Purpose: Drop, Cover and Hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake.

- Inside, teachers will instruct students to duck under their desks and cover their heads with • their arms and hands.
- All students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
- Outside, teachers will instruct students to drop to the ground, place their heads between • their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows. •
- Teachers should account for their students and report any student missing to the administration.
- The School Commander may order an evacuation if the situation warrants and it is safe to • do so.

EARTHOUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries.

School Commander:

- The School Commander (SC) or designee will call 9-1-1(if necessary) (Insert the actual sequence to dial 911 from your phone system).
- After the shaking stops, the SC will initiate an EVACUATE BUILDING alert. Staff and students will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- The SC will contact the Superintendent's office and activate the media and parent notification protocol.
- The SC will establish a school command post and medical triage site on campus.
- The SC will direct staff to shut off utilities and notify the appropriate utility company of • damages (e.g., gas, power, water or sewer).

- The SC will consult with emergency management and public safety officials to determine if the buildings are safe for re-occupancy.
- The SC will consult with the Superintendent concerning closing school. They will decide whether to announce dismissal of students from the school or EVACUATE student's off-campus to an alternate relocation site for Parent Reunification.
- If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site.

Teachers and staff:

- Upon the first indication of an earthquake, teachers should direct students to DROP, COVER and HOLD, seek shelter under desks and move away from windows and overhead hazards.
- If outdoors, teachers should direct students to move away from buildings, gas and electrical lines.
- If EVACUATION is ordered, teachers will bring their student roster and emergency Go Kit, take attendance at the Assembly Area, and report any missing or injured students.
- Designated staff will check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site if an off-campus evacuation is ordered.

EVACUATION

Purpose: Whenever it is determined that it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, structural failure, etc.)

School Commander:

- Designate someone to Call 9-1-1. Identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The School Commander or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

"YOUR ATTENTION, PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA."

- Notify the district office of the school evacuation.
- Designate someone to contact the Transportation Director or bus service to take students to the alternate off-campus relocation site.

Office staff:

- Take visitor log and student sign out sheet to the assembly area.
- Gather headcount information from teachers and inform the principal or incident commander of any missing student(s) or staff.

Teachers:

- Teachers will instruct students to evacuate the building, using designated routes, and report to their assigned Assembly Area. Designate a student leader to help move your class to the assembly area.
- Close your door, turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring your class lists, phone lists, and classroom Go Kit materials.
- All staff will sweep the bathrooms, hallways and common areas for visitors, staff and students while exiting.
- Take attendance, specially noting any students in other activities or services such as band, orchestra, choir, speech, chess, etc. that are missing. Display GREEN status card to indicate all students accounted for or use RED status card to indicate someone is missing or injured. Report any missing students or staff to the area coordinators.
- At the Assembly Area, teachers and students will stay in place until further instructions are given.

Support Staff:

- Return all of your students to their classroom designated assembly areas or a buddy teacher, avoiding area(s) of hazard.
- Report to the Unassigned Staff Area. You may be needed in another capacity as the incident unfolds.

LOCKOUT

Purpose: When conditions are safer inside the building than outside such as: severe weather, community emergency, gang activity, hazardous material release outside, etc.) **School Commander:**

- Order a LOCKOUT for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio telephones, or runners to gather school community inside.
- Notify the district office of the situation.

Teachers:

- Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
- If movement into the building would present a danger to persons outside, teachers and staff outside will direct students to the designated assembly areas or off-campus assembly site.
- Teachers will take attendance and account for all students. Report any missing students to administration.
- No students or staff are allowed outside the building.
- Close and lock all exterior doors and windows. Monitor the main entries until the "All Clear" is given.

OFF-CAMPUS EVACUATION

Purpose: This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by

emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school and to evacuate students and staff to that site.

School Commander:

- The School Commander will advise staff of the decision to implement this protocol and begin setting up the bus evacuation staging area.
- Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation or if buses are required.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site during Family Reunification.
- The School Commander or designee will order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement:

"YOUR ATTENTION, PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO _____ LOCATED AT _____. WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION FROM THAT LOCATION."

- Direct staff to move students to the evacuation staging area for loading onto buses.
- Notify the district office and Superintendent of the evacuation and relocation. Request assistance in preparing the site for arrival. Provide an update on the situation, identify the primary relocation site, the evacuation route and if needed, request buses or alternate means of transportation.
- Request the district office to activate appropriate system-wide Crisis Response Teams from each school and send them to the relocation site to assist with Family Reunification.
- Provide the school media/public information representative with detailed instructions via fax or prepared information release to read to the public in order to direct concerned relatives to the Family Reunification Site.
- Designate someone as the Reunification Site Commander.

Teachers and staff

- Take your class roster, phone lists and emergency Go Kit as you exit to the designated assembly area.
- After evacuating, take roll and account for all students. Report any missing students to school administration. Hold up the RED status card to indicate you have missing or injured students. Use the GREEN status card if everything is ok.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation site.
- Ensure special needs students and staff are assisted. Request help if needed.
- While en-route to the relocation site, the teachers will prepare list of all evacuees on the bus, which will be delivered to the reunification site commander upon arrival.
- Follow the instructions of the Family Reunification site staff when you arrive. You may be asked to assist in staffing the site.

FAMILY REUNIFICATION

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Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.

School Commander:

- The School Commander will determine the appropriate pre-designated relocation site and safe evacuation route.
- The School Commander will notify the contact person at the relocation site to prepare for arrival of students.
- Designate a Reunification Site Commander.
- Request the District Office to send personnel to staff the Family Reunification Center. •

Reunification Site Commander:

- Establish a command post
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist. •
- Secure a holding area for arriving students and staff away from waiting family members •
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian • and sign out.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Set up a media staging area and notify the school media liaison of the location. •
- Keep evacuees on buses or in a holding area separate from parents until they can be • signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a • student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed • out their student.

Teachers

- Provide a list of evacuees to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive. You may be asked to assist in staffing the site.

FIRE

In the event a fire or smoke from a fire has been detected:

- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the School Administrator.
- The School Commander or designee will immediately initiate an EVACUATION announcement, direct staff to call 9-1-1 to verify the fire alarm and notify the district office.
- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly Areas.
- No one may re-enter building(s) until entire building(s) is declared safe by the fire department.

Administration:

- School Commander or designee calls 911 (Insert the actual sequence to dial 9-1-1 from your phone system) to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, state the building is being evacuated and identify the location of the school command post.
- School office staff will take the visitor log, student sign-out sheet and the Critical Incident Response Kit and evacuate to the designated school command post.
- Office staff will obtain student roll from teachers and inform the principal or incident commander of any missing students. After consulting with Superintendent, fire department and law enforcement officials, the School Commander may direct an off-site evacuation to the primary relocation site if

weather is inclement or the building is damaged.

• School Commander notifies students and staff of termination of emergency, return to the building and resumes normal operations.

Teachers

- Take the class roster, the emergency Go Kit and lead students out of the building to the designated assembly area(s). Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn out the lights upon exiting confirming all students and personnel are out of the classroom.
- Take attendance at the assembly area after being evacuated. Hold up the GREEN status card to indicate all students are accounted for. Use the RED status card to indicate a student or staff is missing or you need immediate assistance.
- Be prepared to move students if an OFF-CAMPUS EVACUATION is ordered.
- Keep your class together and wait for further instructions.

HAZARDOUS MATERIAL RELEASE

Hazardous material (haz-mat) release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. Internal haz-mat incidents may occur from activities in a school laboratory, vocational technical area, or maintenance shop. External haz-mat exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

Substance Released Inside A Room or Building

- The School Commander (SC) will initiate an EVACUATION alert. Direct staff to use designated routes or other alternate safe routes to assigned Assembly Area(s) upwind or cross wind from the affected room or building.
- The SC directs staff to call 9-1-1 (Insert the actual sequence to dial 911 from your phone system,) provide the name and location of the school, state the emergency and describe actions to safeguard students and staff and identify the location of the school command post.
- The SC or staff will notify the Superintendent's office and request activation of media and parent notification protocol.
- The SC will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The SC will establish a school command post outside the school and brief fire officials when they arrive.
- Refer media to: Jennifer Kuefner 631-589-4000 ext. 131 (w)/ 516-480-8508 (C) District spokesperson Telephone Numbers (work/mobile)
- Teachers should take attendance at their outside Assembly Area and report any missing or injured students to administration.
- After evacuation, persons who have come into direct contact with haz-mat substances should be taken to a decontamination area.
- The SC will determine if an off-campus evacuation to a relocation site is necessary. If so, request transportation resources from the district. Alert staff to move to students to designated transportation site.
- Request law enforcement officials to assist with evacuation and assign officers to the relocation site.

Substance Release Outdoors:

- The School Commander (SC) will immediately announce a SHELTER-IN-PLACE alert and a REVERSE EVACUATION into the building for all students and staff outside the building.
- The SC or designee will call 9-1-1 (Insert the actual sequence to dial 911 from your phone system) identify the name/exact location of the school, describe the emergency, state what actions are being taken to safeguard students/staff and remain on the line until told otherwise.
- The SC will direct staff to turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
- The SC will notify the Superintendent's office and request activation of media and parent notification protocol.
- Refer media to:

- o Jennifer Kuefner 631-589-4000 ext. 131 (w)/ 516-480-8508 (C)
- District spokesperson Telephone Numbers (work/mobile)
- The SC will ensure all buses en-route to the school are re-directed to the alternate relocation site and deposit the student there for reunification with parents.
- Teachers and staff outside will immediately move into the building using the nearest • entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- The SC will turn on a radio or television to monitor information concerning the incident.
- The school will remain in SHELTER-IN-PLACE until the fire official or appropriate agency provides clearance or the staff is otherwise notified by the Superintendent.
- When emergency responders determine it is safe to do so, the SC will give the "All Clear" signal to staff and students and announce whether school will resume normal activities, dismiss early or complete a non-emergency evacuation and movement to an off-campus relocation site for parent reunification.

INTRUDER/HOSTAGE

Intruder- When an unauthorized person enters school property:

- Notify School Commander.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder's purpose is not legitimate, ask him/her to leave. Accompany intruder to exit. •

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property.
- Notify security or police and Principal if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.).
- Maintain visual contact with intruder from a safe distance.
- School Commander notifies Superintendent and may issue Lockdown procedures (see • Lockdown Procedures section).

Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Principal or main office.
- School Commander (SC) or designee will announce LOCKDOWN action.
- The SC or designee will ensure staff outside are notified of the LOCKDOWN and to move students away from the building to the outside assembly areas.
- The SC or designee will call 9-1-1 immediately (insert he actual sequence to call 9-1-1 • from your phone system). Give dispatcher details of situation: description and number of intruders, exact location in the building and that the school is in LOCKDOWN. Ask for assistance from hostage negotiation team.
- The SC or designee will redirect any buses en-route to the school to an alternate location. •

- School Commander notifies Superintendent. •
- The SC will give control of scene to police and hostage negotiation team.
- The SC will ensure detailed notes of events are taken.
- Teachers and staff will implement LOCKDOWN procedures upon hearing the alert. If outside, move to campus assembly areas and wait for further instructions.
- Everyone should remain in lockdown until given the "All Clear" or if directed in person by a uniformed law enforcement officer.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

LOCKDOWN

Purpose: Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbance, etc.).

School Commander:

The School Commander or designee, or any staff member will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

"THE BUILDING IS NOW IN LOCK DOWN. THE BUILDING IS NOW IN LOCK DOWN. THE BUILDING IS NOW IN LOCK DOWN."

- Designate someone to Call 9-1-1. Identify the name and address of the school, describe • the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-campus assembly area(s), account for the students and be prepared to evacuate off-campus to a relocation site.
- Direct staff to switch bells to manual mode and deactivate the fire alarm.
- Notify the transportation director or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify district office.
- Direct staff to turn off alarms and bells.

Office Staff:

- Stay by the phones to wait for additional procedures from district office and incident commander.
- Remotely check status of classrooms via PA., telephone, computer or other methods.
- Assist the principal or Incident Commander establishes the school command post.

Custodians:

- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, or vendor repairmen located inside the building into a safe area and lock the door.

Teachers:

- Clear the hallway and bathrooms by your room moving everyone into the classroom.
- Close and lock all doors and windows, turn off the lights, move vision panel cover over the door's vision panel, and barricade the door by any means possible.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall out of view from windows and doors.
- If a life-threatening situation exists, exit immediately to a place of safety.
- Do not respond to any unconfirmed alarms, bells or announcements, and silence all cell phones.
- Take attendance and be prepared to notify the School Commander/uniformed emergency responders of missing students or additional students, staff or guests sheltered in your classroom, if possible.
- Allow no one outside of the classroom until directed to do so by a visually verified School Commander/uniformed emergency responder.
- If outside, teachers will move students to the designated off-campus assembly area and wait for further instructions.

<u>MEDIA</u>

All staff must refer media to school site or district spokesperson.

- The School District, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)
- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.
- Refer media to: District spokesperson Telephone Numbers (work/mobile) Jennifer Kuefner 631-589-4000 ext. 131 (w)/516-480-8508 (C) Alternate district spokesperson Telephone Numbers (work/mobile)

During an emergency, adhere to the following procedures:

- School Commander or designee relays all factual information to Superintendent.
- Superintendent notifies other schools in district and may ask school Public Information designee to prepare a written statement to media.
- Establish a media information center away from school.
- Update media regularly via designated spokesperson.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media Statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first. •
- Briefly describe school's plan for responding to emergency. •
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media. •
- Refrain from exaggerating or sensationalizing crisis. •

MEDICAL EMERGENCY

School Staff Response:

- Ouickly assess the situation. Make sure the situation is safe for you to approach. Examples of assessing danger include but are not limited to:
 - a. Live electric wires
 - b. Gas leak
 - c. Building damage
 - d. Animal threat
- Immediately notify the building's emergency responder(s) whose contact information is posted in the facility.
- Assess the seriousness of the injury or illness.
- Under life and death circumstances call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Immediately inform the Building Principal or main office.
- Protect yourself against contact with body fluids (universal precautions). •
- Administer appropriate first aid according to your level of training until help arrives.
- Comfort and reassure the victim. Do Not Move the sick or injured unless the scene is • unsafe.
- If the victim is not breathing or there is no pulse, ask someone to retrieve the Automated • External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.
- Staff trained in the use of the AED will respond to the scene and apply the device if necessary.
- If an AED was used, the person using it will complete the Automatic Defibrillator Incident Report, 4:170-E7. If appropriate, a supervising staff member completes the report.

Administration:

- Direct staff to call 9-1-1, if necessary, and provide appropriate information to responders.
- Send school staff with first responder/first aid/AED training to the scene. •
- Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- Assign a staff member to remain with the victim if they are transported to the hospital. •
- Notify parent or guardian of the situation, include type of injury or illness, medical care given and location where the victim has been transported.
- Ensure student/staff medical information from administrative records is sent to the hospital.
- Notify the school counselor/Crisis Response Team and provide a brief description of the • incident.

- Advise faculty and staff of the situation (when appropriate).
- Develop and maintain written documentation of the incident and report each use of an AED to the local EMS System Resource Hospital. Ensure the person who used the AED completes the Automatic External Defibrillator Incident Report, 4:170-E7.
- Follow-up with the parents or guardian.

MENTAL HEALTH/CRISIS INTERVENTION

Purpose: These procedures are intended to guide staff in responding to more frequently occurring crisis such deaths, injuries, emergencies or other traumatic events impacting the school community. As a result of such incidents, students and staff may exhibit a variety of psychological reactions. As soon as the safety of those involved have been insured, attention must turn to meeting the emotional and psychological needs of students and staff. Knowing what to do if such as crisis occurs will minimize the chaos, rumors and the impact of the event on other students and staff.

School Commander:

- Notify the Superintendent of the incident or emergency.
- Ensure the designated media or public information officer is notified and briefed on the circumstances and actions taken. Request the PIO to prepare formal announcement and media release.
- Activate the school Crisis Intervention Team and assign duties. Request additional district level support from teams from other schools or community-based mental health resources if needed.
- Notify building support staff including counselors, psychologists and social workers.
- Convene an emergency staff meeting. Invite outside professionals to join the meeting to help staff members process their own reactions to the situation.
- Determine if additional district/community resources are needed—or are needed to "stand by"—to effectively manage the crisis, and notify them if appropriate.
- Assign staff to monitor the grounds for students leaving the building without permission. Redirect them to support services. If unable to intercept, make parent notification and inform them of the situation.
- Make an initial announcement over the PA system to the entire school. Include minimum details and note that additional information will be forthcoming. Prepare statements for telephone inquiries.
- Immediately following resolution of the crisis, convene the Crisis Intervention Team for a debriefing to discuss successes and problems and allow staff an opportunity to discuss feeling and reactions.

Mental Health/Crisis Intervention Team:

- Assess the range of crisis intervention services needed during and following an emergency or event.
- Advise and assist the school administrator to restore regular school functions as efficiently and as quickly as possible.
- Provide direct intervention services, ongoing assessment of needs and follow-up services as required.
- Identify locations in the school designated for individual or group counseling and make a building wide announcement.

- Identify, gather, and inform the siblings, closest friends and teachers of the deceased/injured and provide counseling support. Notify parents of affected students regarding available community resources.
- Provide grief support for students/staff in designated building areas. Ensure parents of • any students seeking support are notified of the impact of the event on their child.
- Review and distribute guidelines to help teachers with classroom discussions.
- Stand-in for any substitute teacher in the building or for any staff member unable or • unwilling to deal with the situation during the announcement and subsequent discussion.
- Assign a counselor, psychologist, social worker or other designated staff to follow a deceased/injured student's class schedule for the remainder of the day if that will help teachers in those classes.
- Notify feeder schools regarding siblings or other students predicted to be strongly affected.

Teachers and staff:

- Seek crisis intervention services or counseling if you are experiencing difficulty coping with the event.
- Provide stress management during class time. Allow students to talk about what they felt or experienced in response to or during the event.
- Be prepared for some outbursts and disruptive behaviors. Refer students experiencing stress to counseling.
- Allow for changes in normal routines or test schedules.
- Anticipate a recurrence of emotions and trauma on the anniversary date of the incident. •

PUBLIC HEALTH EMERGENCY

(Protocol under development by the New York State Department of Health)

SEVERE WEATHER

When a Severe Weather Watch or Warning has been issued in the area near the school.

Severe Weather Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into the building.
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review "DROP, COVER and HOLD" procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school

• The School Commander (SC) will announce SHELTER-IN-PLACE alert signal

- The SC will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in "DROP, COVER and HOLD" positions until the danger passes.
- The SC will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Evacuate students and staff from any mobile classrooms in to the building.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

SHELTER-IN-PLACE

Purpose: Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.

School Commander:

• The School Commander or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

"YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM."

- Order a **LOCKDOWN** for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio, telephones, or runners to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Notify district office the school is SHELTERING-IN-PLACE.
- Monitor the NOAA weather radio.
- Be prepared to announce change in status ("DROP, COVER AND HOLD" or "All Clear").

Custodians:

- Shut off utilities (if necessary).
- Turn off ventilation systems (Heating, ventilation and air conditioning) as appropriate.
- Post Shelter in Place cards at the primary entrances to the building(s).

Teachers:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.

- a. For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine or open ditch, or low spot away from trees and power poles.
- b. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- Move students from mobile classrooms to an interior safe area in a permanent structure.
- All persons must remain in shelter until notified by the Incident Commander or emergency responders.

STRUCTURAL FAILURE

Structural failure of a building may result from an earthquake, underground mine collapse, ground settling, heavy snow and ice accumulation on roofs, broken water or sewer lines, and faulty construction. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff.

Structural failure with collapse or partial collapse:

- Upon the first indication of a structural failure the School Commander may implement DROP, COVER and HOLD, an EVACUATION and an OFF-SITE EVACUATION.
- If the roof, ceiling, or wall collapses, students and staff should immediately DROP, COVER and HOLD, seek shelter under desks and tables, and move away from windows or glass.
- Teachers and staff will immediately assist the injured and evacuate the building moving to their assigned assembly area(s).
- The School Commander will initiate an EVACUATION of the building.
- The School Commander (SC) or designee will call 9-1-1(if necessary) (Insert the actual sequence to dial 911 from your phone system), identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
- The SC will direct staff to turn off utilities and seal off the high risk area, if necessary.
- The SC will notify CPR/first aid certified persons in school building of medical emergencies, if necessary. (Names of CPR/first aid certified persons are listed in Critical Incident Response Team Members section.). The team will check for injuries and provide appropriate first aid.
- No one will be allowed to reenter the building until declared safe by emergency management and public safety officials.
- •

Structural failure without collapse

- For structural failure without collapse, the SC will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. Staff will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The SC will notify the Superintendent and determine whether to dismiss school early, order an evacuation, and off site evacuation for parent reunification.
- The Superintendent and School Commander will confer with emergency management and public safety officials regarding the structural integrity of the building.

- The district office will notify the architect and insurance carrier to document and assess the damage.
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

UTILITY LOSS OR FAILURE

Utility failure is the loss or interruption of electric power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, the School Commander (SC) will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or EVACUATION. The SC may direct staff to shut off utilities, as deemed necessary.
- The School Commander will contact the local utility company (see emergency contact section) and determine the anticipated duration of the outage.
- The School Commander will confer with the Superintendent and determine whether school should be closed and classes temporarily suspended. If so, activate parent and media notification protocols.
- In the event of a gas leak, the School Commander will direct staff to call 9-1-1 (Insert the actual sequence to dial 911 from your phone system) give name and exact location of the school, state the emergency, identify affected area(s) of the building, announce the school is EVACUATING and provide the location of the school command post outside.
- For gas leaks, the School Commander will order an EVACUATION and open windows. DO NOT ACTIVATE THE FIRE ALARM and transfer school bells to manual mode. Direct staff to shut off all utilities.
- If evacuating, teachers and staff should follow evacuation procedures avoiding areas of hazard, assemble at designated assembly area, take attendance and report any missing students to administration. Teachers should be prepared to evacuate students off campus to a relocation site for parent reunification, if directed.
- Refer media to: Jennifer Kuefner, District Spokesperson : 631-589-4000 ext. 131 (w)/ 516-480-8508 (c)
- Do not allow anyone to reenter the building until the facility has been deemed safe.
- The School Commander will complete a detailed incident report at the earliest opportunity and send to the Superintendent's Office.

APPENDIX 15

Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

(4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.

(7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation:

- We will work closely with the Suffolk County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's Communicable Disease Report, and submit to: Suffolk County Department of Health, Bureau of Epidemiology and Disease Control, 3500 Sunrise Highway, Suite 124, Building 300, Great River, NY 11739.
 - o Public Health Consultation and Immediate Reporting: 631-854-0000
 - o Coronavirus Hotline: 888-364-3065
 - o Weekend/After-hours Consultation and Reporting: 631-852-4820
- The Suffolk County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Superintendent will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the Director for Educational Services will also be an important Team member. The Assistant Superintendent for Personnel, Assistant Superintendent for Business, Supervisor of Buildings & Grounds, Food Service Director, Transportation Coordinator, Public Information Officer and Superintendent will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to the implementation of the Plan. The CDC School District Pandemic Influenza Planning Checklist was reviewed prior to the start of the school year for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at http://www.cdc.gov/flu/school/.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

- 1. **Title** a list of positions/titles considered essential (**could not work remotely**) in the event of a state-ordered reduction of in-person workforce.
- 2. **Description** brief description of job function.

- 3. Justification brief description of critical responsibilities that could not be provided remotely.
- 4. Work Shift brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
- 5. **Protocol** how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- Mobile Device Assessments:
 - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
- Internet Access Assessments:
 - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
- Providing Mobile Devices and Internet Access:
 - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
 - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need.
- Technology & Connectivity for Students Mandatory Requirements:
 - To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
 - To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
 - Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.
- Mobile Devices Delivery:
 - Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:
 - o Communication (e-mail, phone, online conferencing, social media)
 - Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
 - o Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)

- o Learning Materials and Content (digital content, online learning
- Additional Technology Devices Assessments:
 - o Identify students' technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- Providing Multiple Ways for Students to Learn:
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, the Rocky Point School District is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 50% of capacity or the maximum allowable by State or Local guidance.
- Forming student cohorts at the secondary level to limit potential contacts.
- Limit employee travel within the building.
- Stagger arrival and dismissal times.
- Implement a virtual day for the secondary level.
- Limit or eliminate visitors to the building.
- The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency. Actual information can be found in Appendix 15, Essential Employee Worksheets.

Protection (Preparedness):

- We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Suffolk County Police Department, Director of Covert Operations and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.
- The District-wide Command Center will be at District Office with the alternate at Joseph A.
 Edgar Intermediate School and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:
 - Dr. Scott O'Brien Chief Emergency Officer
 - Jonathon Rufa
 Safety Officer
 - Syntax Public Information Officer

Operations

Planning

- Susann Crossan
- Aaron Factor



0	Paul Martinez	Logistics
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- o Chris Van Cott Finance & Administration
- o Don Flynn Security Consultant
- James Moeller Liaison Officer Principal
- o Dawn Meyers Liaison Officer Principal
- Jason Westerlund Liaison Officer Principal
- Linda GreeningLiaison Officer Principal

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

The school district has designated a COVID-19 safety coordinator (administrator), for each of
its schools, whose responsibilities include continuous compliance with all aspects of the
school's reopening plan, as well as any phased-in reopening activities necessary to allow for
operational issues to be resolved before activities return to normal or "new normal" levels.
The coordinators shall be the main contact upon the identification of positive COVID-19
cases and are responsible for subsequent communication. Coordinators shall be responsible
for answering questions from students, faculty, staff, and parents or legal guardians of
students regarding the COVID-19 public health emergency and plans implemented by the
school.

School/Program	COVID-19 Safety Coordinator/Administrator	Contact #
High School	James Moeller	631-849-7505
Middle School	Dawn Meyers	631-849-7302
Joseph A. Edgar Intermediate School	Linda Greening	631-849-7404
Frank J. Carasiti Elementary School	Jason Westerlund	631-849-7202

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting, and the public media. A school district Public Information Officer (PIO) has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our District Administration to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. The school district uses the SAVE system, which provides a direct call to the Suffolk County Police Department. We have tested/exercised our communication systems on Wednesday, November 25, 2020.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:



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- Overall Operations we have defined the following decision-making authority for the district; Superintendent – Chief Emergency Officer, Assistant Superintendent for Human Resources - Operations, Assistant Superintendent for Business – Finance and Administration, Supervisor of Buildings & Grounds - Logistics, Director of Educational Services - Planning, Director of Athletics – Safety Officer, and Building Principals- Liaison Officers. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, district automated phone notification system.
- o The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain certain responsibilities. We have defined the following job titles for having back-up responsibility in these areas: Purchasing, Payroll, Accounts Payable, Accounting and other related functions). Recognizing the need for job cross-training, we have trained individuals to serve as back-ups for essential business office functions. The District also maintains a Business Office procedural manual which details the duties & tasks for each position and reviews its contents annually for accuracy. The District has also established the ability to maintain these essential functions off-site from remote locations by using District-provided laptops which connects employees to our network via a secure VPN connection. as follows.
- o Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Cleaning and disinfection procedures have been reviewed with all unions and published on website. At no time will products not approved by the school district be utilized.
- o Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the

crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

- o Hard copy, self-directed lessons
- o Use of mobile media storage devices for lessons (CDs, Jump Drives, IPads)
- o On-line instruction; on-line resources; on-line textbooks
- Communication modalities for assignment postings and follow-up: telephone;
 Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods prior to the start of the school year. We will have ongoing staff development throughout the 2020-21 school year.

(4) Obtaining and Storing Personal Protective Equipment (PPE)

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the school district is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with Eastern Suffolk BOCES to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

PPE Supply Management

• The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

		Disposable Face Covering Supplies					
Group	Approx. # of	1 Week Supply	12 Week Supply 100%	12 Week Supply 50%	12 Week Supply 25%	Assumptions	

n tagan tana Sélat Departing series Sélat series	People per Group	ક્રિયા છેલા પ્ર ૨૫ ટેલ્ટ લેવ શેર્વા વેર્વેલ્ટ જ	Attendance	Attendance	Attendance	
Students	3000	3000	36000	18000	9000	1 Disposable Mask per Week (supplements parent provided)
Teachers/Staff (F/T & P/T)	650	3250	39000	19500	9750	5 Disposable Masks per Week
Nurse/Health Staff	9	90	1080	540	270	10 Disposable Masks per Week per School Nurse

Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	90	1080	10 per Week per Staff
Disposable Gowns	90	1080	10 per Week per Staff
Eye Protections	18	216	2 Re-usable per Staff
Face Shields	18	216	2 Re-usable per Staff
N-95 Respirators*	90	1080	10 per Week per Staff

Note: N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.

Response:

- The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Suffolk County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The District Administrative staff will re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.

95

- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the District Administrators or PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Assistant Superintendent for Business will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Assistant Superintendent for Business will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Supervisor of Buildings & Grounds will meet with staff and monitor ability to maintain essential function. The Supervisor of Buildings & Grounds will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Supervisor of Buildings & Grounds will work closely with the Assistant Superintendent for Business or designee to implement different phases of the Plan as necessary.
- The Assistant Superintendent for Personnel will meet with staff to review essential functions and responsibilities of back-up personnel. The Assistant Superintendent for Personnel will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building the school district will notify the NYS Education Department through the NYSED Business Portal.

(5) Preventing Spread, Contact Tracing and Disinfection

• The District will review the most up-to-date recommendations from the Centers for Disease Control as well as state & local departments of health.

Return to School after Illness

• The school district will review CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

Staff Absenteeism

- Instructional staff will call into the Absence Management System when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- Substitute staff members have been trained on all virtual systems our school district currently uses and lesson plans are provided by the absent teacher.

Medical Accommodations

• The Human Resources Department will continue to handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent to the Assistant Superintendent for Human Resources.

New York State Contact Tracing Program

518-387-9993

Facilities: Cleaning and Sanitizing

- Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.
- Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.
- Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:
- Buttons on vending machines and elevators.
- o Changing tables.
- o Classroom desks and chairs.
- o Door handles and push plates.
- o Handles on equipment (e.g., athletic equipment).
- o Handrails.
- o Gymnasium floors.
- o Kitchen and bathroom faucets.
- o Light switches.
- o Lunchroom tables and chairs.
- o Related Services Spaces.
- Shared computer or piano keyboards and mice.
- o Shared desktops.
- o Shared telephones.

Hand Sanitizing:

- o Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by District Administration.
- Rocky Point School District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- o No-touch trash receptacles will be utilized, where possible.

(6) Documenting Precise Hours/Work Locations of Essential Workers

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The District utilizes an electronic payroll "punch in/out" system to track work shifts and locations of all staff.

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Supervisor of Buildings & Grounds, and Curriculum Supervisors will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

APPENDIX 16

School District Pandemic Influenza Planning Checklist as reviewed by the **District's Safety Team**

Example of Rocky Point School District Contract Tracing Form

Essential Employee Worksheets

School District Pandemic Influenza Planning Checklist

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <u>http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf</u>).

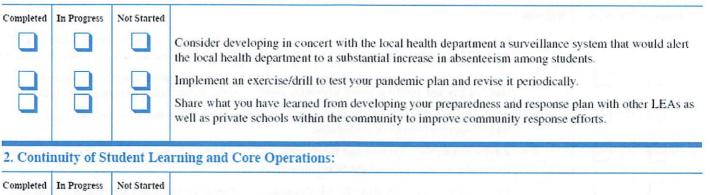
Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
			Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
			Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
			As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
			Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
			Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
			Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
			Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
			Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
			Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
			Participate in exercises of the community's pandemic plan.
			Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.



1. Planning and Coordination (cont.):



	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff
	among students and staff. Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
			Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
			Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
			Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
			Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
			Establish policies for transporting ill students. Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
			Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
			Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
			Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	 Displaying the feature of the second s Second second s Second second se
			Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
			Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
			Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
			Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
			Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
			Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g.
			guidance for the at-home care of ill students and family members). Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



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ROCKY POINT SCHOOL DISTRICT COVID-19 Preliminary On-Site Investigation

School Building Click or tap here to enter text. Today's Date Click or tap to enter a date.

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Name of Person Testing Po	sitive: Click or tap her	re to enter to	ext.	Position:			
Last Date Individual was in	n the School Building	: Click or ta	p here to	enter text.			
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Telephone #: Click or tap h ASYMPTOMATIC	ere to enter text.	Plea	ase highli	ight case was: S	YMPTOMATIC OR		
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Names of <u>Students</u> in Close Contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts, please write NO CONTACTS across the page)							
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NAME/POSITION/	contacts please write EMPLOYEE		TACIS 8	PHONE #	EXPOSURE		
EMPLOYEE ID #	DISTRICTS		E OF RTH	FIUNE #	LOCATION		

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Essential Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

- 1. Title a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
- 2. Description brief description of job function.
- 3. Justification brief description of critical responsibilities that could not be provided remotely.
- 4. Work Shift brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
- Protocol how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Title	Description	Justification	Work Shift	Protocol	Employees
Director of Facilities III	Direct Supervisor of District- Wide Buildings and Grounds department which includes security.	Administrative supervision and direction of the buildings and grounds department	Regular daytime hours and as needed	Work remotely and onsite as demands require	Paul Martinez
Senior Guard	Security of district grounds & property	Supervision of guards as well as performance of Patrols, observation and reporting, traffic control, crowd control. etc. to safeguard buildings, grounds, personnel and students	Regular daytime hours	Work Regularly scheduled shifts onsite	Gene Buchner
Guard	Security of district grounds & property	Performance of Patrols, observation and reporting, traffic control, crowd control. etc. to safeguard buildings, grounds, personnel and students	Various shifts encompassing the hours of 6:00 AM to 11:15 PM	Work Regularly scheduled shifts onsite	Craig Blanchard (FT) Charles Calvin (PT) Glenn Niver (FT) Gerry Gersbeck (PT) Darren Ilardi (PT) Chris Forman (PT) Daniel Jenkins (PT) Steven Poulos (FT) David Rappolt (FT) Eric Rossy (FT) Michael Sedecki (FT) (3) P/T openings
Head Custodian & Custodial Worker III	Supervision of cleaning programs for their respective buildings	Scheduling Supervising and performance of custodial activities related to cleaning and minor maintenance	Regular daytime hours	Work Regularly scheduled shifts onsite	Dean Covais Mike LaRosa John Raccis Craig Marerro Joe Masterson

Custodial Worker I	Cleaning of buildings	Performance of custodial activities related to cleaning and minor maintenance	Various shifts encompassing the hours of 5:45 AM to 12:15 AM	Work Regularly scheduled shifts onsite	Deny Alfaro Travis Burton Fred Brodman Dana Carbone Tracy Castellucci Pablo Cepeda Dave Cook Alexander Derenze John Durney David Ginocchio Rob Graeff, Jack Holt Robert Kenney Michael Kumar Brandon LaRosa Kevin LaRosa, Donna Masterson Jennifer Messana Pat Murphy Adam Olszewski Alan Previtali Devon Raymond Rich Robinson John Ruocco Justin Rostron James Strauch Christopher Ulrich James Williams Tabitha Williams Ed Yates
Groundskeeper II	Supervision of landscaping and snow removal to maintain District grounds.	Supervision and training of grounds keeping activities including minor repairs.	Regular daytime hours	work regularly scheduled shifts onsite	Ralph Franzese
Groundskeeper I	Landscaping and snow removal to maintain District grounds.	Performance of grounds maintenance and minor repairs of maintenance equipment	Regular daytime hours	Work Regularly scheduled shifts onsite	Larry Buffa Mike Colon Aaron Lipski Jeffrey Niemczyk Phil Villaran
Maintenance Mechanics	Perform maintenance repairs to maintain operational facilities	Skilled trades mechanic responsible for repair and maintenance of building systems etc.	Regular daytime hours	Work regularly scheduled shifts onsite	Jeffrey Christiansen Claude Robb Mark Masterson Sean O'Brien
Secretarial Assistant	B&G Dept. Clerical	Performance of complex, confidential administrative and clerical responsibilities requiring independent judgement. Supervision.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Rachel Masterson
Senior Office Assistant	B&G Dept. Clerical	Performance of clerical activities including the operation of a variety of office equipment	Regular daytime hours	Work remotely and onsite occasionally as demands require	Grace Mastellone
Director of Child Nutrition	Oversee food services operations	Oversight of food prep, food vendor ordering, site delivery, distribution of meals, meals served tally (kept daily)	Food Services 5 days a week- hours will be staggered to account for food prep and distribution to students	Work remotely and onsite as demands require for providing meals	Shakia Hall
Café Manager (4 people)	Oversee food preparation and distribution	Coordinates responsibilities to kitchen staff how meals will be prepped, what is being served, and how many to prepare/distribute	Food Services 5 days a week- hours D13:D24ill be staggered to account for food prep and distribution to students	Work onsite on rotational basis as demands require for providing meals	HS M. Hernandez MS K Carbone JAE M Dunstatter FJC P Bianco
Assistant Cook	Support food preparation	Supports the responsibilities to kitchen staff how meals will be prepped, what is	Food Services 5 days a week- hours will be	Work onsite on rotational basis as demands require for	J. McDonald

		being served, and how many to prepare	staggered to account for food prep and distribution to students	providing meals	
Food Service Worker (PT- Approx. 30)	Deliver food at location, tally / report type o meals served	Supports the needs of Assistant Cook, Café Managers, and Director of Child Nutrition	Food Services 5 days a week- hours will be staggered to account for food prep and distribution to students	Work onsite on rotational basis as demands require for providing meals	Approx. 30 P/T Staff
Café Custodian	Preforms basic cleaning needs, receiving and transporting food, etc. to other schools	Deep cleaning/sanitizing kitchen as required. Receiving all child nutrition orders	Regular daytime hours as necessary	Regular work shifts expected; daily log of sections (cleaning/sanitizing) kept and reviewed	James Strauch
Superintendent of Schools	Oversee full school program	Responsible for communicating with NYS Education department and fulfillment of all polices and regulations	Regular daytime hours	Work remotely and onsite occasionally as demands require	Dr. Scott O'Brien
Principal Office Assistant	Supports the needs of the Superintendent	Prepares the BOE Agenda including all resolutions and MOA's	Regular daytime hours	Work remotely and onsite occasionally as demands require	Loretta Sanchez
Assistant Superintendent	Oversee all aspects of the Personnel Office and Curriculum	Oversee Personnel Office Staff and the Directors of MST and Humanities	Regular daytime hours	Work remotely and onsite occasionally as demands require	Susann Crossan
Secretarial Assistant	Supports the needs of the Assistant Superintendent	Prepares the Personnel Agenda for BOE meetings, maintains staff attendance	Regular daytime hours	Work remotely and onsite occasionally as demands require	Kim Trypaluk
Principal Office Assistant	Oversee record of staff attendance	Responsible for daily staff attendance including records of sick, personal, vacation, COVID, and working from home days. Worker Compensation communication	Regular daytime hours	Work remotely and onsite occasionally as demands require	Regina White
Senior Account Clerk	Oversee all aspects of staff benefits	Responsible for processing payment of benefit invoices and preparing required reports	Regular daytime hours	Work remotely and onsite occasionally as demands require	Lisa Lopez
Assistant Superintendent for Business	Central Administration	Oversee all aspects of Business Operations, Transportation, Building and Grounds and Food Services	Regular daytime hours	Work remotely and onsite occasionally as demands require	Chris Van Cott
Senior Account Clerk	Business Office	Process purchase orders & administers bids district- wide; oversees all transportation needs for district eligible students	Regular daytime hours	Work remotely and onsite occasionally as demands require	Debra Hofmann
District Treasurer	Business Office	Oversees all aspects of the Business Office - accounting, payroll and accounts payable.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Virginia Holloway
Principal Account Clerk	Business Office	Process contractual payroll, update deductions/changes in salary, overtime sheets and vouchers for subs and hourly staff based on payroll schedule	Regular daytime hours	Work remoteiy and onsite occasionally as demands require	Keliy Weiss
Accountant and Extracurricular Treasurer	Business Office	Records journal entries, performs account reconciliations, assists with financial statements and administer accounting functions for Student Clubs	Regular daytime hours	Work remotely and onsite occasionally as demands require	Linda Bilski

Senior Office Asst and Senior Account Clerk	Business Office	Prepares necessary information to close accounts payable based on check warrants scheduled. Receive / safeguard checks when delivered	Regular daytime hours	Work remotely and onsite occasionally as demands require	Jenny Liu Laura Hamilton
Executive Director for Educational Services	Oversees all aspects of School wide Technology, Central Registration and Data Reporting	Critical System infrastructure oversight and NYSED required data reporting and Data privacy officer	Regular daytime hours	Work remotely and onsite occasionally as demands require	Dr. Aaron Factor
Office Application Specialist	Assistant District Data Coordinator	Responsible for all NYSED Data reporting and serves as District homeless liaison and foster car contact	Regular daytime hours	Work remotely and onsite occasionally as demands require	Amy Canzanella
Office Assistant	Oversees Central Registration	Mandated as per NYSED registration must be conducted	Regular daytime hours	Work remotely and onsite occasionally as demands require	Jennifer Agresto
Secretarial Assistant	Supports the needs of the Executive Director of Educational Services	Oversees UPK and Grants	Regular daytime hours	Work remotely and onsite occasionally as demands require	Lorainne Kagel
Executive Director for Pupil Personnel Services	Oversees all aspects of our Special Education Services as well as Student Support Services	Oversees the delivery of Special Education services per student IEPs as well as 504 Plans. Oversees other student support services such as credit recovery and alternative learning center programs.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Kristen White
Senior Office Assistant	Supports the needs of Executive Director of PPS	Prepared documents and completes duties necessary to comply with Part 200 Regulations	Regular daytime hours	Work remotely and onsite occasionally as demands require	Carol Maier
Principal Office Assistant	Supports the needs of Executive Director of PPS	Prepared documents and completes duties necessary to comply with Part 200 Regulations	Regular daytime hours	Work remotely and onsite occasionally as demands require	Mary Caccavale
District Emergency Management Coordinator	Oversees District Emergency Plan, Nurses, PE, Health and Athletics	Prepares emergency management documents and communicates information to staff	Regular daytime hours	Work remotely and onsite occasionally as demands require	Jonathon Rufa
District Clerk	Board of Education Clerk	Needed for BOE meetings, preparation of meeting minutes, administering the Budget vote process, etc.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Kelly White
Building Principals	Assists with all aspects of assigned schools	Responsible for the supervision and evaluation of students/staff, curriculum, NYSED testing and programs.	Regular daytime hours	Work remotely and onsite occasionally as demands require	James Moeller HS Dawn Meyers MS Linda Greening JAE Jason Westerlund FJC
Building Assistant Principals	Assists with all aspects of assigned schools	Responsible for the supervision and evaluation of students/staff, curriculum, NYSED testing and programs.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Michael Gabriel HS Jacqueline Lawson HS Courtney Herbert MS Dawn Meyers MS Benjamin Paquette JAE Nicole Pletka FJC

RFP Assessment Worksheet

School Years 2022-23 through 2026-27

Page <u>1</u> of <u>1</u>

Project or Service Description Financial Statement Preparation

		RS A	brams	Cullen 8	Danowski						
Selection Criteria	Weight*	Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Comprehension of Work	40%	5.00	2.00	5.00	2.00	0.00	-	0.00	-		
Prior School Experience	10%	5.00	0.50	5.00	0.50	0.00	-	0.00	-		-
Professional Qualifications	10%	5.00	0.50	5.00	0.50	0.00	-	0.00	-		-
Familiarity with District	10%	5.00	0.50	4.00	0.40	0.00	-	0.00	-		-
Total Proposed Cost/5 Yrs	30%	5.00	1.50	4.24	1.27	0.00	-	0.00	-		-
Other (describe)											
Overall Ranking	60%		5.00		4.67		-]			Louise	

Vendor Scoring (use additional worksheets if necessary)

Vendor Selected:	RS Abrams	
Approved By:	C Van Cott	
Title:	Asst Superintendent for Business	
Date:	7/27/2023	

Notes: * Percentage weights must add up to 100%. Price must be weighted the heaviest.

Proposals reviewed be recommended for		

Christopher A. Van Cott

** Evaluated on a scale of 1 to 5: 1=worst, 5=best. *** Weight x Raw Score

R24-05

Proposals shall be evaluated based upon the following:

- 1. 40%; Proposer's comprehension of the required (work) Scope of Services
- 2. 10%; Professional Qualifications
- 3. 10%; Prior experience in similar projects, client references
- 4. 10%; Familiarity with District
- 5. 30%; Total proposed price

The evaluation process is designed to award the proposal not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes based on the responses received.

Interview

The award process may include an interview with the Assistant Superintendent for Business, the Audit Committee, and the Board of Education.

Term of Audit

Audit Period: July 1, 2022 through June 30, 2023 with prepared Financial Statements for the fiscal year ending June 30, 2023. This contract shall be for one (1) year, with the option to renew for four (4) addition one-year periods, upon approval by the Board of Education for each year.

No contract becomes binding until the necessary funds have been approved. This Proposal will be utilized on an "as-needed" basis. There is no guarantee that any/all of the services listed will be utilized.

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Auditor.

Right to Reject Requests for Proposal

The District reserves the right to reject without prejudice any and all proposals received under this Request for Proposal.

Proposal for Financial Accounting and Reporting Services for the Rocky Point Union Free School District for the fiscal year ending June 30, 2023, with an option to renew for the subsequent four fiscal years ending June 30, 2024, and June 30, 2025, June 30, 2026 and June 30, 2027 "COPY"

July 27, 2023

R.S. Abrams & Co., LLP

Contact Person: Ms. Marianne Van Duyne, CPA <u>mvanduyne@rsabrams.com</u>

Suffolk Location 3033 Express Drive North, Suite 100 Islandia, NY 11749 (631) 234-4444

Westchester Location 50 Main Street, Suite 1000 White Plains, New York 10606

www.rsabrams.com

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Robert S. Abrams (1926-2014)



Marianne E. Van Duyne, CPA Alexandria M. Battaglia, CPA Brendan Nelson, CPA

July 27, 2023

Board of Education Rocky Point Union Free School District 90 Rocky Point-Yaphank Road Rocky Point, New York 11778

To the Board of Education:

On behalf of R.S. Abrams & Co., LLP, we are pleased to present our proposal to provide external financial accounting and reporting services for the Rocky Point Union Free School District (the "District") for the fiscal year ending June 30, 2023 with the option to renew for the subsequent four fiscal years ending June 30, 2024, June 30, 2025, June 30, 2026 and June 30, 2027. This proposal is a firm and irrevocable offer for services to be rendered.

The financial statement preparation services will include the following financials:

Management's Discussion and Analysis (MD&A)

Financial Statements:

-Statement of Net Position

-Statement of Activities and Changes in Net Position

-Balance Sheet - Governmental Funds

- -Reconciliation of Governmental Funds Balance Sheet to Statement of Net Position
- -Statement of Revenues, Expenditures, and Changes in Fund Balances -
- Governmental Funds
- -Reconciliation of Governmental Fund Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities
- -GASB conversion journal entries

-Notes to Financial Statements

Required Supplementary Information other than MD&A:

-Schedule of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual - General Fund

-Schedule of Changes in the District's Total Other Post-Employment Benefits Liability and Related Ratios

-Schedule of the District's Proportionate Share of Net Pension Asset/(Liability)

-Schedule of the District's Contributions

ISLANDIA: 3033 EXPRESS DRIVE NORTH, SUITE 100 • ISLANDIA, NY 11749 WHITE PLAINS: 50 MAIN STREET, SUITE 1000 • WHITE PLAINS, NY 10606 PHONE: (631) 234-4444 • FAX: (631) 234-4234 Other Supplementary Information:

-Schedules of Change from Adopted Budget to Final Budget and the Real Property Tax Limit -Schedule of Project Expenditures – Capital Projects Fund -Net Investment in Capital Assets -Schedule of Expenditures of Federal Awards (SEFA)

Our work will be performed in a timely manner. We will commit our top resources to meet your specialized service needs.

We will see to it that the District has prompt and ready access to our best people. We will spare no effort to understand and meet your expectations. Again, we thank you for the opportunity to present our proposal. We look forward with great enthusiasm to serve you.

Very truly yours,

R & abrama + Co. XXP

R.S. Abrams & Co., LLP

I. MANAGEMENT AND QUALIFICATIONS

Public school districts are in a highly volatile industry. R.S. Abrams & Co., LLP wants to be able to help clients prepare for and meet the challenges they will face in the years ahead.

Strategic Focus on School Districts

Rocky Point Union Free School District should take note of the strategic commitment to public school districts on the part of the firm's senior management. Public school districts are one of the only two industries our firm's Management Committee has selected for major long-term investment. As a practical matter, that investment in public school districts translates into the dedication of our top-quality talent, sustained attention and effort, and substantial resources to achieve certain key objectives:

- * Meeting our own criteria, including outstanding personal service marked by leadership, technical expertise, and responsiveness.
- * Staying abreast of, and ahead of, emerging industry issues, so that we can assist our clients in understanding and responding to them.

Public School District Group

Our Public School District Group is charged with keeping our clients and our professionals informed about significant developments in the industry. We help to assess the impact of these developments on the management and operations of school districts through participation in industry associations and activities, special programs, and other means. Our Public School District Group responds to the needs of our school district clients and includes a network of accounting and auditing, management and consulting professionals. The group consists of professionals with specialties and expertise gained in the school district industry. Members of this group stay abreast of the latest in school district developments, policies, and issues statewide.

Industry Activities

Members of our Public School District Group are actively involved in a wide spectrum of industry activities. They participate frequently as speakers at technical meetings for the Association of School Business Officials (ASBO), New York State School Boards Association (NYSSBA), School District Internal Auditors Alliance (SDIAA), and the New York State Society of CPA's (NYSSCPA). They also actively participate in the NYSSCPA Public School Accounting Committee, the NYSSCPA Not-for-Profit and Government Accounting Committee, the Government Finance Officers Association (GFOA) Accounting, Auditing and Financial Reporting Committee and the Long Island Village Clerks and Treasurers Association (LIVCTA).

Strength of our School District Practice

We have served as independent auditors for many school districts, in New York State (See Exhibit III).

In addition to financial statement preparation services, other services we have provided to our clients cover all areas of interest and concern to school districts, including:

- * Management Consulting Services
- * Quarterly audits of food service contractors
- * Internal Control Studies
- * Management study of Business Office operations
- * Fund Balance Projections
- * Issuance of consent and citation of expertise to fiscal advisors
- * Internal audits
- * Assist district in communication with rating agencies and preparation of official statements
- * Claims auditing
- * Independent Audits

Publications and Periodicals

We issue an annual update discussing all the current changes effecting school districts in the areas of accounting, tax and legislative issues. A copy of our annual update is located on our website at <u>www.rsabrams.com</u>. If there are any changes during the year, we promptly mail out a letter to our school districts to alert them and to discuss how to address these changes. We also provide our clients with a newsletter alerting them to current changes. We will also post changes important to school districts on our website (<u>www.rsabrams.com</u>) in a timely manner.

Our Service Team

We have selected our premier service team to work for Rocky Point Union Free School District. The members of this group cumulatively possess more than fifty years of experience serving schools in New York State.

Marianne E. Van Duyne, CPA, MBA

Ms. Van Duyne is managing partner at R.S. Abrams & Co., LLP. Ms. Van Duyne is a prior chairperson and current member of the NYSSCPA Public School Accounting Committee and NYSSCPA Government Accounting and Auditing Committee. Ms. Van Duyne serves as a mentor through the NYSSCPA Mentor Match program. She is currently an Advisory Board member of the School District Internal Auditor Alliance. Ms. Van Duyne serves on the AICPA Joint Trial Board. She has served as a Board of Directors trustee for St. Catherine Hospital in Smithtown. Ms. Van Duyne has been a presenter for the New York Government Finance Officers' Association, Association of School Business Officials New York, New York State School Boards Association, the New York State School District Internal Auditors Alliance and the Long Island Village Clerks Treasures Association. Ms. Van Duyne appeared on WLIW "The Learning Curve" as a panelist discussing school district finances. She has been featured in Newsday's Executive Suite. Ms. Van Duyne has also been honored as a recipient of Long Island Business News' 50 Around 50 Award and the Long Island Business News' 50 Most Influential Women in Business Award. Ms. Van Duyne is a Certified Public Accountant with a Masters in Accounting from Hofstra University. She has earned her School Business Administration Certification from C.W. Post. She is also the recipient of the Association of School Business Officials New York Distinguished Graduate of School Business Administration Award. She has three years auditing experience with Deloitte & Touche and thirty years auditing experience with R.S. Abrams & Co., LLP. Ms. Van Duyne is a member of the GFOA, the AICPA and the NYSSCPA. Ms. Van Duyne specializes in school district internal audits, external audits and financial statement preparation services.

Alexandria Battaglia, CPA, BS

Ms. Battaglia is an audit partner at R.S. Abrams & Co., LLP. She has a Bachelor of Science in Accounting from C.W. Post. She was the recipient of the School of Professional Accountancy College of Management's Faculty Award for Excellence in Accounting. She was named the Executive Woman of the Year for the Accounting Profession by the National Association of Professional Women. She has been a presenter for Association of School Business Officials New York, New York Government Finance Officers' Association and the Long Island Water Conference. Ms. Battaglia is a member of the GFOA Accounting, Auditing and Financial Reporting Committee. She is also Chair of the NYSSCPA Public School Accounting Conference Committee. Prior to R.S. Abrams & Co. LLP, Ms. Battaglia worked for Advanced Health Care Resources as a staff accountant for four years. She has twenty three years auditing experience with R.S. Abrams & Co., LLP. Ms. Battaglia is a member of the AICPA, NYSSCPA and the GFOA. Ms. Battaglia specializes in school district internal audits, external audits and financial statement preparation services.

Brendan Nelson, CPA, BS

Mr. Nelson is an audit partner at R.S. Abrams & Co., LLP. He has a Bachelor of Science in Accounting from the University of Rhode Island with a concentration in Accounting. Mr. Nelson has been a presenter for the Long Island Water Conference and Association of School Business Officials New York. Mr. Nelson has eight years of audit and tax experience with R.S. Abrams & Co., LLP, as well as two years of experience with KPMG LLP working as a senior auditor. Mr. Nelson is a member of the AICPA, NYSSCPA Government Accounting and Auditing Committee and GFOA. Mr. Nelson specializes in school district internal audits, external audits and financial statement preparation services.

Christopher Schneider, CPA, BS

Mr. Schneider is a senior audit manager at R.S. Abrams & Co LLP. He graduated from Georgetown University with a Bachelor of Science in Accounting and Bachelor of Science in Finance. Mr. Schneider has been a presenter for the Association of School Business Officials New York and New York Government Finance Officers Association. Mr. Schneider previously had seven years of auditing experience at KPMG LLP, specializing in not-for-profit audits and Single Audits. He is a member of the AICPA, the NYSSCPA Not-for-Profit Organizations Committee, the NYSSCPA Government Accounting and Auditing Committee and the NYSSCPA Public School Accounting Committee. Mr. Schneider specializes in school district internal audits, external audits and financial statement preparation services.

Kelley Golden, CPA, BA

Ms. Golden is a supervisor at R.S. Abrams & Co., LLP. She graduated with a Bachelor of Accountancy from the University of Mississippi. Prior to joining R.S. Abrams & Co., LLP, Ms. Golden has over three years of auditing experience at KPMG LLP, specializing in not-for-profit audits and Single Audits. Ms Golden has two years of audit auditing experience with R.S. Abrams & Co., LLP. Ms. Golden specializes in school district, governmental and not-for profit audits. Ms. Golden specializes in school district internal audits, external audits and financial statement preparation services.

Gabriella Martino, BS, MS

Ms. Martino is a senior auditor at R.S. Abrams & Co., LLP. She has a Bachelor of Science in Accounting and a Master of Science in Accounting from Sacred Heart University. Prior to joining R.S. Abrams & Co., LLP she had over 4 years of experience with Hall CPA Group and Ambrosio & Bellotti, CPA's P.C. Ms. Martino is currently pursuing her Certified Public Accountant license. Ms. Martino specializes in school district, internal audits, external audits and financial statement preparation services.

The key members of our firm are active members of the following professional societies and committees:

- New York Society of CPA's (NYSSCPA)
 - * Public School Accounting Committee
 - * Government Accounting and Auditing Committee
 - * Not for Profit Committee
 - American Institute of Certified Public Accountants (AICPA)
 - * Ethics Joint Trial Board
- New York State, Suffolk County and Nassau County Associations of School Business Officials (ASBO)
- Governmental Financial Officers Association (GFOA)
 - * Accounting, Auditing and Financial Reporting Committee
- Association of School Business Officials International (ASBOI)

R.S. Abrams & Co., LLP

Financial Accounting and Reporting Services for Rocky Point Union Free School District - RFP #R24-05

- New York State Association of School Boards Association (NYSSBA)
- Association of Internal Auditors (AIA)
- School District Internal Auditors Alliance (SDIAA)
- Long Island Village Clerks and Treasurers Association (LIVCTA)
- Long Island Water Conference (LIWC)
- Suffolk County Library Association (SCLA)

We maintain a complete law library, which includes education, municipal, finance, and town law. Our library also contains current professional accounting literature and standards (i.e., *Government Auditing Standards*, Generally Accepted Auditing Standards, GASBs, FASBs, Uniform Guidance and OMB Compliance Supplement).

Qualifications and Roles of the Key Service Team Members

All professional staff are experienced in school district audits. There are no conflicts of interest between R.S. Abrams & Co., LLP and Rocky Point Union Free School District.

All key professional staff members are licensed to practice in the State of New York. All staff members have taken the proper amount of continuing education classes primarily in the area of governmental accounting and auditing as required by *Government Auditing Standards*, the New York State Education Department and the American Institute of Certified Public Accountants. Some of these classes include Government Auditing and Accounting updates, the School District Accounting update, the Single Audit OMB's Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (Uniform Guidance) and the implementation of GASB Statements No. 84, No. 87 and No. 96. The firm possesses a thorough understanding of the current GASB Statements and can assist the District in implementing these statements. Members of our firm have also been speakers at these seminars. All our professional staff members are reviewed on an annual basis. We have had a very low turnover rate over the years, which translate into better service for our clients.

Strategic Planning Meeting

We propose to conduct a strategic planning meeting to initiate our services for Rocky Point Union Free School District. Such a meeting would serve a number of important purposes:

- 1. Identify key concerns and priorities of the District's management in an efficient and economical way so that those priorities can be built into our service approach from the beginning;
- 2. Stimulate innovative thinking and fresh insights into immediate and longer term decisions the District must make in terms of operations, finances, and other concerns;
- 3. Assist in developing constructive working relationships and positive interactions between the District's management and our team;
- 4. Ensure full involvement of our firm's top resources from the very onset.

Profile of our Firm

R.S. Abrams & Co., LLP has the strength of its personnel and its diverse and prestigious clientele. We are a major provider of services to school districts. (See Exhibit III for a listing of our school district external audit clients).

Our firm has two offices in Suffolk and Westchester Counties. Our Suffolk County office is located on Express Drive North in Islandia and will be the office from which the audit work is to be performed. Our Westchester County Office is located on Main Street in White Plains. Our firm has twenty-two governmental auditing staff who work out of our two locations. The firm was founded in 1934 and has grown steadily over the years.

Commitment to Quality

The single most important factor in our firm's success over the past seventy-five years has been our uncompromising commitment to the highest standards of quality and professionalism. Providing quality service to our clients is our primary objective, and we have developed review procedures and communications that ensure the highest standards of performance. We will continue to rely on our proven policies and control procedures to anticipate Rocky Point Union Free School District needs and avert any problems.

Quality Control

R.S. Abrams & Co., LLP has successfully completed our peer review, which includes a review of specific school districts. We have provided a copy of our most recent quality control review (See Exhibit I). This is a program dedicated to ensuring that participating firms have quality control systems in place over their accounting and auditing practices. We are pleased to inform you that we received a quality control review rating of pass, which is the highest rating for a quality control review.

II. COST

Our fees are based on the time spent on the engagement and the billing rates of the individuals assigned. Ms. Marianne Van Duyne is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with the Rocky Point Union Free School District. We will not seek reimbursement for travel, lodging, subsistence or other out-of-pocket costs incurred in connection with the audit of the Rocky Point Union Free School District. Based on our experience with other similar engagements, our proposed fee is as follows:

A. TOTAL ALL INCLUSIVE MAXIMUM PRICE:

Fiscal year ending June 30, 2023	<u>\$9,500</u>
Fiscal year ending June 30, 2024	<u>\$9,500</u>
Fiscal year ending June 30, 2025	<u>\$9,500</u>
Fiscal year ending June 30, 2026	<u>\$9,500</u>
Fiscal year ending June 30, 2027	<u>\$9,500</u>

B. HOURLY RATES:

Title	Regular Hourly Rate	Quoted Hourly Rate
Partner	\$220	\$200
Manager	\$200	\$180
Supervisor	\$170	\$150
Senior Auditors	\$150	\$130
Staff Auditors	\$130	\$110

If necessary, we will render any additional services agreed to Rocky Point Union Free School District the same rates set forth in this proposal, and work shall be performed only if set forth in an addendum to this contract between R.S. Abrams & Co., LLP. and the Rocky Point Union Free School District. We will bill Rocky Point Union Free School District a quarterly basis as work is completed. We understand that payments will be made on the basis of hours of work completed during the course of the engagement in accordance with the proposal.

Although fees are important, they should not, in our view be the determining factor in the selection of an auditing firm for the Rocky Point Union Free School District. The choice of external accountants and business advisors should always be made primarily on the basis of qualifications, capabilities and commitment.

We will spare no effort, now or in subsequent years, to find common ground for providing the level of services Rocky Point Union Free School District requires, at a reasonable cost.

APPENDIX A

PROPOSER GUARANTEES

- I. The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in Scope of Services Required.
- II. The Proposer has read the Contractual Requirements, and agrees that the rights and prerogatives, as detailed, are retained by the Rocky Point Union Free School District.
- III. The Proposer agrees to be bound by the contractual requirements.

Signature of Official:	Manune E Van Dupre, CPA	
Name (typed):	Marianne E. VanDuyne, CPA	
Title:	Managing Partner	
Firm:	R.S. Abrams & Co., LLP	•
Date	July 27, 2023	

COST SUMMARY SHEET RFP #R24-05

•

Financial Accounting and Reporting Services

	Proposal				
Description	2022-23 Financials	2023-24 Financials	2024-25 Financials	2025-26 Financials	2026-27 Financials
Annual Services – Flat Fee	\$ 9,500	\$9,500	\$ 9,500	\$9,500	\$ 9,500

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Appendix C

ROCKY POINT UNION FREE SCHOOL DISTRICT Administrative Office 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

.

REFERENCES

Company Name:	Westhampton Beach Union Free School District	
Address:	340 Mill Road, Westhampton Beach, New York 11978	
Contact Person:	Ms. Jacqueline Pirro	
Telephone: ()	631-288-3800	
Dates of Contract(s)	2006 - present	
Company Name:	Greenport Union Free School District	
Address:	720 Front Street, Greenport, New York 11944	
Contact Person:	Dr. Philip Kenter	
Telephone: ()	631-477-1950	
Date of Contract(s)	2007 - present	
Company Name:	Brookhaven-Comsewogue Union Free School District	
Address:	290 Norwood Avenue, Port Jefferson Station, New York 11776	
Contact Person:	Ms. Susan Casali	
Telephone: ()	631-474-8100	
Date of Contract(s)	2006 - present	
Proposer's Name:	R.S. Abrams & Co., LLP	

ROCKY POINT UNION FREE SCHOOL DISTRICT BID PROPOSAL CERTIFICATION

 R.S. Abrams & Co., LLP

 Business Address 3033 Express Drive North, Islandia, NY 11749

 Telephone Number (631) 234-4444

 RFP # R24-05 Date of Opening: 7/27/2023

 I. General Bid Certification

 The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services proposed on this bid.

 II.
 Non-Collusive Bidding Certification

 By submission of this bid proposal, the bidder certifies that he is complying with Section

103-d of the General Municipal Law as follows:

1) Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any; other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2) Any bid hereafter made to any political sub-division of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorize	ed) Marine Eltin Dupe PAttie	Managing Partner
	Marianne E. VanDuyne, CPA	

ROCKY POINT UNION FREE SCHOOL DISTRICT Administrative Office 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

A. AFFIDAVIT OF COMPLIANCE

B. STATE OF New York

COUNTY OF Suffolk

Marianne E. VanDuyne,

____, being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of R.S. Abrams & Co., LLP and that (s)he has the authority to sign this affidavit.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point Employee, Administrator or Board Member Name	Relationship between parties
Ma	signed	Dupie 5	7/20/23 ate
Sworn to before me this			
Day of, 20;	23		
Lunia Damo			
Notary Public			

Seal

JESSICA RAMOS Notary Public, State of New York Registration #01RA6339217 Qualified in Queens County Commission Expires March 28, 2024

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time is will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

L Marianne E. VanDuyne, CPA

he/she is the

, being duly sworn, deposes and says that

Managing Partner

of the R.S. Abrams & Co., LLP

Corporation and

that neither the

Bidder/Confractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNE

SWORN to before me this

day of 20 23 Notary Public

JESSICA RAMOS Notary Public, State of New York Registration #01RA6339217 Qualified in Queens County Commission Expires March 28, 2024

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Flaherty Salmin LLP Certified Public Accountants 2300 Builfalo Road, Building 200, Rochester, NY 14624-1365 office 585 279-0120 Tax 585 279-0166 www.fs. Curcioni

PrimeGlobal

Report on the Firm's System of Quality Control

To the Partners of R.S. Abrams & Co., LLP and the Peer Review Committee of the Pennsylvania Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of R.S. Abrams & Co., LLP (the firm) in effect for the year ended March 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at <u>www.aicpa.org/prsummary</u>. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including a compliance audit under the Single Audit Act and an audit of employee benefit plan.

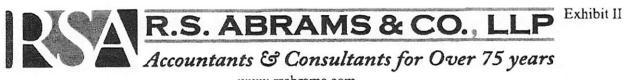
As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of R.S. Abrams & Co., LLP in effect for the year ended March 31, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. R.S. Abrams & Co., LLP has received a peer review rating of *pass*.

Flaherty Salmin LLP

Rochester, New York January 5, 2021



www.rsabrams.com Islandia · White Plains

2022 Top Ten Internal Control Deficiencies Cited in the New York State Comptrollers Reports – School Districts

10. Online Banking

- The District did not have an adequate written bank agreement for online banking or ensure that authorized access was limited.
- A third-party administrator was allowed to access a District bank account.
- The online banking policy was outdated and did not reflect the current online banking practices.
- The online banking policy assigns oversight of the online banking practices to the Internal Auditor, however the District does not have an Internal Auditor.
- The District did not have a dedicated computer to utilize for online banking.

9. Revenue and Billings

- The District did not perform a cost-benefit analysis for approved non-resident tuition rates with another school district. Taxpayers were not informed whether these costs were covered by revenues generated from tuition charged.
- The District non-resident tuition rate exceeded the New York State Education Department's maximum allowable rate.

8. Extraclassroom Activity Funds

- The Board of Education did not adopt a comprehensive Extraclassroom policy, nor provide oversight of extraclassroom activity funds.
- The District did not properly appoint faculty auditors and ensure that each club maintains separate records from central treasurers.
- The District did not have adequate oversight, segregation of duties and there was a lack of written policies and procedures for scholarship funds.
- Some collections were not recorded nor deposited in the bank and payment requests did not have sufficient documentation.
- Bank reconciliations were incorrect and included many reconciling items such as checks and deposits that were never recorded, and old outstanding checks dated more than a few years old.

7. Capital Assets

- Capital assets had missing and inaccurate information on the capital asset records and disposals did not have Board approval.
- The capital asset policy was not comprehensive or not followed and there were no
 procedures to ensure asset tags were affixed to assets.
- The District did not establish adequate written policies and procedures over disposals of District property to ensure they receive the best value for the property items.
- Physical inventories could not be performed for some technology assets as the related inventory records were not recorded.
- Unused information technology assets were stored in an unsecured area.
- Obsolete unused information technology equipment data was not erased and information technology assets were not listed on the inventory schedule.

3. Purchasing and Procurement

- District officials did not always have written agreements for professional service providers.
- The District did not seek competition for professional service providers.
- The District approved purchases as a sole source provider without confirming the purchase met these requirements.
- The District did not seek competition for public works projects. Project proposals lacked sufficient detail or were not submitted to the Director of Facilities for approval.
- The Board of Education and District officials did not develop adequate purchasing policies and procedures or update the purchasing policy.
- Contract award and pricing information were missing on supporting documentation for purchases.

2. Claims Processing

- The District did not ensure an independent individual served as the Claims Auditor. The former Superintendent also served as the Purchasing Agent and audited and approved claims.
- Claims were not always properly authorized and lacked supporting documentation.
- The Claims Auditor did not determine if the claims were valid, billed correctly and complied with the purchasing policy.
- The District had BOCES claims audited by a BOCES Claims Auditor that was not independent of the claims process.
- The Claims Auditor did not audit and approve claims before payment as required.

1. Information Technology

- The Board and District officials did not adopt an adequate password security policy.
- The District did not monitor compliance with the computer acceptable use policy and did not maintain a current authorized user list.
- The District did not periodically compare installed software to authorized software inventory records.
- District officials did not develop written procedures for granting, changing and revoking user access to the overall network.
- The District did not ensure procedures were followed to communicate network user account changes to the vendor.
- District officials did not provide information technology awareness training for all District employees who utilize District information technology.
- The District did not establish sufficient procedures such as an inventory of personal private and sensitive information (PPSI).
- The District had network user accounts that allowed the users to install software on their computers without authorization.
- The District did not properly maintain electronic records as per applicable legal and regulatory requirements.
- The District's service level agreement with the District's information technology service provider did not clearly identify the provider's responsibilities and services.
- Personal internet use was found on computers assigned to employees who routinely accessed personal, private and sensitive information (PPSI). The Board did not adopt a disaster recovery plan and ensure it was comprehensive, distributed and tested. The District did not post required information such as external audit reports, original and final annual budgets and Board meeting minutes.

Exhibit III

References of School District and BOCES External Audit Clients

• •

School District	Contact	Phone Number	Years of Service
Central Islip Union Free School District	Sharon Morgan	631-348-5112	29
Clarkstown Central School District	John LaNave	845-639-6300	6
Comsewogue Union Free School District	Susan Casali	631-474-8100	17
East Islip Union Free School District	Stephen Harrison	631-224-2020	4
Eastchester Union Free School District	Lee Lew	914-793-6130	6
Fire Island Union Free School District	Jacqueline Lizza	631-583-5626	11
Franklin Square Union Free School District	Michael Goldberg	516-481-4100	27
Greenport Union Free School District	Dr. Philip Kenter	631-477-1950	16
Hauppauge Union Free School District	Brigit Siena	631-265-3630	15
Herricks Union Free School District	Lisa Rutkoske	516-305-8903	17
Hewlett-Woodmere Union Free School District	Marie Donnelly	516-792-4800	38
Island Park Union Free School District	Salvatore Carambia	516-434-2616	47
Levittown Union Free School District	Michael Fabiano	516-434-7007	17
Malverne Union Free School District	Christopher Caputo	516-887-6417	22
Manhasset Union Free School District	Angelo Pace	516-267-7724	14
Massapequa Union Free School District	Dr. William Brennan	516-308-5000	17
Middle Country Central School District	Dr. Beth Rella	631-285-8000	17
Montauk Union Free School District	J. Philip Perna	631-668-2474	12
Mount Pleasant Central School District	Margaret Modugno	914-769-5500	6
Nanuet Union Free School District	Mario L. Spagnuolo	845-627-9880	6
New Hyde Park–Garden City Park UFSD	Michael Frank	516-434-2310	17
North Merrick Union Free School District	Thomas McDaid	516-292-3696	15
Northport-East Northport Union Free School Distrie	ct Robert Howard	631-262-6632	5
Oceanside Union Free School District	Dr. Phyllis S. Harrington	516-678-1200	63
Oyster-Bay East Norwich Central School District	Maureen Raynor	516-624-6500	16
Patchogue-Medford Union Free School District	Frank Mazzie	631-687-6300	18
Pearl River School District	Ann Marie Tromer	845-620-3999	4
Plainview-Old Bethpage Central School District	Dr. Christopher Dillon	516-434-3000	19
Pocantico Hills Central School District	Michael Vanyo	914-631-2440	13
Quogue Union Free School District	Jeffrey Ryvicker	631-653-4285	10
Rockland County BOCES	Ron Hansen	845-627-4828	3
Rocky Point Union Free School District	Christopher Van Cott	631-849-7549	10
Seaford Union Free School District	Rhonda L. Meserole	516-592-4030	16
Sewanhaka Central High School District	Kevin O'Brien	516-488-9800	28
Smithtown Central School District	Andrew Tobin	631-382-2000	40
South Huntington Union Free School District	Joseph Centamore	631-812-3000	20

References of School District and BOCES External Audit Clients (continued)

School District	Contact	Phone Number		
Valley Stream #24 Union Free School District	Jack Mitchell	516-434-2831	12	
Wantagh Union Free School District	Anthony Cedrone	516-781-8000	13	
Westhampton Beach Union Free School District	Jacqueline Pirro	631-288-3800	17	
West Islip Union Free School District	Elisa Pellati	631-930-1530	18	
Wyandanch Union Free School District	Gina Talbert	631-870-0401	7	
Yorktown Central School District	Lisa Sanfilippo	914-243-8000	5	



License

03/16/2020

Name : VAN DUYNE MARIANNE ELIZABETH Address : SMITHTOWN NY Profession : CERTIFIED PUBLIC ACCOUNTANCY License No: 064793 Date of Licensure : 01/07/1991 Additional Qualification : Not applicable in this profession Status : REGISTERED Registered through last day of : 04/26





License

03/11/2021

Name : BATTAGLIA ALEXANDRIA MARY Address : SMITHTOWN NY Profession : CERTIFIED PUBLIC ACCOUNTANCY License No: 085526 Date of Licensure : 06/20/2001 Additional Qualification : Not applicable in this profession Status : REGISTERED Registered through last day of : 06/24





License

Name : NELSON BRENDAN JOHN Address : SMITHTOWN NY Profession : CERTIFIED PUBLIC ACCOUNTANCY License No: 121654 Date of Licensure : 06/24/2016 Additional Qualification : Not applicable in this profession Status : REGISTERED Registered through last day of : 02/25





License

03/03/2021

Name : SCHNEIDER CHRISTOPHER ANDREW Address : SMITHTOWN NY Profession : CERTIFIED PUBLIC ACCOUNTANCY License No: 116884 Date of Licensure : 02/06/2015 Additional Qualification : Not applicable in this profession Status : REGISTERED Registered through last day of : 06/26





License

Name : KELLEY GOLDEN Address : MASSAPEQUA PARK Profession : CERTIFIED PUBLIC ACCOUNTANCY License No: 1050465 Date of Licensure : 12:2/2019 Additional Qualification : Not applicable in this profession <u>Status :</u> REGISTERED Registered through last day of : 06/2025



PROPOSAL FOR EXTERNAL ACCOUNTING SERVICES

Rocky Point Union Free School District

For the Year Ending June 30, 2023 with an option to renew for June 30, 2024 through, and including, June 30, 2027

CHRISTOPHER V. REINO, CPA, CITP – PARTNER CVR@CDLLP.NET | (P) 631.473.3400 x107 | (F) 631.8281508

CULLEN & DANOWSKI, LLP CERTIFIED PUBLIC ACCOUNTANTS

1650 ROUTE 112 | PORT JEFFERSON STATION | NEW YORK 11776

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DOLLAR COST BID (SEALED/SEPARATE)

JAMEŞ E. DANOWSKI, CPA JILL S. SANDERS, CPA DONALD J. HOFFMANN, CPA MICHAEL J. LEONE, CPA CHRISTOPHER V. REINO, CPA ALAN YU, CPA



VINCENT D. CULLEN, CPA (1950 - 2013) PETER F. RODRIGUEZ, CPA (RET.)

July 24, 2023

Ms. Debra Hoffman, Purchasing Agent Rocky Point Union Free School District Administrative Office 90 Rocky Point – Yaphank Road Rocky Point, NY 11778

Dear Ms. Hoffman:

We respectfully submit this proposal for the Rocky Point Union Free School District's consideration in the selection of external accountant for the fiscal year ending June 30, 2023, with an option to renew for June 30, 2024 through, and including, June 30, 2027.

We believe we are qualified to offer Rocky Point Union Free School District the same quality and timely service that we currently provide to our other local municipal clients. In evaluating our firm, please consider the following:

- Cullen & Danowski, LLP (Firm) is a firm of certified public accountants licensed in the state of New York, serving the New York and metropolitan area since 1971.
- Five of our firm's six partners specialize in municipal auditing and accounting.
- In addition to the Firm's partners and principal, our management team includes senior-level directors, managers, and supervisors, many of whom have over twenty years of experience with our firm.
 Together, our management team supervises eight municipal accounting and audit teams.
- Employee longevity, resulting in a highly qualified audit staff, is one of the keys to our success. Our staff has acquired the special knowledge, skills, and experience needed to serve local municipalities effectively and efficiently.
- With over forty professionals, our firm is the ideal size for providing services to local school districts.
 In total, we provide accounting, internal auditing, or external auditing services for over 90 school districts.
- Our expertise and reputation are also recognized by the New York State Education Department, which has requested our assistance in providing special accounting and oversight services for school districts on several occasions.

1650 ROUTE 112, PORT JEFFERSON STATION, NEW YORK 11776-3060

- We continuously provide our clients with up-to-date information regarding the many changes promulgated by both state and federal governments, as well as the Governmental Accounting Standards Board.
- Prior to release, to ensure your satisfaction with our services, your financial statement report is put through an extensive review by our Quality Control (QC) Department.
- We encourage a continuous, year-round dialogue in order to be responsive to all your needs.

We would be pleased to serve as the external accountant for Rocky Point Union Free School District and have attached a detailed proposal and quoted fees for the services to be rendered.

Please contact our office should you have any questions or require additional information.

Respectfully submitted,

P

Christopher V. Reino, CPA, CITP Partner

WHAT SETS US APART?

Our years of experience? Our hard-earned expertise? The breadth of our services? Our attention to our clients? These qualities are all undeniably, even vitally important. While we possess them all, our defining and differentiating characteristics can be stated in two words:

PRESENT & ACCOUNTABLE



By **PRESENT**, we mean that Cullen & Danowski is with you, available to you and accessible when you need us. When you work with us, you will have all of our years of experience and the depth or our expertise at your disposal. We will be there to provide the ongoing resources to assist you, by giving you sound advice, implementing change, and providing auditing, accounting, tax, consulting services and anything in between, in a timely manner.

By **ACCOUNTABLE**, we mean that we stand behind our work and our clients. Naturally, that means we are meticulous about our work. Confident that it will stand up to any scrutiny from others, because it has stood up to our own scrutiny.

This is what sets Cullen & Danowski apart. Once you have had a chance to get to know us and our work, we think you'll agree.

OUR CORE VALUES

Honesty, integrity, trust, and unwavering commitment to our clients and staff are Cullen & Danowski's core values.

Since 1971, Cullen & Danowski, located in Port Jefferson Station, NY, has been committed to providing our clients with the highest level of quality service. From attracting and employing the most experienced professional and administrative staff, keeping current with professional standards and best practices, to working with state of the art technology, Cullen & Danowski has earned a reputation of providing exceptional service.



Rocky Point Union Free School District CULLEN & DANOWSKI, LLP

OUR PARTNERS

We are a firm of six partners:

JAMES E. DANOWSKI, CPA JILL S. SANDERS, CPA DONALD J. HOFFMANN, CPA MICHAEL J. LEONE, CPA CHRISTOPHER V. REINO, CPA, CITP ALAN YU, CPA

Five of our six partners specialize in municipal auditing and accounting; all of whom have at least thirty years of experience in public accounting.

OUR EXPERIENCE

We are a full-service firm with a strong commitment to the growth and success of our clients and the community. The Firm has developed a highly respected reputation over the years through the determination and hard work of the partners and associates.

We provide general accounting, auditing, taxation, and management consulting services for clients in the private and public sectors. A major portion of our practice is devoted to providing services for governmental and not-for-profit organizations and, in particular, auditing local municipalities. Consequently, all staff members spend considerable time serving our municipal clients.

We keep our clients updated by mailings and we hold and/or participate in several informative workshops during the year for board members, chief financial officers, superintendents, business officials and other staff members. Some of the topics include: internal controls, the internal audit function, financial statement reporting, district treasurer duties, payroll reporting, personnel compliance, reserve funds and fund balance management.

We are experienced in dealing with the major bond counsels and fiscal advisors serving school districts. Our firm maintains associations with attorneys and other professionals who are helpful in providing a variety of services to school districts. We have interacted on behalf of our clients with federal and state government agencies on a variety of matters.

In addition to regular accounting and bookkeeping services, some of the consulting engagements we have been engaged in with respect to school districts are:

- Fund balance forecast;
- multiple year financial projections;
- reserve fund analysis;
- calculation of compensated absences liability;
- analysis of capital projects expenditures and reporting; Rocky Point Union Free School District

- analysis of preschool and school aged special education program revenues and expenditures and reporting with the New York State Education Department;
- fiscal reviews for the New York State Education Department;
- evaluation of cash management systems;
- departmental reviews of payroll benefits, facilities, purchasing, and special education.

Financial statement audits conducted in accordance with auditing standards generally accepted in the United States of America, the standards contained in *Government Auditing Standards and Audit Guides* conducted in accordance with the provisions of the *Uniform Guidance* are among the services we provide. We also offer assistance with the preparation of financial reports.

As a member of the AICPA Governmental Audit Quality Control Center, we receive timely information on a variety of technical, legislative, and regulatory subjects that affect school districts and municipalities. We ensure compliance with the appropriate standards and changes to regulations.

Our firm is independent as defined by both generally accepted auditing standards and the Government Accountability Office's Government Auditing Standards with regard to your District. As such, there are no conflicts of interest.

There has never been any disciplinary action taken, nor is there any pending against the Firm with any regulatory bodies or professional organizations. There have been no federal or state desk reviews, or field reviews of the Firm's audits.

PROFESSIONAL AFFILIATIONS

American Institute of Certified Public Accountants AICPA Certified Information Technology Professional AICPA Employee Benefit Plan Audit Quality Center AICPA Governmental Audit Quality Center **AICPA Local Municipalities Section AICPA Not-for-Profit Section** Association of Certified Fraud Examiners Long Island Village Clerks and Treasurers Association Long Island Water Conference Nassau County Chapter of NYS Association of School Business Officials New York State Conference of Mayors and Municipal Officials New York State Government Finance Officers Association New York State Society of Certified Public Accountants NYSSCPA Public Schools Committee Suffolk County Chapter of NYS Association of School Business Officials Suffolk County Village Officials Association

Rocky Point Union Free School District

ACCOUNTING TEAM QUALIFICATIONS

Our municipal management team includes six partners, a principal, senior-level directors, managers, and supervisors. Most of the senior-level team have more than twenty-five years of experience with our firm. The experience of our management team allows us to properly plan our engagement and supervise the assigned staff accountants.

We staff each of our engagements with a team of degreed accountants, the majority of whom are certified public accountants, with the remainder working towards certification. All members of our teams are permanent, full-time employees.

We have a highly experienced staff, some of whom have been with our firm for many years. Employee longevity is one of the keys to our success.

New York State requires all professionals to receive at least forty hours of continuing professional education (CPE) per year. Firm members involved in municipal and not-for-profit audits are also required by the Single Audit Act to fulfill the CPE requirements of the Government Accountability Office (GAO).

All staff meet the continuing education requirements of the New York State Education Department, the U.S. Comptroller General, and the American Institute of Certified Public Accountants.

Individuals from our firm are also actively involved in the training of municipal and not-for-profit personnel.

We serve as speaker at the meetings of business officials for both Eastern and Western Suffolk BOCES that take place throughout the year

YOUR ACCOUNTING TEAM

The following would be the supervisory members of the team, all of whom are certified public accountants, licensed in the state of New York. All members of the accounting team will be full-time staff of the Firm who have had prior school district accounting experience:

CHRISTOPHER V. REINO, CPA, CITP

PARTNER

JENNIFER A. DITTA, CPA PRINCIPAL

STEVEN P. LENZ, CPA DIRECTOR OF QUALITY CONTROL

Senior and staff accountants will be assigned to the engagement upon confirmation of appointment.

Rocky Point Union Free School District



PARTNER CHRISTOPHER V. REINO, CPA, CITP | CVR@CDLLP.NET

Christopher V. Reino, CPA, CITP, a graduate of Dowling College, started his accounting career as an Intern with our Firm in 1989. Christopher is extremely well versed in accounting, but he is just as well versed in computer information technology.

With many years of diversified accounting, audit, tax and consulting experience, Christopher provides a wide variety of clients with municipal auditing services, business taxation services, individual taxation services, accounting services, computer consulting and special engagement services. His industry expertise includes working with school districts, villages, fire districts, towns, and other local municipalities, as well as corporations and individual tax clients.



In addition to being an active member of the New York Government Finance Officers Associations' Accounting, Auditing, and Financial Reporting Committee, the Long Island Village Clerks and Treasurers Association, and the Suffolk County Village Officials Association, Chris prides himself on giving back to the local community through his many civic endeavors. He is the Treasurer of the Rocky Point Lions Club Scholarship and Community Improvement Foundation, as well as a board member and past President of the Rocky Point Lions Club.

PRINCIPAL JENNIFER A. DITTA, CPA | JAD@CDLLP.NET

Jennifer A. Ditta, CPA, graduated Dowling College in 2000 and immediately started with our firm as a staff accountant. She honed her skills and refined her knowledge of governmental accounting and auditing, and through her hard work and determination she was promoted to Principal in 2021.

Jennifer has specialized in providing accounting and auditing services for many municipalities including: school districts, villages, libraries, water districts, fire districts and towns. She has developed a very broad knowledge in the following areas:

complex audit and accounting issues, fund balance planning, budget projections, implementation of reporting standards, single audit compliance requirements, and fiscal trending analysis. As Principal, she strives to constantly inform and educate the Firm's staff by periodically lecturing at accounting and auditing workshops.

Jennifer is also civic minded and spends many of her free hours donating her accounting skills as Treasurer of the Center Moriches Soccer Club and coaching intramural basketball for the Eastport-South Manor Sports Association.

DIRECTOR OF QUALITY CONTROL STEVEN P. LENZ, CPA | SPL@CDLLP.NET

Steven P. Lenz, CPA, a graduate of the University of Pennsylvania, became a licensed CPA in 1984 and joined the Firm in 1988. During his time with the Firm, he has worked extensively with municipal clients, including school districts, villages, libraries, towns and both water and fire districts.

Rocky Point Union Free School District

With an eye for detail and a high standard of quality, Steven plays a vital role in the Firm. As Director of Quality Control he strives to constantly enhance the knowledge of both staff and clients by periodically lecturing on school district auditing and accounting.

When not educating others, Steven diligently researches authoritative sources of GAAP, laws and regulations applicable to local governments in order to better address internal and external inquiries. Steven is also tasked with the responsibility of performing financial statement reviews for compliance with both professional standards and GAAP, and on a select basis performs reviews of engagement files.



Steven is a member of the NYSSCPA Public Schools Committee and is a Past Chairman of the NYSSCPA Suffolk Chapter Municipal Accounting Committee. Additionally, he is the Firm's liaison with the Governmental Accounting Standards Board (GASB) and the New York State Office of the State Comptroller (OSC).

REFERENCES

We have an extensive list of local municipalities and governmental clients (see municipal client listing). We have selected five of our current accounting services clients as references:

Amagansett UFSD

Mr. Thomas Mager District Treasurer 631-267-3572

Babylon UFSD

Ms. Deirdre Lunetta Assistant Superintendent, Business 631-891-7914

Miller Place UFSD

Ms. Colleen Card School Business Official 631-474-2700 Shoreham – Wading River CSD Mr. Glen Arcuri Director of Finance and Operations 631-821-8110

Oysterponds UFSD

Ms. Melissa Palermo Business Manager/ District Treasurer 631-323-2410

OBJECTIVE AND SCOPE

Cullen & Danowski, LLP will provide accounting services for the District as follows. Specifically, we will:

Compile, from the District's books and records, its annual financial statements in compliance with GASB Statement No. 34. We will not audit or review such financial statements. These financial statements will include the following:

Management's Discussion and Analysis (MD&A)

Rocky Point Union Free School District

Financial Statements:

- Statement of Net Position
- Statement of Activities
- Balance Sheet Governmental Funds
- Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
- Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds
- Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities
- Statement of Fiduciary Net Position Fiduciary Funds
- Statement of Change in Fiduciary Net Position Fiduciary Funds
- Notes to Financial Statements

Required Supplementary Information other than MD&A:

- Schedule of Revenues, Expenditures and Changes in Fund Balance Budget and Actual General Fund
- Schedule of the District's Proportionate Share of the Net Pension Assets/Liability
- Schedule of District Pension Contributions
- Schedule of Changes in the District's Total OPEB Liability and Related Ratios

Other Supplementary Information:

- Schedules of Change from Adopted Budget to Final Budget and the Real Property Tax Limit General Fund
- Statement of Project Expenditures and Financing Resources Capital Projects Fund
- Net Investment in Capital Assets
- Compile, from the District's books and records, the Schedule of Expenditures of Federal Awards (SEFA), and the Extraclassroom Activity Funds financial statement. We will not audit or review the SEFA or the Extraclassroom Activity Fund financial statements.
- Communicate and meet with the Board of Education, Audit Committee and Administration regarding financial matters as needed.
- Assist the District in closing the books at fiscal year-end based on the modified accrual basis of accounting. This process will include, but is not limited to, the following:
 - Preparing year-end adjusting journal entries
 - Performing account analysis for the fair presentation of account balances
 - Preparing a detailed schedule of all grants to support the closing of the Special Aid Fund and preparation of the schedule of expenditures of federal awards
 - Prepare a detailed schedule of capital project expenditures to close the Capital Projects Fund and support preparation of the schedule of project expenditures
 - Prepare a detailed accounting of all reserve balances
- Perform the necessary analysis required to prepare the year-end journal entries required to convert the District's books to the accrual method of accounting, as required by GASB 34. This will include the review of the District's fixed asset record and liability accrual calculations.

- Prepare the appropriate schedules to support the amounts and disclosures contained in the financial statements.
- Consult with the District throughout the year on accounting and other matters, including meeting with the Board of Education and/or Audit Committee upon request.
- > Be available to work on location as well as work from off location.

QUALITY CONTROL (QC)

One of the most important aspects for the success of any engagement is quality control. To ensure your satisfaction, this is a process that we give significance to. Prior to release, your financial statement report is put through an extensive review by our Quality Control (QC) Department.

The objective of the QC process is not only to help guarantee delivery of reports that consistently meet or exceed your expectations while adhering to industry standards and any applicable regulations, but also that the report strictly complies with our firm's standards of excellence.

Our QC experts have impeccable analytical skills, are capable of interpreting laws and regulations, implementing defined policies and performing investigative duties when needed. With a precise eye for detail, our QC department has the responsibility of making sure that products and services you receive are reliable and of finest quality.

When combined with consistent on-time delivery and responsive, dynamic service, regularly producing highquality reports guarantees exceptional client satisfaction.

QUALITY ASSURANCE

As a member of the American Institute of Certified Public Accountants (AICPA) Division of Firms, Cullen & Danowski undergoes a mandatory peer review of the accounting and auditing practice. This triennial review is conducted according to the quality control standards issued by the AICPA. At the conclusion of our most recent peer review, the review concluded the Firm met the objectives and received a "pass" opinion. Peer review opinions are classified as "passed," "passed with findings" or "failed." The receipt of a "passed" opinion is testimony to our commitment to the highest standards. That report is attached.

Our firm is independent as defined by both generally accepted auditing standards and the Government Accountability Office's Government Auditing Standards with regard to your District. As such, there are no conflicts of interest.

There has never been any disciplinary action taken, nor is there any pending against the Firm with any regulatory bodies or professional organizations.

SYSTEM REVIEW REPORT



BRIDGES, HORNING & COMPANY, P.C.

Certified Public Accountants

Report on the Firm's System of Quality Control

October 29, 2021

To the Partners of Cullen & Danowski, LLP and the Peer Review Committee of the PICPA

We have reviewed the system of quality control for the accounting and auditing practice of Cullen & Danowski, LLP (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards)

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at <u>www.alcpa.org/prsummary</u>. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act, and audits of employee benefit plans

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Cullen & Danowski, LLP, in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass, pass with deficiency(ies)* or *fail*. Cullen & Danowski, LLP has received a peer review rating of *pass*.

BRIDGES, HORNING & CO. PC. Budges, Howing & Co. PC

Office: (716) 257-9511 Fax: (716) 257-9513 63 South Main Street, Cattaraugus, NY 14719 | bhc-cpas.com



CULLEN & DANOWSKI, LLP

AICPA

MUNICIPAL CLIENTS LISTING

SCHOOL DISTRICTS ACCOUNTING AMAGANSETT UFSD FIRE ISLAND UFSD MALVERNE UFSD MERRICK UFSD NORTH MERRICK UFSD **OYSTERPONDS UFSD** PORT JEFFERSON UFSD **REMSENBURG - SPEONK UFSD ROOSEVELT UFSD** SHELTER ISLAND UFSD SPRINGS UFSD VALLEY STREAM UFSD TWENTY-FOUR EXTERNAL AUDIT AMITYVILLE UFSD **BABYLON UFSD** BALDWIN UFSD **BAY SHORE UFSD BAYPORT - BLUE POINT UFSD BELLMORE UFSD BELLMORE - MERRICK CHSD** BETHPAGE UFSD **BRIDGEHAMPTON UFSD CENTER MORICHES UFSD** CONNETQUOT CSD EAST MEADOW UFSD EAST MORICHES UFSD EAST WILLISTON UFSD EASTPORT - SOUTH MANOR CSD FREEPORT UFSD **GREAT NECK UFSD** HALF HOLLOW HILLS CSD HAMPTON BAYS UFSD HARBORFIELDS CSD HICKSVILLE UFSD HUNTINGTON UFSD ISLIP UFSD JERICHO UFSD KIRYAS JOEL UFSD LAWRENCE UFSD LINDENHURST UFSD LITTLE FLOWER UFSD LONG BEACH CITY SD LONGWOOD CSD MILLER PLACE UFSD MOUNT SINAI UFSD NORTH SHORE CSD PLAINEDGE UFSD SAG HARBOR UFSD SHOREHAM - WADING RIVER CSD

SOUTH COUNTRY CSD SOUTHAMPTON UFSD SOUTHOLD UFSD SYOSSET CSD **TUCKAHOE COMMON SD** VALLEY STREAM UFSD THIRTY WEST BABYLON UFSD WEST HEMPSTEAD UFSD INTERNAL AUDIT EAST ISUP UFSD EAST ROCKAWAY UFSD EASTERN SUFFOLK BOCES EDGEMONT UFSD FARMINGDALE UFSD FLORAL PARK-BELLEROSE UFSD GARDEN CITY UFSD GLEN COVE CITY SD HARRISON CSD HAUPPAUGE UFSD HERRICKS UFSD LEVITTOWN UFSD MAMARONECK UFSD MINEOLA UFSD NEW HYDE PARK - GARDEN CITY PARK UFSD NORTH BABYLON UFSD PELHAM UFSD PLAINVIEW - OLD BETHPAGE CSD **ROCKVILLE CENTRE UFSD** SACHEM CSD SCARSDALE UFSD SEWANHAKA CHSD SMITHTOWN CSD SOUTHERN WESTCHESTER BOCES VALLEY STREAM CHSD WEST ISLIP UFSD WESTHAMPTON BEACH UFSD WHITE PLAINS UFSD

FIRE DISTRICTS ATLANTIC BEACH FD BELLPORT FD BETHPAGE FD **BOHEMIA FD BRIDGEHAMPTON FD** COMMACK FD DEER PARK FD 14 FAST MARION FD **GORDON HEIGHTS FD** HAUPPAUGE FD HICKSVILLE FD HOLBROOK FD ISLIP TERRACE FD LOCUST VALLEY FD MATTITUCK FD MONTAUK FD **ORIENT FD** SETAUKET FD SOUTHAMPTON FD SOUTHOLD FD SPRINGS FD WEST BABYLON FD WEST HEMPSTEAD FD WESTHAMPTON BEACH FD

LIBRARIES

AMITYVILLE PUBLIC LIBRARY COMSEWOGUE PUBLIC LIBRARY EAST ISLIP PUBLIC LIBRARY FREEPORT MEMORIAL LIBRARY GREAT NECK LIBRARY HEWLETT - WOODMERE PUBLIC LIBRARY JERICHO PUBLIC LIBRARY MANHASSET PUBLIC LIBRARY MASSAPEQUA PUBLIC LIBRARY PORT WASHINGTON LIBRARY SHELTER ROCK PUBLIC LIBRARY

TOWNS

TOWN OF EAST HAMPTON – COMMUNITY PRESERVATION FUND TOWN OF OYSTER BAY TOWN OF SHELTER ISLAND TOWN OF SOUTHAMPTON – COMMUNITY PRESERVATION FUND

VILLAGES

INC. VILLAGE OF AMITYVILLE INC. VILLAGE OF BAXTER ESTATES INC. VILLAGE OF BELLPORT INC. VILLAGE OF DERING HARBOR INC. VILLAGE OF EAST HILLS INC. VILLAGE OF EAST ROCKAWAY INC. VILLAGE OF FLOWER HILL INC. VILLAGE OF GREAT NECK ESTATES INC. VILLAGE OF GREENPORT INC. VILLAGE OF HEAD OF THE HARBOR INC. VILLAGE OF LAKE SUCCESS INC. VILLAGE OF LAUREL HOLLOW INC. VILLAGE OF LINDENHURST INC. VILLAGE OF LLOYD HARBOR INC. VILLAGE OF MASSAPEQUA PARK INC. VILLAGE OF MUNSEY PARK INC. VILLAGE OF NORTH HILLS INC. VILLAGE OF OCEAN BEACH INC. VILLAGE OF OLD FIELD INC. VILLAGE OF OLD WESTBURY INC. VILLAGE OF PATCHOGUE INC. VILLAGE OF PLANDOME MANOR INC. VILLAGE OF PORT JEFFERSON INC. VILLAGE OF PORT WASHINGTON NORTH INC. VILLAGE OF QUOGUE INC. VILLAGE OF ROSLYN INC. VILLAGE OF SALTAIRE INC. VILLAGE OF SANDS POINT INC. VILLAGE OF UPPER BROOKVILLE

WATER DISTRICTS

HICKSVILLE WATER DISTRICT JERICHO WATER DISTRICT MASSAPEQUA WATER DISTRICT PLAINVIEW WATER DISTRICT SOUTH FARMINGDALE WATER DISTRICT WEST HEMPSTEAD WATER DISTRICT

SPECIAL DISTRICTS

CARLE PLACE GARBAGE DISTRICT FISHERS ISLAND WASTE MANAGEMENT GLENWOOD GARBAGE DISTRICT PORT WASHINGTON POLICE DISTRICT SUFFOLK COUNTY SOIL & WATER CONSERVATION DISTRICT

PROPOSER GUARANTEES

- I. The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in Scope of Services Required.
- II. The Proposer has read the Contractual Requirements, and agrees that the rights and prerogatives, as detailed, are retained by the Rocky Point Union Free School District.
- III. The Proposer agrees to be bound by the contractual requirements.

	A AA	
Signature of Official: _		
Name (typed):	Christopher V. Reino, CPA, CITP	
Title:	Partner	
Firm:	Cullen & Danowski, LLP	
Date:	July 24, 2023	

ROCKY POINT UNION FREE SCHOOL DISTRICT BID PROPOSAL CERTIFICATION

Finn Name		n & Danowski, LL				
Business	Address	1650 Route 112, F	Port Jefferson Stat	ion NY	11776	
Telephone	Number	() <u>631-473-340</u>	0 RFP #		Date of Opening: 7/27/2023	
	neral Bid C					

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or sendess proposed on this bid.

Non-Collusive Bidding Certification

II.

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

1) Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where compatitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penaltics of perjury: Non-collusive bidding certification.

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any; other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designes, determines that such disclosure was not made for the purpose of restricting compatition.

The fact that a bidder (a) has published price lists, rates, or tartific covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2) Any bid hereafter made to any political sub-division of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the sct and deed of the corporation.

Signature (Authorized)

Please Print Nemo Christopher V. Reino, CPA, CITP

Rocky Point Union Free School District

ROCKY POINT UNION FREE SCHOOL DISTRICT Administrative Office 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

A. AFFIDAVIT OF COMPLIANCE

B. STATE OF

COUNTY OF

Christopher V. Reino being duly swom, deposes and says:

- 1) That (s)he is an officer or representative of <u>Cullen & Danowski, LLP</u> and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Rocky Point Union Free School District to award to ______Cullen & Danowski, LLP ______such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point Employee, Administrator or Board Member Name	Relationship between partles
N/A	N/A	N/A	N/A
	Signed		July 24, 2023 Date
Sworn to before me this, 20)Ц ⁻ th 1 <u>0</u> 3		
Notary Public J	utos		
AB	BY HARITOS Nic. State of New York		

ABBY HAHITOS Notary Public, State of New York No. 01HA6331688 Qualified in Suffork County Commission Expires October 19, 2022

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time is will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

L Christopher V. Reino, CPA,	CITP	, being duly swor	n, deposes and says that
he/she is the			
Partner	of the	Cullen & Danowski, LLP	Corporation and

that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED

SWORN to before me this

2023 Notary Public

ABBY HARITOS Notary Public, State of New York No. 01HA6331688 Qualified in Suffolk County Commission Expires October 19, 2023

DOLLAR COST BID EXTERNAL ACCOUNTING SERVICES

Rocky Point Union Free School District

For the Year Ending June 30, 2023 with an option to renew for June 30, 2024 through, and including, June 30, 2027

CHRISTOPHER V. REINO, CPA, CITP – PARTNER cvr@cdllp.net | (P) 631.473.3400 x107 | (F) 631.828.1508



1650 ROUTE 112 | PORT JEFFERSON STATION | NEW YORK 11776

FEES FOR SERVICES

We use a computerized client time record system, which enables us to track the actual time spent on an engagement by date, staff level, and work code. This time record assists us in projecting proposed fees. Based on our extensive experience with local governments and our estimate of the time required, we will undertake and complete the engagement for the year ending June 30, 2023 for the fee of \$11,000. If we are engaged at the discretion of the Board of Education for the following four years, the fees will be:

 2024	2025		2026		2027	
\$ 11,100	\$	11,200	\$	11,300	\$	11,400

The fee estimates are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Christopher V. Reino, CPA, CITP, as Partner of the Firm of Cullen & Danowski, LLP, certifies that he is empowered to submit this bid and authorized to sign an engagement letter with Rocky Point Union Free School District on behalf of the Firm.

Christopher V. Reino, CPA, CITP July 24, 2023



JOHN A. GRILLO ARCHITECT, P.C. 1213 MAIN STREET PORT JEFFERSON, NY 11777

TEL: (631) 476-2161

JAGarchitect.com

FAX: (631) 476-9846

July 1, 2023

Dr. Scott O'Brien Superintendent of Schools Rocky Point UFSD 90 Rocky Point-Yaphank Road Rocky Point, New York 11778

Re: 2023 Building Condition Survey

Dear Dr. O'Brien:

As you know, back in 2000 the State Education Department (SED) mandated that all School Districts in New York State conduct a District Wide Building Conditioning Survey (BCS). The State also mandated that this survey be undertaken by a licensed Architect and/or a Professional Engineer. This survey is to cover all District Owned Buildings, which are occupied full time by students, staff and/or administrators. Therefore, BCS surveys are not required to be completed on buildings such as Press Boxes, Concession Stands, Pump Buildings, Shipping Containers, etc. Surveys are required, however, to be completed on free-standing portable classrooms.

This BCS must be completed every (5) years, thus making 2020 the year to again undertake this survey. However, New York State has assigned school districts to different years over the next five years so they are not overwhelmed. Rocky Point UFSD was assigned 2023 to be your BCS year.

The 2023 version of the BCS, according to SED, will be virtually the same as the 2020 version but 2023 version has not yet been released for review.

Along with the necessary field inspection work, our firm will submit the final survey to SED in electronic format. Also, a hard copy of the survey will be sent to the School District along with a supplementary summary report which will accompany any problem areas that may require an additional explanation or comment relating to the specific building component. Our scope of work may also include a short interview process that will take place with the Director of Facilities and Building Head Custodians.

Our fees for this survey work will be \$.05/ square foot. Please be advised, this cost will include a limited inspection of all homogeneous roof structures for the presence of "SJ" type joists. Be advised that this survey work will be limited to areas above accessible ceilings. Areas that have plaster ceilings or concealed spline ceilings will not be inspected unless the Owner wishes to install access panels in those locations. The installation of access panels and the testing for potential hazardous materials related to these installations are not included in the inspection pricing. Additional funds, which may be budgeted by the School District, can be used to remove and replace parts of the building to facilitate

their inspections, if required. As in the previous BCS years, all costs associated with this survey are eligible for SED Building Aid.

Additionally, a (5) year plan (as mandated by the SED) will be generated with the assistance of the Owner, based on the findings of the Building Condition Survey, at no additional cost.

Please be advised that all field inspection work must be completed by or about November 15, 2023, and all paperwork must be electronically filed with the SED by or about January 15, 2024.

We have included herein a breakdown of the District's total square footage, based on information received from the School District. Please review these figures and advise if we are in agreement.

BUILDING NAME	SQUARE FOOTAGE
JOSEPH EDGAR ES	97,469
ROCKY POINT MS/HS	294,399
FRANK CARASITI ES	96,523

TOTAL SQUARE FOOTAGE

488,391 X.05 = \$ 24,419.55 TOTAL COST

Please advise our office, at your earliest convenience, if you would like us to proceed with the 2023 Building Condition Survey. If so, please sign a copy of this letter and send same back to our office, and we will begin coordination of on-site visits with the Director of Facilities.

If further information is required, please don't hesitate to contact our office.

F. Callo. AIA Joha Architect Attachment: Copy of letter APPROVAL TO PROCEED \Box (Signature) (Title) (Date)

JMG/tg

RESOLUTION TO INCREASE THE PRICE OF BREAKFAST & LUNCH FOR 2023-24

License and Operating Agreement

This License and Operating Agreement (this "Agreement") is made and entered into as of the day of <u>August</u>, 2023, by and between the Board of Education of the ROCKY POINT UNION FREE SCHOOL DISTRICT (the "School District" and/or "Licensor"), with an address of 90 Rocky Point-Yaphank Rd. Rocky Point, New York 11778, and SCOPE EDUCATION SERVICES (hereinafter referred to as "SCOPE" and/or "Licensee") with offices for the transaction of business located at 100 Lawrence Avenue, Smithtown, New York 11787.

WITNESSETH:

WHEREAS, SCOPE represents that it is in the business of providing a Saturday Enrichment Program for children; and

WHEREAS, the School District agrees to provide unneeded space in the Rocky Point Middle School to SCOPE for the purpose of operation of a Saturday Enrichment Program for children residing in the Rocky Point Union Free School District as set forth herein; and

WHEREAS, the School District desires to grant SCOPE a license to provide such Saturday Enrichment Program for children on the premises of the School as described herein and SCOPE desires to provide such services on the terms and conditions set forth herein;

NOW, THEREFORE, the parties agree as follows:

1. License of Premises.

During the Term of this Agreement, the School District hereby grants to SCOPE, and SCOPE hereby accepts from the School District, a non-transferable, revocable license (the "License") to use certain facilities in the Rocky Point Union Free School District. The School District shall permit SCOPE use of the Rocky Point Middle School for the provision of a Saturday Enrichment Program for children. The Agreement is acknowledged to be a revocable license and is subject to changes in terms as the School District may require from time to time.

During the Term of this Agreement, Licensee shall be permitted to use certain rooms in the Rocky Point Middle School on selected Saturdays between the hours of 8:00 A.M. to 1:00 P.M. The time frame set forth herein shall be collectively referred to as the "Hours of Operation" for the program described in this paragraph. In the event that SCOPE wishes to use the premises at such times other than as set forth herein, SCOPE shall submit a written request to the Superintendent of Schools which details the date, time and reason for the request. The Superintendent of Schools shall review the request and advise SCOPE of its approval or rejection. The number and type of classrooms needed is subject to mutual agreement by the parties.

SCOPE shall have a working plan in place that instructs parents as to holidays, cancellations and emergencies. In the event of emergency closures, the School District shall provide SCOPE with the same advance notice as is given to the School Building Principal.

It is understood and agreed that SCOPE shall not be responsible for the transportation of children that participate in the program.

2. <u>Fee</u>.

During the Term hereof, in consideration of the License hereby granted to SCOPE for the use of the District's facilities, the School District shall provide space for the operation of the Program at no expense to SCOPE.

3. <u>Term</u>.

The Term of this Agreement shall be for the period of October 14, 2023 through February 10, 2024. This Agreement may be renewed for annual periods upon mutual consent of the parties memorialized in writing. SCOPE may request renewal of this Agreement by providing written notice to the Board of Education. The Board of Education shall notify SCOPE of its intent, no later than thirty (30) days following receipt of said notice.

4. <u>SCOPE's Obligations</u>.

During the Term of this Agreement, SCOPE shall have the following obligations.

a. SCOPE shall provide a Saturday Enrichment Program for students entering Kindergarten through 12th grade. The Program shall be conducted at the Rocky Point Middle School. The Program shall be conducted during the Hours of Operation as defined by this Agreement. The program will be conducted in two four week sessions, fall and winter. There will be a period A and period B course offered in each of the four week sessions.

b. In connection with the Program, SCOPE shall be responsible for the administration and management of the Program, including, but not limited to (i) the hiring, training, scheduling and payroll of employees, (ii) the programming of a daily schedule, curriculum and activities, (iii) the registration of students, (iv) scheduling (v) billing of clients, and (vi) daily operations of the Program.

c. SCOPE shall provide the necessary staff, supplies and equipment to operate the Program. Daily supervision and administration of the children's activities is

solely the responsibility of SCOPE. Children enrolled in the Program shall not be allowed to cause disruption to other parts of the school building or grounds, or engage in unruly, dangerous behavior.

d. SCOPE shall ensure that a minimum of one designated staff member is on-site daily. SCOPE's staff shall remain on-site with any child who has not been picked up by a parent or pre-authorized adult, at the end of each session until the parent or preauthorized adult has been reached and has arrived at the site to pick up such child.

e. SCOPE shall comply with any and all applicable statutes, laws, rules and/or regulations governing the operation of the Program and hereby represents that it has reviewed and is familiar with those rules and regulations which are applicable to its operation of the Program.

f. SCOPE shall require an application for employment, together with a criminal background check of every prospective employeeThe names of the individuals to be contracted by SCOPE shall be forwarded to the Superintendent of Schools, together with a representation from SCOPE that it has investigated the references of such individuals not currently employed by the District and said individuals are qualified for employment by it. SCOPE shall be responsible for the payment of salaries, benefits, FICA, Workers Compensation, Disability and Unemployment Insurance as required by law for its employees only. SCOPE agrees to investigate in a timely fashion any complaints about staff and report its action to the Superintendent of Schools.

g. It is understood and agreed that while on school grounds, SCOPE employees and/or agents shall obey all School District policies, rules, and regulations and must follow all reasonable directives of the School District's administrator's and employees.

h. SCOPE agrees to provide, at its own expense, such materials and supplies as shall be reasonably necessary for the administration of the Program. Any unused materials furnished by SCOPE shall, at the conclusion of the Program, be the property of SCOPE and shall be returned to SCOPE.

i. During the Term of this Agreement, SCOPE shall be solely responsible for the development of marketing materials and advertising of its Program and the expenses associated therewith. SCOPE shall present its advertising plan and its proposed materials to the School District for approval.

j. In the event that SCOPE determines that there is a need to contact law enforcement agency(ies) because of an emergency, including the failure by a parent or pre-authorized adult to pick up a child, SCOPE shall also contact the Superintendent of Schools pursuant to section 5(f).

k. SCOPE agrees that at the end of each day, the rooms at the Rocky Point Middle School shall be left in an organized, tidy manner, including the immediate area outside the building, and all materials, supplies, and files shall be stored. SCOPE assumes full responsibility for its materials, supplies, and files, etc. In the event that SCOPE vacates the room(s) after the conclusion of the Program and leaves any personal property, such property shall be deemed abandoned by SCOPE and the School District will be automatically authorized to dispose of such abandoned personal property without liability of any kind.

l. SCOPE agrees that all student information obtained in connection with the services provided for in this Agreement shall be kept confidential to the fullest extent required by law.

5. School District Obligations.

During the Term of this Agreement, the School District shall have the following obligations in connection with the License granted herein.

a. The School District shall pay SCOPE \$100.00 per student per period per four week session. The District will be invoiced by SCOPE for a minimum of 20 students per class section, not to exceed \$60,000.00 for the total program, including Fall and Winter. Payment is due within 30 days of receipt of an invoice.

b. The School District shall provide space at the following school for the operation of the Program by SCOPE: Rocky Point Middle School. In the event the School District can no longer provide said space, it may, at its option, (1) terminate this Agreement as set forth in paragraph eight (8) hereof, or (2) provide alternative space similar to the space located at the above school. In the event of number (2) above, the School District shall give SCOPE (10) days' notice, except in cases of emergency, in which case reasonable notice will suffice, of its need for the space located at the above location and how it intends to proceed as provided in this paragraph.

c. The School District shall provide adequate storage space in or near the Facilities, if available, subject to the mutual agreement by and between the School District and SCOPE.

d. To ensure the safety of the program staff and the children enrolled in the program, the School District shall provide written notice of the procedures for emergency evacuation for the Rocky Point Middle School to SCOPE prior to the commencement of the Term.

e. The School District shall provide the SCOPE staff with access to a phone in case of emergency.

f. The School District is responsible for providing SCOPE with contact information for a School District representative to be notified by SCOPE in the event that SCOPE determines there is a need to contact law enforcement agency(ies) because of an emergency. In such an emergency, SCOPE shall contact the Superintendent, Dr. Scott O'Brien at the following number: 631-744-1600 If the Superintendent cannot be reached, SCOPE shall contact Christopher Van Cott at the following number: 631-744-1605. The School District is responsible for providing SCOPE with any changes to the aforementioned information.

6. <u>Insurance</u>.

The Contractor agrees to maintain the following insurance coverages during the term of this Agreement. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Contractor agrees to effectuate the naming of the School District as an additional insured on the following described insurance policies, with the exception of worker's compensation.

The policies naming the School District as an additional insured shall be an insurance policy from an A.M. Best rated "secured," New York State admitted insurer; and state that the coverage for the School District shall be primary coverage for the District and its board members, Superintendent of Schools, officers, employees, and agents. The required coverages are:

a. Public liability insurance shall be maintained in an amount not less than one million dollars (\$1,000,000) per occurrence, \$2,000,000 aggregate for bodily injury, property damage, to include products and completed operations and personal injury protection.

b. Commercial General Liability Insurance \$1,000,000 per occurrence, \$2,000,000 aggregate, with no exclusions for sexual assault or molestation.

c. Worker's compensation, unemployment compensation, disability insurance, social security and other insurance coverage, shall be maintained in such amounts as may now or hereafter be required by any applicable law; and

d. Such other insurance as the School District may, from time to time, require in amounts designated by the School District, and

e. Board of Directors (or School Leaders) Errors and Omissions coverage, \$1,000,000 per occurrence, \$2,000,000 aggregate including express coverage for any claimed violation of civil rights or of any claim arising under federal law including but not limited to 42 U.S.C. §1983, Americans With Disabilities Act, Section 504 of the Rehabilitation Act of 1973, or any federal or state statute, rule or regulation relating to the education of the handicapped.

All such policies shall insure the Contractor and the School District and shall protect them against any liability that may accrue by reason of this Agreement and the Contractor's business or operations or by the acts of an employee or agent of the Contractor. The Contractor's obligation to obtain and maintain the foregoing policy or policies of insurance shall not be limited in any way by reason of any insurance which may be maintained by the School District, nor shall the Contractor's performance of this obligation relieve it of liability under the indemnity provision set forth in this Agreement. The Contractor shall deliver to the School District certificates of insurance evidencing its compliance with this paragraph and instruct the carrier(s) to provide thirty (30) days' notice of cancellation to the School District.

7. <u>Termination</u>.

This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

8. <u>Indemnification</u>.

SCOPE hereby agrees to defend, indemnify and hold harmless the School District and each of its affiliates, successors and assigns, shareholders, officers, directors and employees or agents from and against any and all liabilities or obligations, damages, losses, claims, encumbrances, costs or expenses (including reasonable attorneys' fees) of any nature, whether absolute, contingent or otherwise, (unless same results from the negligence or intentional acts of the School District, its agents or employees) and whether arising at law or in equity (any or all of the foregoing herein referred to as a "Loss"), incurred by the School District as a result of this Agreement or the negligence or intentional acts of any of its employees, agents or representatives occurring in or on the Facilities of any School.

9. <u>Miscellaneous</u>.

a. <u>Entire Agreement</u>. This Agreement evidences the complete understanding and agreement of the parties with respect to the subject matter hereof and supersedes and merges all previous proposals, communications, representations, understandings and agreements, whether oral or written, between the parties with respect to the subject matter hereof. This Agreement may not be modified except by a writing subscribed to by authorized representatives of both parties.

b. <u>Governing Law</u>. This Agreement and performance hereunder shall be governed by the laws of the State of New York, without giving effect to its principles of conflict of laws.

c. <u>Assignment</u>. Neither party shall assign or otherwise transfer this Agreement, in whole or in part, whether by assignment, merger, transfer of assets, sale of stocks, operation of law or otherwise, nor delegate or subcontract any of its rights or obligations hereunder, without the other party's written consent, except to a wholly owned subsidiary or affiliate of the assigning party. d. <u>No Waiver</u>. The waiver or failure of either party to exercise any right in any respect provided for herein shall not be deemed a waiver of any further right hereunder.

e. <u>Independent Contractors</u>. The relationship of the parties hereto is that of independent contractors. Nothing in the Agreement shall be deemed to constitute a partnership, joint venture, association of similar relationship between the parties hereto or constitute either party as agent for the other for any purpose whatsoever. Neither party shall have the authority to bind the other, or to contract in the name of or create a liability against the other as against any third-party in any way or for any purpose. SCOPE acknowledges that it will not hold itself, its officers, its employees or agents out as employees of the School District.

f. <u>Counterparts</u>. This Agreement may be executed in counterparts, all of which shall constitute one single Agreement between the parties hereto.

g. <u>Headings</u>. The headings in this Agreement are for purposes of reference only and shall not in any way limit or affect the meaning or interpretation of any of the terms hereof.

h. Services. provided pursuant to the Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin or sponsorship.

i. The undersigned representatives of SCOPE and the School District hereby represent and warrant that the undersigned are officers, directors, or agents with full legal rights, power and authority to enter this Agreement on behalf of SCOPE and the School District and bind both parties with respect to the obligations enforceable in accordance with its terms.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the date first above written.

President Board of Education Rocky Point Union Free School District 90 Rocky Point-Yaphank Road Rocky Point, New York 11778

Date: _____

George L. Duffy

Executive Director SCOPE Education Services 100 Lawrence Road Smithtown, New York 11787

Date: 7/13/23



ROCKY POINT UNION FREE SCHOOL DISTRICT BUSINESS OFFICE 90 Rocky Point – Yaphank Road Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7556

Dr. Scott O'Brien Superintendent of Schools

Christopher A. Van Cott Assistant Superintendent for Business

CONTRACT ADDENDUM: SCOPE Education Services 2023-24

This addendum is to be attached to the 2023-24 proposal provided by SCOPE Education Services with offices located at 100 Lawrence Avenue, Smithtown NY 11787 in accordance with United States General Grant Fund Fiscal Requirements:

Monitoring the Provision of Goods and/or Services

Contracted services provided by SCOPE Education Services to the District will be monitored for satisfaction by the Rocky Point UFSD. Feedback will be obtained as needed from district & building administration, faculty, students, and parents/guardians; as well as reviewing enrollment lists of district resident students to evidence participation levels. Any concerns identified by the District, will be conveyed to SCOPE Education Services for follow up.

For Rocky Point UFSD:

Signature

Print H12/23

For SCOPE Education Services:

AGREEMENT made by and between BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT and the ROCKY POINT SCHOOL RELATED PROFESSIONALS ASSOCIATION this 12th of August 2023

AGREEMENT entered into by and between the Board of Education of the Rocky Point Union Free School District (the "District") and the Rocky Point School Related Professionals' Association (the "Association"), collectively referred to as the "Parties".

WHEREAS this Agreement contemplates a modification to the Collective Bargaining Agreement dated July 1, 2020 through June 30, 2025. Except as set forth below, all other provisions of the Collective Bargaining Agreement shall remain in full force and effect. The terms of this Memorandum of Agreement are subject to ratification by the bargaining unit and approval by the Board of Education.

Titles	2023-24	2024-25
Attendance Aide (Hourly)	\$16.00	\$16.00
Food Service Worker (Hourly)	\$16.00	\$16.00
Office Assistant (Hourly)	\$16.00	\$16.00
School Hall Monitor (Hourly)	\$16.00	\$16.00
School Hall Monitor	\$22,400	\$22,400
School Monitor (Hourly)	\$16.00	\$16.00
School Teacher Aide (Hourly)	\$16.00	\$16.00
School Teacher Aide	\$22,400	\$22,400
School Health Aide	\$22,400	\$22,400
10-Month Guard *	\$30,800	\$30,800
Guard (Hourly) *	\$22.00	\$22,00

1. Revise Appendix A to reflect the changes below.

 The rates reflected above for 10-Month Guard and Guard (Hourly) are effective as of 7/1/2023 as established at the 2023-24 reorganizational meeting. Starting pay rates will revise again as per the approved 6/12/2023 Memorandum of Agreement upon the hiring of new security personnel; \$25/hour for hourly guards and \$37,500/year for 10-Month Guards.

Dated: Rocky Point, NY August 12, 2023 For the Rocky Point UFSD:

Jessica Ward

BOE, President

For the Rocky Point School-Related Professionals Association:

Chelsea Klints

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RPSRP, President

Dr. Scott O'Brien

Superintendent of Schools

SETTLEMENT AGREEMENT

Certification of Qualified Lead Evaluator and Evaluator for Teachers and Principals

MEMORANDUM

MEMORANDUM, issued this 28th day of August, 2023, by the Board of Education of the Rocky Point Union Free School District ("Board"), Suffolk County, New York.

WITNESSETH:

WHEREAS, the Board desires to employ Aaron Factor ("Factor"), as Assistant Superintendent of Curriculum and Instruction and

WHEREAS, the parties believe that a Memorandum specifying the terms and conditions of employment and benefits shall promote effective communication and true understanding between the parties while Factor remains employed during the period of July 1, 2023 through July 1, 2028; and

WHEREAS, Factor has acknowledged and accepted the following terms and conditions and benefits relative to his employment by the Board.

NOW, THEREFORE, in consideration of the provisions hereinafter set forth, and intending to be legally bound thereby, the Board offers the following terms, conditions, and benefits:

1. <u>Term of Service</u>. The term of this Memorandum is July 1, 2023 (the "Anniversary Date") through July 1, 2028 at which time this contract shall be considered for extension by the Superintendent of Schools and the Board of Education, or for such lesser period should Factor's employment cease.

2. <u>Termination</u>. This Memorandum shall expire on the occurrence of the one of the following:

- a. The death of Factor;
- b. The resignation of Factor;
- c. The retirement of Factor;
- d. The dismissal of Factor by the Board of Education in accordance with New York State Education Law; or
- e. The abolition of the Assistant Superintendent of Curriculum and Instruction

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position by the Board of Education in accordance with New York State Education Law.

3. Duties and Responsibilities.

 a. Factor, as Assistant Superintendent of Curriculum and Instruction, shall possess the authority and obligation to perform and execute and accept all responsibilities in the areas of Curriculum and Instruction. Other duties as assigned by the Superintendent of Schools and/or his/her designee.

4.<u>Certification</u>. Factor represents and covenants that he presently possesses and shall possess during the term of his employment with the District a valid certificate to serve as Assistant Superintendent of Curriculum and Instruction in the State of New York.

5. <u>Compensation</u>. Provided that his services shall not have been terminated as set forth herein, Factor's annual salary shall be \$195,000.00 to be paid for the period of July 1, 2023 through July 1, 2028 in accordance with the rules of the Board governing salary payment to other District administrative employees. Said compensation shall be increased on July 1 of each subsequent year of his service during the subject term by three percent.

6. <u>Leaves:</u>

A. SICK/PERSONAL DAYS

Factor shall be granted fifteen sick/personal days (15) on the first day of his term of service and subsequently on each first day of July of his term of service, in addition to any previously accrued sick/personal days from his previous period of employment with the District. Factor shall be entitled to accumulate these days from year-to-year during the period of his employment with the District.

B. BEREAVEMENT

Five (5) days leave will be granted to Factor for each death in his immediate family. The immediate family includes Factor's spouse, mother, father, sister, brother, son, daughter,

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grandparent, or a spouse's mother or father. In the case of spouse's grandparent, brother or sister, two (2) days shall be granted. The Superintendent, in his/her sole discretion, may consider special cases or circumstances.

C. VACATION DAYS

Factor shall be granted nineteen (19) vacation days on the first day of his term of service and subsequently as of the first day of July during each year of his term of service. During the term of this Memorandum, the Assistant Superintendent of Curriculum and Instruction may redeem on an annual basis up to ten (10) unused vacation days at fifty (50) percent of his normal per diem rate of 1/240 of his then annual salary. As of May 1st annually, Factor may request in writing the redemption of ten (10) unused vacation days, payment therefore to be made to the Administrator no later than June 30th of the year in which the redemption request is submitted. Additionally, vacation days may not be used on any day on which school is in session for students nor may vacation days be used on any day between and including August 20th and the first day of school for students in any given year.

D. JURY DUTY AND SUBPOENAS

Factor shall be granted leave with full pay and suffer no loss of salary in responding to a court subpoena or performing required jury duty. Any remuneration received by Factor over and above his expenses for transportation, meals and other incidentals in connection with a response to a subpoena or summons to jury duty shall be forwarded to the District.

7.Longevity

The Assistant Superintendent shall receive the following annual longevity base salary

increases: Three years of Rocky Point Administration Service = 2% of current year's base salary; Six years of Rocky Point Administration Service = 3% of current year's base salary; Eight years of Rocky Point Administration Service = 4% of current year's base salary. The longevity base salary increase shall be added to the base salary for the start of the school year after which it is earned and calculated after the initial contractual salary increase and shall continue to be calculated in such manner each year thereafter.

8. Insurance:

- a. A term life insurance in the sum of two hundred thousand dollars (\$200,000) payable to Factor's designated beneficiary shall be provided while he is an employee of the District.
- b. The School District shall pay ninety percent (90%) of the premium for health insurance in a plan chosen by the District, which shall provide benefits to the Factor, Factor's spouse and dependents, as applicable. If Factor elects to opt out of and not receive health insurance coverage provided by the District, he shall be entitled to a health insurance buyout and receive fifty percent (50%) of the current premium.
- c. The School District shall pay ninety percent (90%) of the premium for dental insurance in a plan chosen by the District, which shall provide benefits to Factor and his spouse and dependents.
- d. For each year of this Agreement, on the first day of this Agreement and subsequently on July 1 of each succeeding year, the Board shall contribute to a tax deferred annuity plan chosen by Factor in the amount of \$5,000.
- e. The District shall pay for dues for professional memberships as approved by the Superintendent of Schools.

9.Retirement Benefit:

a. If Factor retires from the District at age fifty-five (55) or older and is eligible to collect a pension from the Teachers' Retirement System, Factor's current insurance benefits (life, dental and health) shall be carried into retirement.

b. At retirement age (fifty-five or older and eligible to collect a pension from the Teachers' Retirement System, and having provided a minimum of 120 days prior notice to the District), Factor shall receive payment for fifty percent (50%) of his unused sick and personal days at the rate of 1/240th of his then annual salary per day, up to a maximum of two hundred (200) days.

If permissible under the Internal Revenue Code and New York State and Federal law, the School District and the employee may execute a separate Memorandum of Agreement providing for sick leave buyout and service payment upon retirement to be made in the form of an employer non-elective contribution into a designated IRC Section 403(b) tax sheltered annuity up to the statutory limit.

c. Additionally, upon retirement, Factor shall receive three hundred (\$300.00) dollars for each year of consecutive full-time service provided to the District.

10.Indemnification. During the term of his service, the Board agrees to provide legal counsel and to indemnify Factor against all financial loss arising out of any proceeding, claim, demand, suit or judgment brought against him while Factor is acting within the scope of his employment and/or at the direction of the Board.

<u>11.Written Agreement</u>. This Memorandum shall continue in full force and effect for the term expressed herein unless otherwise terminated, modified or extended.

<u>12.Severability</u>. The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision.

IN WITNESS WHEREOF, Factor acknowledges and accepts the terms of this

BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT

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By:_____ Jessica Ward, President

Aaron Factor

8/28/2023 Schedul	/28/2023 Schedule-A Classified Staff												
Last	First	Position	Building	Rate	BOE Date	Amount	Effective Date	Description/Comments					
Christiansen	Jeffrey	Maintenance Mechanic III	DW	Annual	8/28/2023	91,321.00	7/7/2023	Temporary increase of \$5,733.00 to serve as Grounds Keeper II in place of R. Franzese. Pro-rated.					
Klints	Chelsea	Senior Office Assistant	HS	Annual-Step 10	8/28/2023	38,250.00	7/31/2023	Full-time 12 month probationary appointment. Replaces D. Krase.					
Quaglio	Alexandra	School Teacher Aide	DW	Annual-Step 0	8/28/2023	22,400.00	9/1/2023	Full-time ten-month contractual appointment.					
Gross	Cara	School Teacher Aide	DW	Annual-Step 0	8/28/2023	22,400.00	9/1/2023	Full-time ten-month contractual appointment.					
Sklavonitis	Nicole	School Teacher Aide	DW	N/A	8/28/2023	N/A	7/27/2023	Resignation to accept Part-Time Substitute Security Guard position.					
Spinelli	Jennifer	School Lunch Monitor	FJC	N/A	8/28/2023	N/A	8/1/2023	Resignation for personal reasons					
Sadecki	Michael	Guard	DW	N/A	8/28/2023	N/A	8/31/2023	Resignation from 10 month Full-Time Guard position to accept 12 month Full-Time Guard position					
Sadecki	Michael	Guard	DW	Annual	8/28/2023	45,000.00	9/1/2023	12 month Full-time contractual appointment. Pro-rated.					
Liu	Hui	Senior Account Clerk	DW	N/A	8/28/2023	N/A	8/16/2023	Resignation for the purpose of retirement					
Bucher	Kathleen	Senior Office Assistant	JAE	Annual	8/28/2023	37,676.00	9/1/2023	12 month Full-time probational appointment. Replaces R. White. Pro-rated.					
DellaRipa	Maria	School Teacher Aide	DW	N/A	8/28/2023	N/A	1/2/2024	Resignation for the purpose of retirement					
Fragoletti	Gina	School Teacher Aide	DW	Annual-Step 0	8/28/2023	22,400.00	9/1/2023	Full-time ten-month contractual appointment					
Olijnyk	Brooke	Food Service Worker	JAE	N/A	8/28/2023	N/A	9/1/2023	Increase in hours from 3.5 to 4 hours daily Monday through Friday					
Agresto	Jennifer	Senior Office Assistant	DW	Annual-Step 1	8/28/2023	38,116.00	8/8/2023	Promotional appointment. Change in title from Office Assistant to Senior Office Assistant per Civil Service rules and regulations. Salary pro-rated.					
Richardson	Jamie	School Hall Monitor	MS	N/A	8/28/2023	N/A	8/9/2023	Resignation for personal reasons					
Simone	John	Guard	DW	Annual-Step 0	8/28/2023	45,000.00	9/1/2023	Full-Time, 12-Month contractural appointment. New postion. Salary pro-rated.					
Нерр	Gregory	Guard	DW	Hourly	8/28/2023	25.00	9/1/2023	Training Session					
Нерр	Gregory	Guard	DW	Annual-Step 0	8/28/2023	37,500.00	9/1/2023	Full-time, ten-month contractual appointment. New position.					
Tiskowitz	Jonathan	Guard	DW	Hourly	8/28/2023	25.00	9/1/2023	Training Session					
Tiskowitz	Jonathan	Guard	DW	Annual-Step 0	8/28/2023	37,500.00	9/1/2023	Full-time, ten-month contractual appointment. New position.					
Russo	Anthony	Guard	DW	Hourly	8/28/2023	25.00	9/1/2023	Training Session					

Russo	Anthony	Guard	DW	Hourly-Step 0	8/28/2023	25.00	9/1/2023	Part-time, ten-month contractual appointment. New position. Salary pro-rated.
Brown	Kevin	Guard	DW	Hourly	8/28/2023	25.00	9/1/2023	Training Session
Brown	Kevin	Guard	DW	Hourly-Step 0	8/28/2023	25.00	9/1/2023	Part-time, ten-month contractual appointment. New position. Salary pro-rated.
Monkan	Elizabeth	Guard	DW	Hourly	8/28/2023	25.00	9/1/2023	Training Session
Monkan	Elizabeth	Guard	DW	Annual-Step 0	8/28/2023	37,500.00	9/1/2023	Full-time, ten-month contractual appointment. New position. Salary pro-rated.
Fiore	Geraldine	School Lunch Monitor	JAE	Hourly-Step 0	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 3 hours per day) ten-month contractual appointment. Replaces J. Dillon
Brisciano	Andrew	Groundskeeper l	DW	Annual-Step 0	8/28/2023	43,549.00	9/13/2023	Full time, twelve-month contractual appointment. Replaces L. Buffa. Salary pro-rated.
Niver	Glenn	Guard	DW	N/A	8/28/2023	N/A	11/30/2023	Amended retirement date
Santiago	Kristen	School Lunch Monitor	JAE	Hourly-Step 0	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 3 hours per day) ten-month contractual appointment. Replaces D. Zubiller.
Muller	Natalie	School Lunch Monitor	JAE	Hourly-Step 0	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 3 hours per day) ten-month contractual appointment. New positon.
Kaur	Rajwinder	Food Service Worker	MS	Hourly-Step 0	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 4 hours per day) ten-month contractual appointment. Replaces T. Speer.
Colon	Michael	Groundskeeper l	DW	N/A	8/28/2023	N/A	8/19/2023	Resignation for personal reasons
Cavaliere	Jennifer	Food Service Worker	HS	N/A	8/28/2023	N/A	8/20/2023	Resignation for personal reasons
Ginocchio	David	Custodian I	DW	N/A	8/28/2023	N/A	8/21/2023	Resignation to accept Full-time, twelve-month contractual Groundskeeper I postion.
Ginocchio	David	Groundskeeper I	DW	Annual-Step 1	8/28/2023	43,731.00	8/22/2023	Full time, twelve-month contractual appointment. Replaces M. Colon. Salary pro-rated.
Burke	Colleen	School Hall Monitor	MS	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 4 hours per day) conditional (fingerprints) appointment. Replaces J. Richardsen.
Scofield	Lynne	School Lunch Monitor	FJC	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 3 hours per day) ten-month conditional (fingerprints) appointment. Replaces S. Nolan
Feldman	Katelyn	School Hall Monitor	HS	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 5 hours per day) ten-month conditional (fingerprints) appointment. New Position.
Bowen	Madison	School Hall Monitor	HS	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 5 hours per day) ten-month conditional (fingerprints) appointment. New Position.
Gonzalez	Wilson	Food Service Worker	MS	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 4 hours per day) ten-month conditonal (fingerprints) appointment. Replaces E. Boocock.
Alvarado	Daniel	Food Service Worker	HS	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 4 hours per day) ten-month conditional (fingerprints) appointment. Replaces R. DeGeorgio.

Shimkin	Warren	Food Service Worker	HS	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 4 hours per day) ten-month conditional (fingerprints) appointment. Replaces S. Scanlon
Souliopolos	Toni	Food Service Worker	HS	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 4 hours per day) ten-month conditional (fingerprints)appointment. Replaces J. Cavaliere.
Sakalis	Jessica	Food Service Worker	JAE	Hourly	8/28/2023	16.00	9/1/2023	Part-time (5 days per week, 4 hours per day) ten-month conditional (fingerprints) appointment. Replaces M. Buschbaum.

8/28/2023 Schedule-B Certified Staff

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
DeRosa-Palasek	Chelsea	Teaching Assistant I	HS	Annual -Step 1	8/28/2023	N/A	9/1/2023	Amended from step 0 to step 1
Reyes	Joseph	Director of Technology	DW	Annual -Step 1	8/28/2023	134,269.00	8/14/2023	Full-time, twelve-month probationary appointment as Director of Technology commencing 8/14/2023 and ending 8/13/2027. New Position. Pro-rated.
Scalone	Tara	LOTE Teacher	HS	N/A	8/28/2023	N/A	8/29/2023	Resignation for personal reasons
Sherer	Michael	Assistant Director of Pupil Personnel	DW	N/A	8/28/2023	N/A	8/29/2023	Resignation for personal reasons
Panella	Patrick	Guidance Counselor	MS	Daily	8/28/2023	649.14	7/1/2023	Additional two (2) days during July/August 2023
Poole	Matthew	Guidance Counselor	HS	Daily	8/28/2023	680.95	7/1/2023	Additional two (2) days during July/August 2023
Buonconsiglio	Cara	Art Teacher	MS	Annual	8/28/2023	12,722.00	9/1/2023	Additional .5 class from 9/1/2023 through 6/30/2023. Pro-rated.
Burke	Jennifer	ENL Teacher	MS	Annual	8/28/2023	13,551.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Reiersen-LaBianca	Kristen	Art Teacher	MS	Annual	8/28/2023	11,893.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Coen	Kristin	Business Teacher	HS	Annual	8/28/2023	13,551.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Stiasny	Jeanne	Cosmotology Teacher	HS	Annual	8/28/2023	12,722.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Diament	Lauren	ELA Teacher	HS	Annual	8/28/2023	13,551.00	9/1/2023	Additional .5 class from 9/1/2023 through 6/30/2023. Pro-rated.
Сох	Jessica	Elementary Teacher	MS	Annual	8/28/2023	13,551.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Gordon	Jennifer	FACS Teacher	MS	Annual	8/28/2023	8,287.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Verderosa	Lauren	FACS Teacher	HS	Annual	8/28/2023	9,820.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Mancini	Jamie	Special Education Teacher	HS	Annual	8/28/2023	13,551.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Walsh	Thomas	Health Teacher	HS	Annual	8/28/2023	9,820.00	9/1/2023	Additional .5 class from 9/1/2023 through 6/30/2023. Pro-rated.
Calamonici	Meghan	LOTE Teacher	HS	Annual	8/28/2023	12,722.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Elcik	Deborah	Special Education Teacher	HS	Annual	8/28/2023	13,551.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Mammina	Paul	Math Teacher	MS	Annual	8/28/2023	13,551.00	9/1/2023	Additional .5 class from 9/1/2023 through 6/30/2023. Pro-rated.
Stern	Ryan	Math Teacher	MS	Annual	8/28/2023	10,650.00	9/1/2023	Additional .5 class from 9/1/2023 through 6/30/2023. Pro-rated.

8/28/2023 Agenda

Lamia	Emily	Music Teacher	MS	Annual	8/28/2023	8,287.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Spitz	Jessica	Music Teacher	HS	Annual	8/28/2023	9,820.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Aschettino	Andrew	Physical Education Teacher	HS	Annual	8/28/2023	12,722.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Calamita	Kelly	Physical Education Teacher	HS	Annual	8/28/2023	12,308.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
DiLorenzo	Anthony	Physical Education Teacher	HS	Annual	8/28/2023	12,722.00	9/1/2023	Additional .5 class from 9/1/2023 through 6/30/2023. Pro-rated.
Domenchello	Melissa	Science Teacher	HS	Annual	8/28/2023	11,884.00	9/1/2023	Additional .5 class from 9/1/2023 through 6/30/2023. Pro-rated.
Feig	Raina	Special Education Teacher	HS	Annual	8/28/2023	11,884.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Ciaccio	Robert	Technology Teacher	MS	Annual	8/28/2023	13,551.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Moorman	Mark	Technology Teacher	MS	Annual	8/28/2023	13,551.00	9/1/2023	Additional .5 class from 9/1/2023 through 6/30/2023. Pro-rated.
Schumacher	John	Technology Teacher	MS	Annual	8/28/2023	12,722.00	9/1/2023	Additional class from 9/1/2023 through June 30, 2024.
Loughlin-Cotter	Heather	Special Education Teacher	HS	N/A	8/28/2023	N/A	9/8/2023	Unpaid FMLA leave of absence for the purpose of childcare from 9/8/2023 through 11/9/2023.
Factor	Aaron	Assistant Superintendent for Curriculum and Instruction	DW	Annual	8/28/2023	as per contract	7/1/2023	Full-time, twelve-month probationary appointment as Assistant Superintendent for Curriculum and Instruction beginning 7/1/2023 and ending 6/30/2026.
Burleson	Rebecca	Assistant Director for Special Education	DW	Annual-Step 1	8/28/2023	110,918.00	9/1/2023	Full-time, twelve-month probationary appointment as Assistant Director for Special Education commencing 9/1/2023 and ending 8/31/2027. Replaces M. Sherer. Pro-rated.

8/28/2023 Schedule-C Non-Teaching Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Behlen	Jeana	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Drews	Wendy	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Falcon	Jennifer	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Gipp	Heather	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Keating	Danielle	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Madurski	Bambie	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Picone	John	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Rhodes	Melissa	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Rigoulot	Shore	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Scully	Marianne	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Sullivan	Michelle	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Winter	Susan	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Gilligan	Deborah	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Sojen	Heidy	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Umeeb	Soma	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Connolly	Susan	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Mulligan	Susan	Substitute Clerical	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Watson	Robin	Substitute Clerical	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Loughlin	Melanie	Substitute Clerical	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Grippa	Vincent	Substitute Communications Coordinator	DW	Hourly	8/28/2023	25.00	7/1/2023	2023-2024 school year
Cummings	Kelly	Substitute Food Service Worker	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year

Koenig	Kate	Substitute Food Service Worker	DW	Hourly	8/28/2023	16.00	7/1/2023	2023-2024 school year
Krepil	Patricia	Substitute School Nurse	DW	Hourly	8/28/2023	28.00	7/1/2023	2023-2024 school year
John	Timothy	Substitute Custodian	DW	Hourly	8/28/2023	16.00	8/30/2023	2023-2024 school year
Sarubbi	William	Substitute Custodian	DW	Hourly	8/28/2023	16.00	8/30/2023	2023-2024 school year
Seckin	Deborah	Substitute Guard	DW	Hourly	8/28/2023	22.00	8/30/2023	2023-2024 school year
Sklavonitis	Nichole	Substitute Guard	DW	Hourly	8/28/2023	22.00	8/30/2023	2023-2024 school year
Jenkins	Daniel	Substitute Guard	DW	Hourly	8/28/2023	22.00	8/30/2023	2023-2024 school year
Battaglia	Frank	Substitute Guard	DW	Hourly	8/28/2023	22.00	8/30/2023	2023-2024 school year
Buckman	Stephanie	Substitute Guard	DW	Hourly	8/28/2023	22.00	8/30/2023	2023-2024 school year
Piotrowski	Daniel	Substitute Custodian	DW	Hourly	8/28/2023	16.00	8/30/2023	2023-2024 school year
Allah	Rondu	Substitute Guard	DW	Hourly	8/28/2023	22.00	8/30/2023	2023-2024 school year
Perez-Caceres	Jazmin	Substitute Teacher Aide/Monitor	DW	Hourly	8/28/2023	16.00	8/30/2023	2023-2024 school year
Nielsen	Tracy	Substitute Teacher Aide/Monitor	DW	N/A	8/28/2023	N/A	8/18/2023	Inactivation for 2023-2024 school year

8/28/2023 Schedule-D Teaching/Certified Substitutes

8/28/2025 Schedule-D	reaching, cert					-		
Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Hauser	Tyler	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Bucicchia	John	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Shanahan	Caitlin	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Andrews	Alyssa	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Argandona	Madison	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Barone	Timothy	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Bernier	Dana	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Caggiano	Michael	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Coppolone	Eric	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Esmaelzada	Beth	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Giammarella	Sara	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Gibaldi	Alexandria	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Gold	Jackie	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Hadzima	Romana	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Katz	Gary	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Khan	Aroona	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Lombardo	Stephanie	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year

Marcellino	Joseph	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
McAllister	Mackenzie	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
McFadden	Katherine	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Mejia	Adriana	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Mileski	Ingrid	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Mitchko	Nicholas	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Molinaro	Elizabeth	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Naples	Joseph	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
O'Neill	Megan	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Pannizzo	Christopher	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Ruggiero	Sara	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Santoro	Nina	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Sosnowy-Sabella	Joann	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Szymanski	Robert	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Verma	Vijay	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Weilbacher	Eileen	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Calo	Lizabeth	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Horner	Steven	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Leone	Jessica	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Murphy	Lauren	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year

Nentwich	Mary	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Palmer	Pamela	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Szybkowski	Dawn	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Molinaro	Jack	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Sauer	Holden	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Tous	Taylor	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Young	Alyssa	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9//2023	2023-2024 school year
Gallagher	Molly	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Ferrara	Samantha	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Goldstein	Scott	Substitute Teacher/Teaching Asst.	DW	N/A	8/28/2023	N/A	9/1/2023	Inactivation of 2023-2024 appointment
MacPherson	Tammy	Substitute Teacher/Teaching Asst.	DW	Hourly	8/28/2023	96.08	7/1/2023	Not to exceed 25 hours during July/August 2023
Varvaro	Christine	Substitute Teacher/Teaching Asst.	DW	N/A	8/28/2023	N/A	7/1/2023	Inactivation of 2023-2024 appointment
Smith	Raheim	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Gutmann	Sarah	Substitute Teacher/Teaching Asst.	DW	Daily	8/28/2023	130.00 non preferred; 160.00 preferred	9/1/2023	2023-2024 school year
Mecca	Gina	Substitute Teacher/Teaching Asst.	DW	N/A	8/28/2023	N/A	8/21/2023	Inactivation of 2023-2024 appointment
Gill	Hunter	Substitute Teacher/Teaching Asst.	DW	N/A	8/28/2023	N/A	8/22/2023	Inactivation of 2023-2024 appointment

8/28/2023 Schedule-E Co-Curricular Positions 2023/2024

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Monastero	Cailyn	4th Grade Band	JAE	Annual	8/28/2023	2,151.00	9/1/2023	2023-2024 school year
Monastero	Cailyn	5th Grade Band	JAE	Annual	8/28/2023	2,151.00	9/1/2023	2023-2024 school year
Berretta	Laurie	Additional Supervision - General Education Teacher	DW	Hourly	8/28/2023	50.00	7/1/2023	Interview committee
Connelly	Grant	Varsity Boys Golf (Year 3)	DW	N/A	8/28/2023	N/A	8/20/2023	Resignation for personal reasons
Connelly	Nicole	Varsity Boys Golf (Year 1)	DW	Hourly	8/28/2023	4,016.00	8/21/2023	Coaching appointment 2023-2024 school year
Behringer	Jamie	Additional Supervision - Special Education Teacher	DW	Hourly	8/28/2023	50.00	8/17/2023	Interview committee
Armine	Gregory	Special Area Chairperson Grades K-12	DW	Daily	8/28/2023	634.97	7/1/2023	Summer work not to exceed two (2) days during July/August 2023
Tolisano	Gina	Middle School Cheer Coach	MS	Annual	8/28/2023	4.016.00	9/5/2023	Conditional (fingerprints)Coaching appointment 2023-2024 school year
Lozada	Kevin	JV Soccer Coach	HS	Annual	8/28/2023	4,734.00	8/21/2023	Conditional (fingerprints) Coaching appointment 2023-2024 school year

8/28/2023 Schedule-F Community Education

Las	it	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Рас	ce	Michael	Driver's Education Instructor	DW	Per Session	8/28/2023	2,020.00	9/2/2023	2023-2024 school year