

AGENDA
Annual Organizational Meeting and July 2017 Regular Business Meeting
Rocky Point Schools - Board of Education
July 5, 2017

I. OPENING OF MEETING BY DISTRICT CLERK

- a. Meeting called to order: Time _____
- b. Sean Callahan
Edward Casswell
Joseph Coniglione
Scott Reh
Susan Sullivan
Michael F. Ring, Ed.D., Superintendent of Schools
Deborah De Luca, Ed.D., Assistant Superintendent
Gregory Hilton, School Business Official
Susan Wilson, Executive Director for Educational Services
Kelly White, District Clerk
- c. Pledge of Allegiance to the Flag

II. DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO NEWLY-ELECTED AND RE-ELECTED BOARD OF TRUSTEE MEMBERS JOSEPH CONIGLIONE AND SEAN CALLAHAN

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 the duties of the Vice-President of the Board of Education according to the best of my ability.”

IV. ANNUAL APPOINTMENTS

Upon a motion made by _____, seconded by _____,
the following resolution is offered:

BE IT RESOLVED, that the Board of Education make the following appointments for the 2017-2018 fiscal year at the annual expense indicated below:

OFFICERS			
ITEM	POSITION	NAME	ANNUAL EXPENSE
1	District Clerk	Kelly White	\$15,000 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	\$18,000 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	\$6,900 per year
8	External Auditors	R.S. Abrams & Co.	\$30,400 per year
9	Internal Auditor	Nawrocki Smith, LLP	\$18,000 per year
10	General/Labor Counsel	Kevin Seaman, Esq.	Yearly retainer fee: \$25,000.00. Per hour fee of \$195.00 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); Peconic Bay Medical Care Concussion Specialists (at no cost to the district): Danielle DeGiorgio, DO, Hayley Queller, MD, Jennifer Gray, DO; Jennifer Semel, MD; Anuja Korlipara, MD., Mark Harary, MD, Luga Podesta, MD, Kalliopi Kapsalis Nestor, MD; Michael J. Sileo, MD, Gregg Jarit, MD, and Philip L. Schrank, MD of the St. Charles	As per contracts – Rocky Point Medical Care and Peconic Bay Medical; ImPACT Program at no cost to district

		Hospital ImPACT Program	
13	Purchasing Agent	Debra Hoffman	\$25,850 per year
14	Deputy Purchasing Agent	Gregory Hilton	No additional compensation beyond contractual wages
15	Audit Committee Members	Edward Casswell, Scott Reh, Susan Sullivan, Joseph Coniglione, Sean Callahan	N/A
16	Incarcerated Youth/Designated Educational Official	Susan Wilson	No additional compensation beyond contractual wages
17	Homeless and Foster Children and Youth	Jennifer Zaffino, Coordinator Amy Canzanella, Liaison	As per BOE appointment in June 2017
18	FERPA Officer	Susan Wilson	No additional compensation beyond contractual wages
19	Medicaid Compliance Officer	Dr. Deborah De Luca	No additional compensation beyond contractual wages
20	Section 504 Coordinators	Susann Crossan (RPHS), Dr. Scott O'Brien (RPMS), Linda Towlen (JAE), Dr. Virginia Gibbons (FJC), Andrea Moscatiello (District)	No additional compensation beyond contractual wages
21	Title IX Coordinators / Complaint Officers	Susan Wilson, Anja Groth, Dr. Scott O'Brien, Gregory Hilton, 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	Dr. Deborah De Luca	No additional compensation beyond contractual wages
23	Records Management Officer	Gregory Hilton	No additional compensation beyond contractual wages
24	Records Access Officer	Gregory Hilton	No additional compensation beyond contractual wages
25	Records Appeal Officer	Dr. Michael Ring	No additional compensation beyond contractual wages
26	Federal Child Nutrition Program Hearing Official	Maureen Branagan	No additional compensation beyond contractual wages
27	Federal Child Nutrition Program Reviewing Official	Maureen Branagan	No additional compensation beyond contractual wages

28	Federal Child Nutrition Program Verification Official	Maureen Branagan	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	Susann Crossan (RPHS); Dr. Scott O'Brien (RPMS); Linda Towlen (JAE); Dr. Virginia Gibbons (FJC)	No additional compensation beyond contractual wages
33	Dignity Act Coordinators	Susann Crossan (RPHS); Michael Gabriel (RPHS); Joseph Tapler (RPHS); Dr. Scott O'Brien (RPMS); James Moeller (RPMS); Linda Towlen (JAE); Dr. Courtney Herbert (JAE); Dr. Virginia Gibbons (FJC); Vivien Leary (FJC); Dr. Deborah De Luca (District-wide)	No additional compensation beyond contractual wages
34	Certifier of Payrolls	Dr. Michael Ring	No additional compensation beyond contractual wages
35	Residence Determination Designee	Susan Wilson	No additional compensation beyond contractual wages
36	District Emergency Management Coordinator	Charles Delargy	No additional compensation beyond contractual wages
37	Districtwide School Safety Team	As indicated in the BOE-approved Safety Plan	N/A

Ayes _____

Motion Carried _____

Or

Nays _____

Motion Defeated _____

V. DESIGNATIONS

A. OFFICIAL BANK DEPOSITORY - ALL FUNDS

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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 2017-2018:

- Chase Manhattan Bank
- TD Bank
- Capital One Bank
- Bridgehampton National Bank

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

B. REGULAR MONTHLY MEETINGS

(Ed. Law 1708 (quarterly), 2504)

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that the regular business school board meetings for the 2017-2018 school year be held at times and locations to be identified prior to date of each meeting, on the following dates:

August 28, 2017	Regular Meeting
September 25, 2017	Regular Meeting
October 23, 2017	Regular Meeting
November 20, 2017	Regular Meeting
December 18, 2017	Regular Meeting
January 8, 2018	Regular Meeting
February 5, 2018	Regular Meeting
March 19, 2018	Regular Meeting
April 18, 2018	Regular Meeting / BOCES Budget Vote and Elections
May 1, 2018	Public Hearing (Budget) (Ed. Law 2018 (5))
May 15, 2018	Regular Meeting & Budget Vote/Election (Ed. Law 2022-a)
June 18, 2018	Regular Meeting
July 12, 2018	2018-2019 Organizational Meeting/Regular Meeting

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED that pursuant to Section 2022-a of the Education Law the third Tuesday in May (May 15, 2018) 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 1st day of May, 2018, is hereby designated as the District Public Hearing date to review the proposed budget that will be voted upon on May 15, 2018.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

D. OFFICIAL NEWSPAPERS

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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 2017-2018 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

VI. OTHER APPOINTMENTS

A. COMMITTEE/SUBCOMMITTEE ON SPECIAL EDUCATION:

(Comm. Reg. Subchapter P, Part 200)

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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 2017-2018 school year:

- | | |
|-----------------------|-------------------------------|
| Chairperson | Deborah DeLuca |
| Chairperson | Andrea Moscatiello |
| Chairperson | Kristen White |
| Chairperson | Tanesha Hunter |
| Chairperson | Robyn Tsiokos |
| Alternate Chairperson | Mark Muchnik |
| Alternate Chairperson | John Haggerty |
| Alternate Chairperson | Juliet Williams |
| Alternate Chairperson | Meredith Picone/Stacey Varley |

Student's Teacher	As per Education Law 4402
Alternate Parent Member	Nancy Collins
Alternate Parent Member	Mary Anne Palmese
School Psychologist	Mark Muchnik
School Psychologist	John Haggerty
School Psychologist	Juliet Williams
School Psychologist	Meredith Picone/Stacey Varley
District Special Education	Teacher Members
District Regular Education	Teacher Members
School Physicians	Rocky Point Medical Care, P.C. (Dr. Gil) Peconic Bay Medical Care

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

B. APPOINTMENTS TO THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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 2017-2018 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 2017-2018 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 2017-2018 school year:

Chairperson	Deborah DeLuca
Chairperson	Andrea Moscatiello
Chairperson	Kristen White
Chairperson	Tanesha Hunter
Chairperson	Robyn Tsiokos
Alternate Chairperson	Mark Muchnik
Alternate Chairperson	John Haggerty
Alternate Chairperson	Juliet Williams
Alternate Chairperson	Meredith Picone/Stacey Varley
Student's Teacher	As per Education Law 4402
Alternate Parent Member	Nancy Collins
Alternate Parent Member	Mary Anne Palmese

School Psychologist
School Psychologist
School Psychologist
School Psychologist
District Special Education
District Regular Education
School Physicians

Mark Muchnik
John Haggerty
Juliet Williams
Meredith Picone/Stacey Varley
Teacher Members
Teacher Members
Rocky Point Medical Care, P.C. (Dr. Gil)
Peconic Bay Medical Care

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 Pre-School 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.

Ayes _____

Motion Carried _____

Or

Nays _____

Motion Defeated _____

C. SURROGATE PARENT:

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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 2017-2018 school year to serve as a Surrogate Parent:

Ms. Nancy Collins

Ayes _____

Motion Carried _____

Or

Nays _____

Motion Defeated _____

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)

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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) 2017-2018 COMPENSATION SCHEDULE FOR IMPARTIAL HEARING OFFICERS

BE IT FURTHER RESOLVED, that the Rocky Point Board of Education approves the 2017-2018 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 2017-2018 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.

Ayes _____
Nays _____

Motion Carried _____
Or
Motion Defeated _____

VII. AUTHORIZATIONS

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that Dr. Michael F. Ring, Chief School Officer, be hereby authorized as district representative to file all applications in compliance with Federal and State regulations and grants for the 2017-2018 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

B. AUTHORIZATION TO APPROVE CONFERENCES, WORKSHOPS, ETC. REQUESTS (General Municipal Law 77.b)

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that Dr. Michael F. Ring, Superintendent of Schools, and/or his designee, be authorized to approve all conferences, workshops, etc. requests for school district staff members for the 2017-2018 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that the Administration be authorized to establish petty cash funds for the 2017-2018 school year as follows:

Central Office – Dr. Michael F. Ring	\$100.00
Business Office – Gregory Hilton	\$100.00
Rocky Point High School – Susann Crossan	\$100.00
Rocky Point Middle School –Dr. Scott O’Brien	\$100.00
Joseph A. Edgar School – Linda Towlen	\$100.00
Frank J. Carasiti Elementary School – Dr. Virginia Gibbons	\$100.00

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that Virginia Holloway, School District Treasurer, be authorized to sign checks for the 2017-2018 school year, and that Linda Bilski, Deputy School District Treasurer, and Gregory Hilton, School Business Official, and Dr. Michael F. Ring, Superintendent of Schools, be authorized to sign checks for the 2017-2018 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 School Business Official.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that, pursuant to Commissioner’s Regulation Section 170.2 and accordance with Board of Education policy number 5330, Dr. Michael F. Ring, Chief School Officer and Gregory Hilton, School Business Official (acting in the same capacity as the Assistant Superintendent for Finance and Operations) be authorized to approve budget transfers during the 2017-2018 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

F. AUTHORIZATION FOR USE OF CHECK SIGNER

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

G. AUTHORIZATION TO INVEST DISTRICT FUNDS

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that Virginia Holloway, District Treasurer, during the school year 2017-2018, 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).

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

Upon a motion made by _____, seconded by _____ the following resolution is offered:

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 2017-2018 at an estimated cost of \$8,167,145, subject to change based on the actual needs for programs and services during the 2017-2018 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

VIII. OTHER ITEMS

A. BONDING SUPERINTENDENT OF SCHOOLS, SCHOOL DISTRICT TREASURER, DEPUTY SCHOOL DISTRICT TREASURER, SCHOOL BUSINESS OFFICIAL, AND ALL OTHER EMPLOYEES

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that the Superintendent of Schools, School Business Official, School District Treasurer, Deputy School District Treasurer, School District Clerk and Director of Child Nutrition shall be bonded at a minimum of \$1,500,000.00; Extra-Class Activity Treasurer and Board of Education President shall be bonded at a minimum of \$200,000.00, and all other employees shall be bonded at a minimum of \$100,000.00.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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 2017-2018 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

C. REVIEW AND RE-ADOPTION OF BOARD OF EDUCATION POLICY NUMBERS 3410, 5220, 5410, 5660, 5662, 5681, 7110 (first reading)

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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

- 3410 Code of Conduct on School Property
- 5220 District Investments
- 5410 Purchasing
- 5660 School Food Service Program (Lunch and Breakfast)
- 5662 Meal Charge Policy
- 5681 School Safety Plans
- 7110 Rocky Point School District's Comprehensive Attendance Plan

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

D. ESTABLISH THE SUBSTITUTE RATE OF PAY SCHEDULE

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that the Board of Education establish the following substitute rate of pay schedule for the 2017-2018 fiscal year:

Non-Instructional Staff:

Clerical	\$ 11.00 per hour
Custodial	\$ 15.00 per hour
Groundskeeper I	\$ 15.00 per hour
Food Service Worker	\$ 11.00 per hour
School Health Aide	\$ 11.00 per hour
Guard	\$ 18.30 per hour
Teacher Aide/ Hall Monitor/Monitor	\$ 11.00 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:

Chief Inspector	\$15.00 per hour
Board of Registration	\$12.50 per hour
Teller	\$12.50 per hour
Poll Clerk	\$12.50 per hour
Substitutes for above	\$12.50 per hour

Teaching/Teaching Assistant Staff:

A. Substitute Teacher/Teaching Assistant per diem daily rate of \$125.00

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 \$225 beginning on day thirty-one (31).

C. Preferred Substitute Teachers/Teaching Assistants will earn a per diem rate of \$150.

Ayes_____ Motion Carried_____

Or

Nays_____ Motion Defeated_____

E. ROCKY POINT SCHOOL-LEVEL AND DISTRICT SAFETY PLANS

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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

Ayes_____ Motion Carried_____

Or

Nays_____ Motion Defeated_____

F. RE-ADOPTION OF PURCHASING MANUAL

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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

Ayes_____ Motion Carried_____

Or

Nays_____ Motion Defeated_____

G. OPENING/CLOSING OF DISTRICT BANK ACCOUNTS

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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

Ayes_____ Motion Carried_____

Or

Nays_____ Motion Defeated_____

H. STUDENT ACTIVITY CONTRACTS

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

I. AUDIT COMMITTEE CHARTER

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

J. AUTHORIZATION – SCHOOL BOARD MEMBERSHIP DUES

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that the School Board membership indicated below is hereby authorized for the 2017-2018 fiscal year, with associated estimated costs as follows:

Nassau/Suffolk School Boards Association \$3,400

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

K. RESOLUTION IN OPPOSITION TO FIELD TESTING

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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 2017-2018 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 2017-2018 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.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education, hereby recertifies Susan Wilson, Linda Towlen, Dr. Deborah De Luca, Susann Crossan, Joseph Tapler, Michael Gabriel, James Moeller, Kristen White, Dr. Scott O'Brien, Dr. Courtney Herbert, Charles Delargy, Dr. Virginia Kelly-Gibbons, Vivien Leary, Andrea Moscatiello, Melinda Brooks, Margaret Harper, Barbara Kjaerbye, Anja Groth, and Aaron Factor 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.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

M. MEMORANDUM OF AGREEMENT BETWEEN THE BOARD OF EDUCATION AND THE NORTH SHORE YOUTH COUNCIL

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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 an Agreement with the North Shore Youth Council to provide certain services for the 2017-2018 school year, as set forth within the attached Agreement.

Ayes_____ Motion Carried_____

Or

Nays_____ Motion Defeated_____

N. 2018-2019 BUDGET DEVELOPMENT CALENDAR

Upon a motion made by _____, seconded by _____, the following resolution is offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the 2018-2019 Budget Development Calendar as attached.

Ayes_____ Motion Carried_____

Or

Nays_____ Motion Defeated_____

O. WATER DONATION FROM FOODTOWN FOR 2017 HIGH SCHOOL GRADUATION CEREMONY

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts a donation of 60 cases of water from Foodtown of Rocky Point, valued at approximately \$400.00.

Motion_____2nd_____Vote_____

P. ABOLISHMENT OF SCHOOL-RELATED PROFESSIONAL POSITIONS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education, in accordance with Sections 80, 85 and 86 of Civil Service Law and Rule 20 of Suffolk County Civil Service Rules, hereby abolishes the following positions in their respective classification areas: 7 full-time non-competitive title school teacher aides and 2 full-time non-competitive title school health aides.

Ayes_____ Motion Carried_____

Or

Nays_____ Motion Defeated_____

Q. SPECIAL EDUCATION 2017-2018 CONTRACT – LITTLE FLOWER 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 Little Flower Union Free School District for special education instructional services for the 2017-2018 school year, as required under applicable Individual Education Programs, applicable law, and/or District Policy.

Ayes_____ Motion Carried_____

Or

Nays_____ Motion Defeated_____

R. SPECIAL EDUCATION CONTRACT – THREE VILLAGE CSD

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 the Three Village Central School District (TVCS D) for special education instructional services in the TVCS D extended school year program for 2017, as required under applicable Individual Education Programs, applicable law, and/or District Policy.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

S. PERSONNEL

Upon a motion made by _____, seconded by _____, the following resolution is offered:

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

T NEW BUSINESS

U. EXECUTIVE SESSION (if necessary)

At _____ PM motion made and seconded to go into executive session to discuss particular personnel matters.

The Board returned to Open Session at _____

V. ADJOURNMENT

Moved by _____

Seconded by _____

Vote _____

Time _____



John F. Dennehy
Certified Public Accountant

May 11, 2017

Debra Hoffman
Rocky Point UFSD
District Administrative Office
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

RE: RFP #: R18-01

ORIGINAL

PROPOSAL – INTERNAL CLAIMS AUDITOR

I am pleased to submit a formal proposal for the position of Claims Auditor for the Rocky Point Union Free School District for the period July 1, 2017 to June 30, 2018.

Part I

Management and Qualifications

A. John F. Dennehy Jr., CPA, PC.
NYS Professional Service Corporation # 096718
28 North Country Road, Suite 204
Mount Sinai, NY 11766
(631) 928-5406

John F. Dennehy Jr., CPA
NYS License # 108708

**Please see attached copy of license*

B. The firm has been providing claims auditing services since January of 2007 for a total of over ten years. Districts that the firm has provided services to include Babylon School District (2009 to present), Levittown School District (2007 through 2010), Rocky Point School District (2007 to present) and Roosevelt School District (2010 to present).

C. Generally, the firm focuses on internal controls as a matter of prevention of errors and potential fraud. Some important internal controls the firm works on with all claims audit clients are: separation of duties; the use of purchase requisitions and purchase orders; requiring receiving documents/signatures for invoices presented for payment; and maintaining a comprehensive purchasing policy that clearly defines the district's procedures for purchasing and claims payment, as well as the district's position relating to such matters as requiring estimates/bids for large purchases, requirements for expense reimbursements, and what expenses constitute a legitimate district expenditure and are eligible for purchases or reimbursement.

In the past, the firm has assisted Rocky Point School District in improving its internal controls in two primary areas. Early in our relationship, there was an issue with proper separation of duties,

as the purchase order signer often signed off on the payment of claims (mostly due to the small staff). However, on all occasions when this occurred, we required the business office to receive proper authorization from a qualified administrator. The issue was quickly resolved, and the business office has made arrangements so that this situation almost never occurs at present.

The second area where we have assisted the district is in the security aspect of user permissions for Finance Manager. During an investigation into a claim during 2008, it was discovered that individuals were able to increase existing purchase orders through Finance Manager who did not have that authority. Through this discovery, the business office initiated a project to review the permissions for Finance Manager for all employees.

D. Company Officer – John F. Dennehy, Jr., CPA - President.

E. Names and Credentials

John F. Dennehy, Jr., CPA

- Certified Public Accountant License #108708
- Saint Leo University, BA in Accounting, Magna Cum Laude
- Claims Auditor since January 2007
- Staff Accountant for Internal and External Audits for Corporate and Non-Profit Organizations since 1994.

David Prokop, Esq.

- Dickinson School of Law, Juris Doctorate – 1984
- Boston College, BS in Economics, Magna Cum Laude
- Claims Auditor since 2007
- Legal background specializing in contract law

Carol Ann Dennehy

- Mount Sinai School District, 27 years as employee in various positions
- Claims Auditor since 2008
- Strong background in school district budgeting and purchasing

**Please see attached resumes*

F. We are not aware of any potential conflicts of interest that John F. Dennehy, Jr., CPA, PC might have in providing Claims Auditing Services to Rocky Point School District.

G. John F. Dennehy, Jr., CPA, PC has not been involved in any past or present civil or criminal legal investigations, litigations, or regulatory actions.

H. John F. Dennehy, Jr., CPA, PC has represented three school districts as Claims Auditors while each district was undergoing audit by the New York State Department of Education. For all three districts, the firm received a favorable oral report from the state. During an audit of the Levittown School District, the state auditor informed the firm that the firm's efforts went "well above and beyond" the normal efforts for the claims auditor function.

**Part II
Engagement Cost**

Year No. and Dates	Annual Cost	Monthly
1. July 1, 2017 to June 30, 2018	\$18,000.00	\$1,500.00
2. July 1, 2018 to June 30, 2019	\$18,300.00	\$1,525.00
3. July 1, 2019 to June 30, 2020	\$18,600.00	\$1,550.00
4. July 1, 2020 to June 30, 2021	\$18,900.00	\$1,575.00
5. July 1, 2021 to June 30, 2022	\$19,200.00	\$1,600.00

Payment

The total fee will be paid out equally over twelve months. For example, in year 1, the fee will be billed at \$1,500 per month. See above engagement costs for monthly billing costs in years 2 through 5.

Additional Services

Hourly Rates for additional services not included in the scope of the claims audit will be billed as follows:

Year No. and Dates	Hourly Rate
1. July 1, 2017 to June 30, 2018	\$80.00
2. July 1, 2018 to June 30, 2019	\$81.25
3. July 1, 2019 to June 30, 2020	\$82.50
4. July 1, 2020 to June 30, 2021	\$83.75
5. July 1, 2021 to June 30, 2022	\$85.00

Duties and responsibilities to be performed as Internal Claims Auditor include, but are not limited to the following:

- (a) Verification of the accuracy of invoices and claim forms
- (b) Ensuring proper approval of all purchases: checking that purchases constitute legal expenses of the school district
- (c) Determining that purchase orders have been issued in accordance with Board of Education policy, and applicable state laws
- (d) Comparison of invoices or claims with previously approved contracts
- (e) Comparison of vouchers with purchase orders
- (f) Determining that charges are not duplication(s) of items already paid
- (g) Determining that vouchers are properly itemized and supported by proof of delivery
- (h) Reviewing price extensions, claiming of applicable discounts, and inclusion of shipping and freight charges
- (i) Reviewing for inappropriate sales taxes applied to invoices

- (j) Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations
- (k) Review payroll checks and compare to personnel records and labor contracts for correctness of compensation and benefits
- (l) Reviewing of written requests for travel expense advances under Section 77-B of General Municipal Law

The audit will be a deliberate and thorough process to determine that payments are proper. The process will ascertain that the payments are made for valid and legal purposes and that School District obligations were incurred by an authorized District official.

It is my further understanding that the School District reserves and retains the following rights with regard to its request for proposal (RFP):

- (1) To negotiate with any firm submitting a proposal
- (2) To reject any and all proposals it receives
- (3) To select a proposal other than the one offering the lowest price to the School District

It is also my understanding that The Rocky Point Union Free School District has properly and formally established the office of Claims Auditor under Section 1709(20) (a) of the New York State Education Law.

As Claims Auditor, I would be directly responsible to the Board of Education of The Rocky Point Union Free School District.

Further, the powers and duties of the Board of Education with respect to auditing, with respect to allowing or rejecting all accounts charged, and with respect to claims or demands against the school district shall be exercised and exercisable by such auditor(s).

Respectfully submitted,


John F. Dennehy, Jr., CPA
President

School Representative

Enclosures – resumes for John F. Dennehy, Jr., CPA, David Prokop, Esq., Carol Ann Dennehy, NYS licensing information



St. Charles Hospital
Catholic Health Services
At the heart of health

Think**SMART!**[™]

Concussion Management Program

The Medical Team

(All of the physicians listed are ImPact Trained)

Main Triage Line (Port Jefferson): (631)476-4323

Physicians are available in the following locations:

Port Jefferson: St. Charles Hospital, 200 Belle Terre Road

East Setauket: 6 Technology Drive

Patchogue: 475 East Main Street, Suite 115

West Babylon: 60 Fleets Point Drive

Riverhead: 74 Commerce Avenue, Suite 4

Commack: 66 Commack Road

Wading River: 6144 Route 25A, Suite C

Melville: 1895 Walt Whitman Road

Hayley Queller, MD

Dr. Queller was the first Primary Care Sports Medicine physician at Orthopedic Associates of Long Island. She completed an undergraduate degree in mathematics at Franklin & Marshall College where she was valedictorian of her class, as well as a first team Academic All-American soccer player. She earned her medical degree from Georgetown University School of Medicine after which she completed a dual residency in Internal Medicine and Pediatrics at the Christiana Care Health System in Delaware. She continued her training at Christiana Care by completing a fellowship in Primary Care Sports Medicine. Dr. Queller serves as the co-medical director of the ThinkSmart! Concussion Management Program.

Jennifer Gray, DO

Dr. Jennifer Gray is a physiatrist at St. Charles Hospital and Rehabilitation Center in Port Jefferson, NY and is the residency program director of Physical Medicine and Rehabilitation at Stony Brook University Medical Center. Dr. Gray received her medical degree from New York College of Osteopathic Medicine. She completed her residency in Physical Medicine and Rehabilitation at the State University of New York at Stony Brook and a fellowship in Neuromuscular Medicine at the Cleveland Clinic. Dr. Gray is board certified in Physical Medicine and Rehabilitation, Neuromuscular Medicine and Electrodiagnostic Medicine. At St. Charles, Dr. Gray is Medical Co-Director of *ThinkSMART!*, St. Charles Hospital's Concussion Management Program. She lectures extensively on concussion management to both clinical and community audiences and is actively engaged in concussion research.

Jennifer Semel, MD

For the past thirteen years Dr Semel has served as the Medical Director of Physical Medicine and Rehabilitation at St Charles Hospital. She also serves as Professor Chair of Physical Medicine and Rehabilitation at Stony Brook University School of Medicine. After receiving a Bachelor's degree from Brown University, Providence, Dr. Semel began her medical training at Albert Einstein College of Medicine, Bronx. She completed a dual residency in Pediatrics and Physical Medicine and Rehabilitation at Rusk Institute/New York University Medical Center, New York where she also served as Chief Resident in Pediatric Rehabilitation. In addition to her responsibilities as Director, PM&R at Children's National Medical Center, she was an Assistant Professor of Pediatrics at George Washington University and a member of the medical staffs of Kennedy Krieger Institute, Baltimore and the Hospital for Sick Children, Washington, D.C. Dr. Semel is board certified in Physical Medicine and Rehabilitation as well as Pediatrics and was recognized by Washingtonian magazine as one of the regions "Top Doctors" as judged by her fellow physicians. In addition to her outpatient practice and research activities Dr Semel oversees the Pediatric Traumatic Brain Injury Rehabilitation Unit at St Charles Hospital.

Anuja Korlipara, MD

Dr. Korlipara is board certified in Physical Medicine and Rehabilitation. Dr. Korlipara received her medical degree from the Siddhartha Medical College, University of Health Sciences, Vijayawada, India. She completed her internship at Sisters of Charity Medical Center, and her residency in Physical Medicine and Rehabilitation at Stony Brook University Medical Center. She is fluent in Telugu. Dr. Korlipara is IMPACT™ certified and is dedicated to providing the highest quality of care to individuals with concussion. She has been a physician with Advanced Rehabilitation Medicine (ARM) at St. Charles Hospital for 10 years.

Mark Harary, MD

Dr. Harary earned his undergraduate degree in Movement Science from the University of Michigan in 1998. He went on to medical school at Ross University, where he graduated with honors in 2002. After obtaining his medical degree, Dr. Harary completed a family medicine residency at UPMC Shadyside Hospital in Pittsburgh, PA. Following residency, he completed his fellowship training in Sports Medicine at Blessing Hospital in Quincy, IL. Dr. Harary is board certified in Sports Medicine and Family Medicine. He is a member of the American Medical Society of Sports Medicine and the American Academy of Family Physicians. Dr. Harary is actively involved with the Arthritis Foundation. He has given numerous educational talks on arthritis and has served on the planning committee for the annual Arthritis Walk for several years. Dr. Harary specializes in the non-operative treatment of musculoskeletal problems in both pediatric and adult patients. He has a special interest in treating osteoarthritis, fractures, acute injuries and concussions. He enjoys helping his patients return to, and maintain, an active lifestyle. Dr. Harary is the team physician for the Miller Place High School football team.

Luga Podesta, MD

Dr. Luga Podesta is a nationally recognized sports medicine physician specializing in the non-surgical treatment of orthopedic, musculoskeletal and sports related injuries to the shoulder, elbow, knee and spine. Dr. Podesta has practiced non-surgical orthopedics and sports medicine since 1990. He remains active academically lecturing nationally and internationally on various topics specific to the diagnosis, treatment and prevention of injuries. He has authored or co-authored numerous scientific articles, book chapters and instructional videos on a variety of sports medicine topics. He is a respected member of numerous medical societies including the American Orthopedic Society of Sports Medicine, American Academy of Physical Medicine and Rehabilitation, International Spinal Intervention Society, Arena Football Physician and Trainers Society and Major League Baseball Physicians Association. Dr. Podesta has served as team physician and sports medicine consultant for numerous professional, collegiate, high school, recreational and youth athletic teams and as a consultant to many past and present professional athletes and musicians. He has served 16 seasons as a Team Physician for the LA Dodgers and in 2001, as the Head Team Physician for the World Champion LA Xtreme professional football team of the XFL. Dr. Podesta has served as the Head Team Physician for the LA Avengers of the Arena Football League for 8 years, LA Riptide professional lacrosse team of Major League Lacrosse for 3 years and continues to serve as a consultant to the Major League Baseball's LA Angels of Anaheim and Major League Baseball Umpires. Dr. Podesta is the Head Team Physician for the Lingerie Bowl Champion LA Temptation of the Lingerie Football League. Dr. Podesta is the founder of the Podesta Orthopedic & Sports Medicine Institute in Thousand Oaks, California.

Danielle DeGiorgio, DO

Danielle DeGiorgio, DO, is a native of Long Island, graduating from Longwood High School as a three-sport athlete. She attended Stony Brook University on a full athletic scholarship and served as captain of the women's basketball team. After obtaining her medical degree from New York College of Osteopathic Medicine, Dr. DeGiorgio completed an internship at Brookhaven Memorial Hospital, followed by a residency in Physical Medicine and Rehabilitation (PM&R) at Stony Brook University Medical Center, serving as chief resident in her senior year. In addition, Dr. DeGiorgio completed training in structural acupuncture at Harvard Medical School. Following her residency, Dr. DeGiorgio went on to complete a Fellowship in Sports Medicine at Christiana Care, serving as a Fellow team physician for the University of Delaware, Delaware State University, as well as for local high school football and wrestling teams. Dr. DeGiorgio is dual board certified in PM&R and Sports Medicine and a certified acupuncturist. She is a member of the American Academy of Physical Medicine and Rehabilitation, the American Medical Society for Sports Medicine and the American College of Sports Medicine.

Kalliopi Kapsalis Nestor, MD

Dr. Kalliopi Kapsalis Nestor is a physiatrist that has recently joined St. Charles Hospital and Rehabilitation Center in Port Jefferson, New York. Prior to that Dr. Nestor was the medical director of Charles Cole Rehabilitation services in Pennsylvania. Dr. Nestor received her medical degree from Ross University School of Medicine. She completed her residency in physical medicine rehabilitation at Mercy Hospital of Pittsburgh in Pennsylvania. Dr. Nestor is board certified in Physical Medicine & rehabilitation. At St. Charles, Dr. Nestor is part of **ThinkSmart!**, St. Charles Hospital's Concussion Management Program. She also sees patients with musculoskeletal conditions and other physiatric conditions.

The Medical Team

Physicians are available in the following locations:

East Setauket: 6 Technology Drive

Commack: 500 Commack Rd

Patchogue: 475 East Main Street, Suite 115

Wading River: 6144 Route 25A, Suite C

Riverhead: 74 Commerce Avenue, Suite 4

West Babylon: 60 Fleets Point Dr

Michael J. Sileo, MD

Dr. Sileo graduated from Garden City High School in 1994 where he was a Bill Goss scholar athlete in baseball. He subsequently graduated magna cum laude from the College of William and Mary in Williamsburg, VA in 1998. He then returned to Long Island, where he earned his medical degree from SUNY Health Science Center at Stony Brook in 2002. Dr. Sileo's post-graduate training included a surgical internship and orthopedic surgery residency at SUNY Stony Brook, where he was selected by the faculty to serve as administrative chief resident his final year. At Stony Brook, he was actively involved in orthopedic coverage of Stony Brook's men's basketball and lacrosse teams. He then completed a fellowship in sports medicine at Lenox Hill Hospital in Manhattan, where he served as assistant team orthopedist to the New York Jets, New York Islanders, Hofstra University, and Hunter University. Dr. Sileo has published extensively on rotator cuff injuries, shoulder instability, labral tears, complex knee ligamentous injuries, and Achilles injuries. He has presented his research at both regional and national meetings.

Gregg Jarit, MD

Dr. Jarit grew up in Wading River, NY and graduated from Shoreham-Wading River High School in 1994. He attended college at the University of Virginia and graduated With Distinction in 1998. He obtained his medical degree from the Albert Einstein College of Medicine in 2002, and then completed residency at NYU Hospital for Joint Diseases in New York City in 2008. During his residency he completed an additional one-year research fellowship. He then returned to the University of Virginia to complete a fellowship in sports medicine. During his fellowship, he served as Assistant Team Orthopedist for the University of Virginia and James Madison University. He also covered the UVA Club Ice Hockey team and high school football.

Philip L. Schrank, MD

Dr. Schrank grew up in Staten Island, NY and went on to complete a triple major at the University of Miami in Engineering Science, Psychobiology, and Chemistry. He completed medical school at Georgetown University where he graduated with Honors as President of his class. His internship and orthopedic residency were completed at the Hospital for Joint Diseases in Manhattan. There he was selected as an Administrative Chief Resident in his final year. He then took a Sports Medicine Fellowship at the Kerlan-Jobe Clinic in Los Angeles, CA. Serving as an assistant team physician for the University of Southern California Football Team, the LA Lakers, the LA Dodgers, the LA Kings as well as the Anaheim Angels and Ducks rounded out his sports medicine training. He has remained active in the care of professional, college, and high school level athletes here in Suffolk County for the past 8 years and currently serves as a clinical associate Professor at New York University.



ROCKY POINT UNION FREE SCHOOL DISTRICT

90 Rocky Point – Yaphank Road
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Michael F. Ring
Superintendent of Schools

Mr. Greg Hilton
School Business Official

April 17, 2017

Ms. Marianne Van Duyne, CPA
R.S. Abrams & Co., LLP
3033 Express Drive North, Suite 100
Islandia, NY 11749

Re: RFP #R17-03 External Auditing Services Contract Extension for Year End June 30, 2018

Dear Ms. Van Duyne:

The current External Auditing Services contract between R.S. Abrams & Co., LLP and The Rocky Point UFSD allows for the extension of said contract 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the 2017-2018 school year at the rates, terms and conditions set forth in the above referenced RFP, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Debra Hoffman, Purchasing Agent, at the above address by May 19, 2017.

We look forward to working with you again for another year.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Hilton".

Greg Hilton
School Business Official

AGREEMENT

R.S. Abrahms & Co., LLP agrees to extend the current External Auditing Services contract, under the same terms and conditions as per RFP #R17-03, for the period 7/1/17-6/30/18.

A handwritten signature in black ink, appearing to read "Marianne Van Duyne".

Representative – R.S. Abrams & Co., LLP

Date: 4/30/17

IV. SPECIFIC AUDIT APPROACH

The firm's audit approach includes audit procedures focused on specific identified risks and to perform an effective and efficient audit based on that plan. We assess risk both at the engagement level and at the account and potential-error level. Our audit plan for specific accounts and potential errors is based on whether we have identified specific risks and whether we decide to address potential errors by relying on controls and performing more rigorous substantive tests. We give particular attention to those accounts and potential errors for which we have identified specific risks. Our audit plan for those accounts and potential errors involves either relying on controls that mitigate the specific identified risks or performing focused substantive tests.

Taken as a whole, our audit plan is designed to provide reasonable assurance that the financial statements are not materially misstated. Reasonable assurance is derived from a combination of our risk assessment, tests of controls, and substantive tests. Our audit plan is also designed to enable us to respond to senior management's concerns and to render meaningful business advice to the client.

All levels of our employees are actively involved in all segments of our engagement from partner to staff accountant. We have a very low turnover history, and therefore, keep the same staff on the engagement if all concerned are happy with the individuals on the audit team. Our audit is conducted on a year round basis. We do not foresee any potential audit problems, but if this changes during the course of the audit, we will notify management immediately and discuss how to resolve the situation.

The following is an outline of the R.S. Abrams & Co., LLP Audit Approach:

- A. Perform Preliminary Engagement Activities:
 - 1. Assess Engagement Risk.
 - 2. Establish Terms of Engagements.
- B. Perform Preliminary Planning
 - 1. Understand the client's business utilizing the District's budget organizational charts, manuals and programs.
 - 2. Understand the accounting process utilizing District's financial and management information systems.
 - 3. Perform preliminary analytical procedures.
 - 4. Determine planning materiality.
 - 5. Develop client service objectives.
- C. Assess Risk
 - 1. Understand Control Environment through the use of narratives, questionnaires or walk-throughs.
 - 2. Assess risk at the account level.

- D. Develop Audit Plan
- E. Perform Audit Plan
 - 1. Test of controls (computer and manual).
 - 2. Substantive tests.
 - 3. Evaluate results of tests
 - 4. Perform substantive analytical review.
- F. Perform Tests of Compliance
 - 1. Determine laws and regulations that will be tests using a risk-based approach based on past history, observation and client inquiry.
 - 2. Determine audit samples for purposes of tests of compliance based on assessed level of risk.
- G. Conclude and Report
 - 1. Perform subsequent events review.
 - 2. Obtain management representations.
 - 3. Issue reports and management letter.
 - 4. Report to the Board of Education and Audit Committee.

V. PROFESSIONAL FEES

Our fees are based on the time spent on the engagement and the billing rates of the individuals assigned. We will bill the District on a quarterly basis for the audit. Those dates would be March 31, 2017, June 30, 2017, September 30, 2017 and December 31, 2017. If any additional engagements are requested, we will bill the District at our standard billing rates. This fee includes meetings with the Audit Committee and with the Board of Education. We will not seek reimbursement for travel, lodging, subsistence, or other out-of-pocket costs incurred in connection with the audit of the District's finances. With R.S. Abrams & Co., LLP you get industry prominence at a reasonable rate. Based on our experience in other similar engagements, our proposed fee is as follows:

A. TOTAL ALL INCLUSIVE MAXIMUM PRICE:

Independent audit of the Financial Statements, the Single Audit of Federal Programs and Extraclassroom Activity Funds:

Fiscal year ending June 30, 2017	<u>\$30,400</u> *
Fiscal year ending June 30, 2018	<u>\$30,400</u>
Fiscal year ending June 30, 2019	<u>\$30,400</u>
Fiscal year ending June 30, 2020	<u>\$31,200</u>
Fiscal year ending June 30, 2021	<u>\$32,000</u>

* In light of the current economic conditions school districts are facing, and our long standing business relationship with the District, we have lowered our prior year fee by 5% for the first three years outlined in this proposal. We trust this will assist you with your current budgetary constraints.

B. BILLING RATES:

<u>Title</u>	<u>Regular Hourly Rate</u>	<u>Quoted Hourly Rate</u>
Partner	\$170	\$150
Manager/Supervisor	\$150	\$125
Senior Auditors	\$110	\$100
Staff Auditors	\$95	\$80

Although fees are important, they should not, in our view be the determining factor in the selection of an accounting firm for the Rocky Point Union Free School District. The choice of independent 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.

Robert S. Abrams
(1926-2014)



R.S. ABRAMS & CO., LLP

Accountants & Consultants for Over 75 years

Marianne E. Van Duyne, CPA
Alexandria M. Battaglia, CPA

May 24, 2017

To the Board of Education and
Mr. Greg Hilton, School Business Official
Rocky Point Union Free School District

We are pleased to confirm our understanding of the services we are to provide Rocky Point Union Free School District (the "District") for the fiscal year ended June 30, 2018. We will audit the financial statements of the governmental activities, each major fund, and the fiduciary funds, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the District as of and for the fiscal year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. Schedule of Funding Progress for Other Post-Employment Benefits
4. Schedule of the District's Proportionate Share of the Net Pension Liability
5. Schedule of District Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare

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

www.rsabrams.com

the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements, or in a separate written report accompanying our auditor's report on the financial statements:

1. Schedule of Expenditures of Federal Awards.
2. Schedule of Change from Adopted Budget to Final Budget – General Fund and Section 1318 of Real Property Tax Law Limit Calculation
3. Schedule of Project Expenditures – Capital Projects Fund
4. Net Investment in Capital Assets

We will also audit the financial statements of the Extraclassroom Activity Funds as of and for the fiscal year ended June 30, 2018, which includes the statements of cash receipts and disbursements. The objective of this audit is the expression of an opinion as to whether the statements presents fairly, in all materials aspects, the cash receipts and disbursements of the Extraclassroom Activity Funds of the District, in accordance with the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and OMB's *Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The OMB Uniform Guidance

report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of OMB Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of OMB Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with OMB Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of the Rocky Point Union Free School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the

appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Controls

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by OMB Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and OMB Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to OMB Uniform Guidance.

Management Responsibilities

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management

representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts and grant agreements, or abuse that we report. Additionally, as required by OMB Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on the first day of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with OMB Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes or report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with OMB Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with OMB Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1)

you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumption or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of RS Abrams & Co., LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the New York State Education Department or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of RS Abrams & Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the New York State Education Department or other oversight agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in May 2018 and to issue our reports no later than October 15, 2018. Marianne Van Duyne, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be based on the actual time spent at our standard, hourly rates. Our standard, hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been complete upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended through the date of termination.

Based on our preliminary estimates, the audit fee for the fiscal year ending June 30, 2018 will not exceed \$30,400. This fee is based on anticipated cooperation from your personnel. If the District requests any additional engagements, we will bill the District at our standard billing rates.

You have requested that we provide you with a copy of our most recent external peer review report. Accordingly, our 2014 peer review report accompanies this letter. This report reflects a peer review rating of pass, which is the highest rating for a peer review.

Rocky Point Union Free School District
May 24, 2017
Page 9

We appreciate the opportunity to be of service to the Rocky Point Union Free School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very truly yours,

R.S. Abrams & Co., LLP

R.S. Abrams & Co., LLP

By: *Maura E. VanDyke CPA*

Title: *Managing Partner*

Date: *5/24/17*

R.S. Abrams & Co., LLP:

This letter correctly sets forth the understanding of Rocky Point Union Free School District.

Board of Education President: _____

Date: _____

School Business Official: *[Signature]*

Date: *5-26-17*



A History of Shaping Futures

System Review Report

Kevin J. McCoy, CPA
Thomas W. Donovan, CPA
Frank S. Venezia, CPA
James E. Amell, CPA
Carol A. Hausmann, CPA
Daniel J. Litz, CPA
Karl F. Newton, CPA
Kevin P. O'Leary, CPA
Timothy A. Reynolds, CPA
Martin D. Hull, CPA

Thomas J. Ross, CPA
Heather D. Patten, CPA

To the Partners
R.S. Abrams & Co., LLP
and the Peer Review Committee of the NYSSCPA

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, 2014. 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. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. 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. 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. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and audits of employee benefit plans.

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, 2014, 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*.

Marvin and Company, P.C.

Latham, NY
July 18, 2014

www.marvincpa.com

*An Independent Member of the
BDO Seidman Alliance*

11 British American Blvd Latham New York 12110 1405 | P: 518-785-0134 | F: 518-785-0299

111 Everts Ave. Queensbury NY 12804 | P: 518-792-6595 | F: 518-792-6635



ROCKY POINT UNION FREE SCHOOL DISTRICT

90 Rocky Point – Yaphank Road
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Michael F. Ring
Superintendent of Schools

Mr. Greg Hilton
School Business Official

April 17, 2017

Ms. Lauren Agunzo, CPA/CFF
Nawrocki Smith LLP
290 Broad Hollow Road, Suite 115E
Melville, NY 11747

Re: RFP #R16-01 Internal Auditing Services Contract Extension for 2017-18

Dear Ms. Agunzo:

The current Internal Auditing Services contract between Nawrocki Smith LLP and The Rocky Point UFSD allows for the extension of said contract 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the 2017-2018 school year at the rates, terms and conditions set forth in the above referenced RFP, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Debra Hoffman, Purchasing Agent, at the above address by May 22, 2017.

We look forward to working with you again for another year.

Sincerely,

Greg Hilton
School Business Official

AGREEMENT

Nawrocki Smith LLP agrees to extend the current Internal Auditing Services contract, under the same terms and conditions as per RFP #R16-01, for the period 7/1/17-6/30/18.

Representative – Nawrocki Smith LLP

Date: 5/19/17

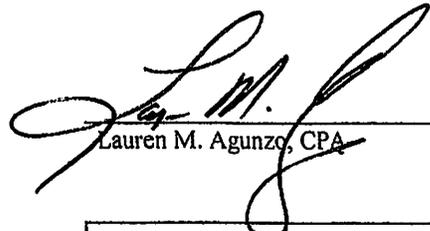
NAWROCKI SMITH LLP

**ROCKY POINT UNION FREE SCHOOL DISTRICT
Internal Auditor**

PART II - A

a Name of Firm Nawrocki Smith LLP

b I, Lauren Agunzo, am certified to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District



Lauren M. Agunzo, CPA

- c
- Total All-Inclusive Maximum Price for the period of July 1, 2015 through June 30, 2016
 - Total All-Inclusive Maximum Price for the period of July 1, 2016 through June 30, 2017
 - Total All-Inclusive Maximum Price for the period of July 1, 2017 through June 30, 2018
 - Total All-Inclusive Maximum Price for the period of July 1, 2018 through June 30, 2019
 - Total All-Inclusive Maximum Price for the period of July 1, 2019 through June 30, 2020

Fee	
\$	17,500
	17,500
	18,000
	18,000
	18,000

<u>Internal Auditor</u>	<u>Est. Hours</u>	<u>Rate</u>	<u>Charges</u>
Partner	18	175	2,800.00 *
Manager	50	150	7,200.00 *
Senior	60	125	7,500.00
Total	128		17,500.00

**The District will not be billed for Board of Education/Audit Committee meetings.*

Michael E. Nawrocki
Ernest Patrick Smith



Lauren M. Agunzo
John K. Hoffman
Darin V. Iacobelli
David M. Tellier

CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

June 1, 2017

VIA FIRST CLASS MAIL

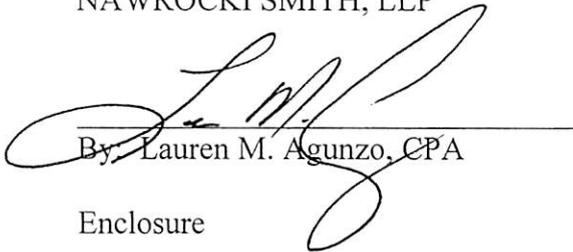
Mr. Greg Hilton
Rocky Point Union Free School District
90 Rocky Point – Yaphank Road
Rocky Point, NY 11778

Dear Mr. Hilton:

Enclosed please find two (2) engagement letters in regard to Rocky Point Union Free School District. After you have signed the letters, please forward one copy to Nawrocki Smith and retain one copy for your records.

If you should have any questions, please contact me at 631-756-9500, extension 229.

Very truly yours,
NAWROCKI SMITH, LLP


By, Lauren M. Agunzo, CPA

Enclosure



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

June 1, 2017

VIA FIRST CLASS MAIL

Board of Education
Rocky Point Union Free School District
90 Rocky Point – Yaphank Road
Rocky Point, NY 11778

Dear Board of Education:

We are pleased to confirm our understanding of the terms and conditions of our engagement and the nature and limitations of the services we will provide to the Rocky Point Union Free School District (the “District”) for the fiscal year ended June 30, 2018.

We will perform a risk assessment of the District’s business operations for the year ending June 30, 2018. Our risk assessment will be in accordance with auditing standards established by the American Institute of Certified Public Accountants and applicable Governmental Auditing Standards issued by the Comptroller General of the United States. Our risk assessment will be performed in accordance with the Agreed-Upon Procedures outlined in the supplement to this letter. The Administration of the District is ultimately responsible for the sufficiency of the procedures to be performed. We will also be testing selected areas as determined by the risk assessment.

Our engagement will not include a detailed examination of all transactions and cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. However, we will inform you of any such matters that come to our attention.

We direct your attention to the fact that the Administration has the responsibility for the proper recording of the transactions in the accounting records and for preparation of financial statements in conformity with U.S. generally accepted accounting principles.

Our annual fees for these services will be \$18,000, which will be billed monthly at the 1/12th rate of \$1,500 per month. Our hourly rates for this engagement will be as follows: Partner \$175, Manager \$150, Supervisor \$125, Senior \$110 and Staff \$90. The annual fee for this engagement is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered on a monthly basis and are payable on presentation.

NAWROCKI SMITH LLP

Page two

Nawrocki Smith, LLP agrees that all information obtained in connection with the services provided for in this Letter of Engagement is deemed confidential information. Nawrocki Smith, its employees, and agents shall not use, publish, discuss or communicate the contents of such information, directly or indirectly, with third parties, except as required under the terms of engagement or as otherwise required by law.

The District reserves the right to terminate this Agreement for any reason whatsoever upon thirty (30) days prior written notice. In the event of such termination, Nawrocki Smith will undertake no additional services for the District, and the District will remain liable for payment of all amounts due for the period through the effective date of such termination.

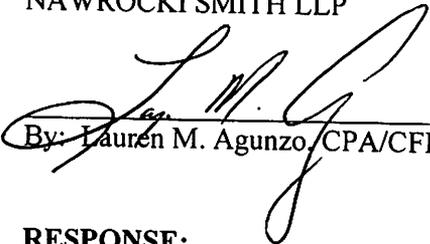
Nawrocki Smith shall provide Worker's Compensation, automobile, comprehensive general liability and professional liability (Errors and Omission) insurance. As necessary or requested, Nawrocki Smith shall provide the School District with proof of the required insurance coverage. Nawrocki Smith shall deliver insurance policies and certificates to the School District, which will provide at least a 30-day notice of cancellation or amendment. Nawrocki Smith shall maintain professional liability insurance in an amount no less than \$1,000,000, workers compensation in amounts required by law and general liability insurance (Including owned, non-owned and hired motor vehicles) in a single limit amount of no less than \$1,000,000.

Nawrocki Smith will act at all times as an independent contractor hereunder, and nothing contained herein will be construed to create a partnership or joint venture or a relationship of principal and agent or employer and employee between the School District and Nawrocki Smith.

We will be pleased to discuss this letter with you at any time. If the foregoing is in accordance with your understanding, please sign the enclosed copy and return it to us.

We appreciate the opportunity to be of professional service.

Very truly yours,
NAWROCKI SMITH LLP


By: Lauren M. Agunzo/CPA/CFF

RESPONSE:

This letter correctly sets forth the understanding of the School District.

By: _____

Title: _____

Date: _____

NAWROCKI SMITH LLP

SUPPLEMENT TO ENGAGEMENT LETTER
AGREED-UPON PROCEDURES

Risk Assessment

1. Develop an understanding of the critical business processes of the District within each functional area
2. Identify and quantify risks based on the understanding of the business processes and stated business rules
3. Identify whether the controls that are currently in place address such risks and ascertain if they are operating effectively
4. Recommend improvements in internal controls



ROCKY POINT UNION FREE SCHOOL DISTRICT

90 Rocky Point – Yaphank Road
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Michael F. Ring
Superintendent of Schools

Mr. Greg Hilton
School Business Official

April 17, 2017

Kevin A. Seaman, Esq.
Attorney at Law
Box 580
Stony Brook, NY 11790

Re: RFP #R15-02 Legal Services Agreement-Extension for 2017-2018

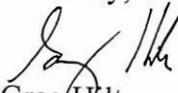
Dear Mr. Seaman:

The current Agreement between Kevin A. Seaman, Esq. and The Rocky Point UFSD, under RFP #R15-02, will expire on June 30, 2017. It is the District's intent to offer an extension of said contract for the 2017-2018 school year at the same rates, terms and conditions, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Business Office at the above address by May 19, 2017.

We look forward to working with you again for another year.

Sincerely,


Greg Hilton,
School Business Official

AGREEMENT

Kevin A. Seaman, Esq. agrees to extend the current Legal Services agreement, under the same terms and conditions as per RFP #R15-02, for the period 7/1/17-6/30/18.



Kevin A. Seaman, Esq.

Date 4/21/17

COST SUMMARY SHEET

Attachment B

RFP #R15-02 Legal Services

Retainer Base Fee (annual) as described		\$ 25,000 per year
Hourly Rate for Litigation in all areas of general counseling		\$ 195 per hour
Hourly Rate for service not covered in the Base Retainer Fee or any other contract fee:		
Partners and Senior Counsel		\$ 195 per hour
Associates		\$ per hour
Paralegals/Law Graduates		\$ per hour

Please indicate any minimum billing time per service (minutes per call, hours per visit, etc.)

no min. billing time

Bills are to be presented on a monthly basis and will be paid on the next regular warrant following receipt and approval. All out-of-pocket costs are to be itemized and billed as they accrue. Preparation and copies of routine documents are the responsibility of the firm.

ROCKY POINT UNION FREE SCHOOL DISTRICT

Legal Services RFP #R15-02

ADDENDUM #1

All prospective Bidders are directed to make the following changes to the RFP documents:

On page 3, FEE STRUCTURE:

Remove the first paragraph:

Retainer Fee: The current working relationship involves a regular retainer for all services other than litigation. Retainer payment will be one flat base fee without regard to the number of hours. Any and all advice, grievances, labor relations/negotiations, appeals to the Commissioner, Civil Service rules and regulations, PERB hearings, etc., short of actual litigation, are included in the retainer base fee. It is the intention of the Board of Education to request quotations for a base fee with additional fees for litigation identified at an hourly rate.

Replace the first paragraph with the following:

Retainer Fee: The current working relationship involves a regular retainer for all services other than litigation. Retainer payment will be one flat fee without regard to the number of hours. Any and all advice relating to the following, but not limited to: grievances, labor relations, negotiations, appeals to the Commissioner, Civil Service rules and regulations, PERB hearings, etc., short of actual litigations, are included in the retainer base fee. Retainer fee will also include attendance at various meetings, including board meetings as requested. It is the intention of the Board of Education to request quotations for a base fee with additional fees for litigation identified at an hourly rate.

ADDENDUM #1

KA Seaman

10/29/14

Print Name and Signature

Date

Firm Name:

KA Seaman

This ADDENDUM MUST be signed and included with your RFP submission. If RFP has already been mailed, please fax signed ADDENDUM to: (631) 849-7556 and confirm to Debra Hoffman at (631) 849-7563.



PHONE: 212-820-9300
FAX: 212-514-8425

28 LIBERTY STREET
NEW YORK, NY 10005
WWW.HAWKINS.COM

NEW YORK
WASHINGTON
NEWARK
HARTFORD
LOS ANGELES
SACRAMENTO
SAN FRANCISCO
PORTLAND
ANN ARBOR

(212) 820 9406

June 1, 2017

Rocky Point Union Free School District, Suffolk County, New York
Bond Counsel Engagement Letter for 2017-2018

Greg Hilton
School Business Official
Rocky Point Union Free School District
90 Rocky Point-Yaphank Road
Rocky Point, New York 11778

Dear Greg:

via e-mail: ghilton@rockypoint.k12.ny.us

BOND COUNSEL ENGAGEMENT LETTER FOR 2017-2018

This is a Letter of Engagement to retain the services of Hawkins, Delafield & Wood LLP as bond counsel to the Rocky Point Union Free School District, in the County of Suffolk, New York (the "School District") for the school year commencing **July 1, 2017** and ending **June 30, 2018**, in relation to (i) the capital project approved by the voters at the Annual District Meeting on May 17, 2016, (ii) the issuance of the School District's tax anticipation notes, and (iii) certain other matters. Accordingly, I have assembled information about our services and the fees associated therewith, and it is set forth below. Should any other School District financing requirements arise during the **2017-2018** fiscal year, we will supplement this letter.

SERVICES: Our primary responsibility as Bond Counsel is to render an opinion in connection with each issue of obligations by the School District, which expresses our belief (i) that the obligations have been properly authorized and issued and are valid, (ii) that the essential sources of security for the obligations have been legally provided for and (iii) that interest on the obligations is exempt from federal income taxation. A significant emphasis in discharging these responsibilities is the preparation of a record sufficient to enable us to render our opinion. However, in the process of reaching the point at which we have prepared such a record, we are called upon to perform a number of related functions, which may include the following:

- (1) Participation in telephone discussions and conferences with representatives of the School District, and the State, regarding the School District's financing program and requirements, and obtaining copies of any required approvals from the State;
- (2) Preparation and delivery of a bond issue time-table/calendar letter for use by the Administration and Board of Education, if requested;

(3) Preparation of all finance authorization documents, including the resolution calling the bond referendum, the legal notice of referendum, and related documents;

(4) Review of affidavits of newspaper publishers with respect to the publication of the official notices of election;

(5) Review of election documents and procedures including:

(a) Review of Resolution appointing officers to act at the Annual or Special District Meeting,

(b) Review of oaths of Inspectors of Election, and

(c) Review of Certificate of Inspectors of Election, and certificate of canvass of the vote;

(6) Preparation of bond resolution to be adopted by the Board of Education after a successful referendum;

(7) Review of affidavits of newspaper publishers with respect to the publication of the summary form of bond resolution;

(8) Participation in conferences and telephone conversations with representatives of the School District, the School District's financial advisor and State Department of Education Office of State Aid with respect to state aid questions;

(9) Providing advice and consultation with respect to compliance with applicable provisions of the Internal Revenue Code of 1986, as amended, including all federal arbitrage regulations;

(10) Participation with the School District and its financial advisors in scheduling and structuring each bond and note financing;

(11) Assistance in drafting and review of agreements, forms and underlying documentation relating to the financing;

(12) Review of maturity schedules and official statements prepared by the School District's financial advisor, including:

(a) Review of each proposed maturity schedule for each bond issue to verify compliance with legal requirements,

(b) Review of the final maturity for each bond issue to verify compliance with legal requirements (i.e. amount of annual installments and adherence to the appropriate period of probable usefulness pursuant to the Local Finance Law),

(c) Review and modification of, where appropriate, the description of constitutional and statutory requirements and procedures as described in each official statement,

- (d) Review of the overall content of each official statement, and
- (e) Participation in telephone conversations with representatives of the School District with respect to any pending litigation which may need to be disclosed in the official statement;

(13) Preparation and drafting of the Certificate of Determination to be executed by the President of the Board of Education as the chief fiscal officer of the School District, which document authorizes the sale of each issue of bonds or notes, describes and sets forth the terms, forms and details thereof, and makes provision for the School District's continuing disclosure obligations under applicable federal securities laws and/or regulations;

(14) Preparation and drafting of the legal Notice of Sale to be circulated to the investment community in connection with sale of bonds;

(15) Preparation and drafting of a "Summary" legal Notice of Sale, to be published in the School District's official newspaper and "The Bond Buyer;"

(16) Preparation of the form of the bond for each bond sale, and note for each note sale;

(17) Preparation of the draft opinion for each bond and note sale, and the furnishing of same to the credit rating agencies and bond insurance companies, as requested;

(18) Preparation of all continuing disclosure agreements, as required under applicable federal securities laws and/or regulations;

(19) Review of the draft preliminary official statement;

(20) Assistance, upon request, in the negotiation of contracts and other matters related to the bond and note offering and rendering of additional opinions as to specific matters;

(21) Consultation with the School District, its accountants and attorneys, credit rating agencies, municipal bond insurers and others in regard to the financing;

(22) Review of the debt statement prepared by the School District with the assistance of the financial advisor and filed with the State Comptroller prior to the sale of each bond issue;

(23) Administrative coordination of meetings and sale arrangements, including attendance at and supervision of all bond and note sales conducted in our offices;

(24) Preparation, drafting and review of closing papers including:

- (a) Certificate of Award of the President of the Board of Education,
- (b) Closing Certificates,
- (c) School Attorney's Certificate,

- (d) Certificate of Delivery and Payment,
- (e) Tax Certificate, and
- (f) Certificate with Respect to the Official Statement;
- (25) Attending to all necessary Internal Revenue Service issue reporting requirements, as required pursuant to the Internal Revenue Code of 1986, as amended;
- (26) Review of municipal bond insurance policy and related documents provided by bond insurer, in the event a bond or note issue is insured;
- (27) Delivery of securities to The Depository Trust Company in New Jersey to be held in escrow until the closing;
- (28) Preparation of formal and reliance opinions, as well as requested transcripts of proceedings, for delivery to the bond insurer for every bond and note issue which is insured;
- (29) Administrative coordination of bond and note closings with School District, financial advisor, underwriter and the Depository Trust Company;
- (30) Rendering of our final approving legal opinion with respect to each financing;
- (31) Continuous and unlimited communication with the School District throughout the course of each financial transaction; and
- (32) Availability at all times of our skilled and caring team of professionals to assist with any questions or concerns relating directly or indirectly to the transaction.

The scope of our services as Bond Counsel to the School District would also include the examination of applicable law and review of financial and debt statements.

In addition, we will assemble a complete record of proceedings to which we would refer when rendering our written opinion that the obligations proposed to be issued by the School District are valid and legally binding, and we will provide advice, including consultations with representatives of the School District and any others who may be involved in the various aspects of the financing. We will prepare all relevant proceedings for action by the Board of Education to authorize the issuance of School District obligations, and we will prepare documentation for the sale and delivery of the School District's bonds and notes, as required.

* * * *

FEES. We propose the following schedule of fees to pertain to: (i) financing for the capital project approved by the voters on May 17, 2016, (ii) the issuance of the School District's tax anticipation notes for the **2017-2018** fiscal year, and (iii) other matters as described.

(i) \$16,439,513 Capital Project

Authorization: We will charge a one-time "*bond authorization fee*" of \$8,750 for professional services in preparing and drafting financing authorization documentation in connection with the capital improvement project approved by the voters on May 17, 2016, including the resolution adopted by the Board on March 21, 2016, directing submission of a bond proposition at the Annual District Meeting, including the required language to be inserted in the Notice of Annual District Meeting for publication in the School District's official newspapers; the bond resolution adopted on July 14, 2016, following the approval of the bond proposition at the Annual District Meeting, authorizing the issuance of not to exceed \$16,439,513 bonds to finance the construction of various alterations and improvements to buildings and sites; the Notice of Adoption for publication in one of the School District's official newspapers; and preparation of requisite affidavits and certifications. Said fee also includes advice and consultation concerning the foregoing and related matters.

Serial Bonds: In connection with the sale of serial bonds, including the preparation of documentation, including the public sale authorization and the legal notice of sale, and for review of the official statement prepared in connection with the public offering of School District securities, we will charge a "*bond sale fee*" of \$5,750, plus a "*per bond fee*" based on the amount of bonds sold at any one time, calculated at the rate of \$1.25 per \$1,000 principal amount of bonds sold up to \$15 million, and \$1.00 per \$1,000 principal amount of bonds sold in excess of \$15,000,000. Said fee will include advice and consultation and all other usual and customary services expected to be rendered in connection with the sale of serial bonds of the School District.

Bond Anticipation Notes: In the event bond anticipation notes are issued, a fee of \$750 will apply to bond anticipation notes in amounts of \$1,000,000 or less, sold through an informal negotiation process and not requiring an official statement. In the alternative, for any bond anticipation notes which are sold pursuant to customary formal public sale procedures, which may require the preparation and circularization of an Official Statement and a Notice of Sale, and corresponding additional documentation and service provided by Bond Counsel, we will charge a "*note sale fee*" of \$3,500 plus an amount based upon the dollar amount of bond anticipation notes sold at any one time, calculated at the rate of 75¢ per \$1,000 principal amount of notes sold up to \$15,000,000, and 50¢ per \$1,000 principal amount of notes sold in excess of \$15,000,000.

Related Disbursements: The foregoing fees do not include our out-of-pocket disbursements, such as duplicating, postage, FedEx and other delivery service charges, preparation and filing of IRS 8038 Reporting Forms (\$300 for bonds and \$150 for notes), word-processing, and preparation of book-entry securities, the aggregate amount of which is usually nominal, but not subject to precise statement in advance.

We charge \$325 for the initial instrument for each bond issue (\$225 for the initial instrument for each note issue), and \$25 for each additional bond instrument and \$25 for each additional note instrument. Such charge includes our costs of security preparation, as well as our services in delivering such securities to The Depository Trust Company in escrow pending a closing. We charge \$90 per instrument for note instruments prepared in other than book-entry format. All services provided by outside vendors (express delivery and messenger service) are billed at actual cost to the firm.

(ii) Tax Anticipation Notes

Supplementing the general outline of services we provide, as described above, the following specific services will be provided for the authorization and sale of tax anticipation and/or revenue anticipation notes:

(1) participation in telephone conferences and discussions with representatives of the School District regarding the School District's cash-flow financing requirements, including "sizing" the issue within the limitations of applicable federal and state law; and

(2) drafting of basic authorizing documents for the Board of Education relating to the financing, including the resolution authorizing the issuance of tax anticipation notes and proceedings with respect to the sale of the tax anticipation and/or revenue anticipation notes; as well as all telephone discussions with the School District and its representatives, including its financial advisor, preparation or review of the tax anticipation and/or revenue anticipation note authorizing resolution(s), and all related closing documents, review of the District's cash-flow schedules and assistance in the preparation of and review of its Official Statement, advice and consultation concerning the foregoing and related matters, preparation and filing of the necessary Internal Revenue Service reporting form, and our final approving legal opinion for delivery to the purchasers of the tax anticipation and/or revenue anticipation notes .

Our fees for approval of tax anticipation notes, which include customary and usual advice and consultation and preparation of all legal proceedings prerequisite to actual borrowing, all as more particularly described above, are computed pursuant to the following fee schedule:

<u>ISSUE AMOUNT IN DOLLARS</u>	<u>FEE</u>
Issues of \$ 4 million	\$ 5,250
Issues of \$ 5 million	\$ 5,750
Issues of \$ 6 million	\$ 6,250
Issues of \$ 7 million	\$ 6,600
Issues of \$ 8 million	\$ 6,950

plus \$350 for each additional \$1 million notes up to an issue of \$20 million.

The fees for tax anticipation note issues are pro-rated to the exact amount of the issue. For example, the fee for a \$5.5 million issue would be \$6,000, calculated by adding \$5,750 (the fee for a \$5 million issue) and \$250 (being ½ of the \$500 incremental amount of the fee that would apply to an issue of \$6 million).

Our fees for tax anticipation notes include all of our customary and usual out of pocket expenses except for the costs relating to the preparation of book-entry securities. We charge \$225 for the initial book-entry instrument for each tax anticipation note issue, and \$25 for each additional instrument. Such charge includes our costs of security preparation, as well as our services in delivering such securities to The Depository Trust Company in escrow pending a closing. We charge \$90 for each note instrument delivered to a bank in other than book-entry format.

(iii) Other Matters

Legal fees for our professional services requested in connection with the drafting of resolutions submitting propositions for the establishment of, or expenditure from, a capital reserve fund, shall range from \$750 to \$2500, dependent upon the complexity of each such matter. A fee of \$750 shall be billed in connection with the proposition we drafted that was approved by the voters last month, authorizing the expenditure of not to exceed \$3,385,965 from a capital reserve fund heretofore established by the School District in 2013.

* * * *

The fees provided herein for serial bonds and bond anticipation notes shall apply to any such bonds and notes issued over a multi-year period, unless and until such fees are modified by mutual consent.

The fees provided herein for tax anticipation notes shall apply to any obligations issued in or on account of the **2017-2018** fiscal year, as well as each successive fiscal year thereafter unless and until such fees are modified by mutual consent

. The fees for services requested in connection with the drafting of resolutions submitting propositions for the establishment of, or expenditure from, a capital reserve fund, shall apply during the **2017-2018** fiscal year, as well as each successive fiscal year thereafter unless and until such fees are modified by mutual consent.

* * * *

The fees described above do not, of course, include the drafting of legislation or the handling of litigation, none of which is necessary or to be anticipated in an ordinary financing; or assistance in responding to SEC initiatives or inquiries, IRS audits, or any related matters.

* * * *

It has been and continues to be our practice to submit a bill for our services rendered in connection with any financing within ten days following a closing.

This agreement is terminable at will on thirty (30) days' notice and the School District's responsibility at termination would be to pay only those fees and expenses incurred up to the date of termination.

Should the terms hereof be acceptable, may I kindly ask that the President of the Board of Education acknowledge the acceptance of the terms of our engagement by signing where provided below, and returning a signed copy of this letter to us.

With best wishes, I am

Very truly yours,



Martin A. Geiger

MAG:rm

**APPROVED AND ACCEPTED BY
ROCKY POINT UNION FREE SCHOOL DISTRICT, NEW YORK**

By: President of the Board of Education

(printed name)

(signature)

Date: _____



ROCKY POINT UNION FREE SCHOOL DISTRICT

90 Rocky Point – Yaphank Road
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7556

Dr. Michael F. Ring
Superintendent of Schools

Mr. Greg Hilton
School Business Official

April 1, 2017

Dr. John Gil
Rocky Point Medical Care, P.C.
575 Route 25A
Rocky Point, NY 11778

Re: RFP #R16-02 Physicians Services Agreement –Extension for 2017-2018

Dear Dr. Gil:

The current physician services Memorandum of Agreement between Rocky Point Medical Care and The Rocky Point UFSD, under RFP #R16-02, allows for the extension of said Agreement 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the 2017-2018 school year at the same rates, terms and conditions, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Business Office at the above address by May 19, 2017.

We look forward to working with you again for another year.

Sincerely,

A handwritten signature in black ink, appearing to read "Greg Hilton".

Gregory Hilton
School Business Official

AGREEMENT

Rocky Point Medical Care agrees to extend the current Physician Services Memorandum of Agreement, under the same terms and conditions as per RFP #R16-02, for the period 7/1/17-6/30/178

A handwritten signature in black ink, appearing to read "John Dilmo".

Representative-Rocky Point Medical Care

Date 4-6-17

PART 2 - COST

A. Scope of Service

1. Mandated Physical examinations for pupils

- a. @ District \$12.00
- b. @RPMC \$25.00

2. Sports Physicals

- a. @ District \$12.00
- b. @RPMC \$25.00

3. Chart Reviews \$3.00

4. Special Education Physicals

- a. @ District \$12.00
- b. @ RPMC \$25.00

5. Employee Physicals

- a. @ RPMC \$60.00
- b. Hepatitis B vaccine \$80.00
- a. Hepatitis B Surface antibody per lab costs

6. Physician Consult Services

- a. @ CSE Meetings @ District \$100.00
- b. Epi Pen Training @ District \$100.00

7. Physicals of students with concussions @ RPMC

- a. Students will be charged under their private insurance
- b. If students does not have private insurance, cost to be paid by District \$100.00

8. Annual Administrative fee for telephone correspondence with school nurses and administrators in reference to medical issues of students and staff which arise during the course of the contract year. These issues include, but are not limited to, food allergies, diabetes management, seizure management and public health concerns.

\$1,000.00



ROCKY POINT UNION FREE SCHOOL DISTRICT

90 Rocky Point – Yaphank Road
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7556

Dr. Michael F. Ring
Superintendent of Schools

Mr. Greg Hilton
School Business Official

April 1, 2017

Dr. George Ruggiero, Managing Director
Peconic Bay Medical Care, PC
185 Old Country Road, Suite 2
Riverhead, NY 11901

Re: RFP #R16-02 Physicians Services Agreement –Extension for 2017-2018

Dear Dr. Ruggiero:

The current physician services Memorandum of Agreement between Peconic Bay Medical Care, PC and The Rocky Point UFSD, under RFP #R16-02, allows for the extension of said Agreement 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the 2017-2018 school year at the same rates, terms and conditions, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Business Office at the above address by May 19, 2017.

We look forward to working with you again for another year.

Sincerely,

Handwritten signature of Gregory Hilton in black ink.

Gregory Hilton
School Business Official

AGREEMENT

Peconic Bay Medical Care, PC agrees to extend the current Physician Services Memorandum of Agreement, under the same terms and conditions as per RFP #R16-02, for the period 7/1/17-6/30/18.

Handwritten signature of Erica Gentry in black ink.
Erica Gentry
Director of Revenue Cycle
Representative-Peconic Bay Medical Care, PC

Date 4/13/17

PBMC | Anchored by
Peconic Bay Medical Center

PBMC MEDICAL GROUP
 Peconic Bay Primary Medical Care, PC
 Prime Care Medical of Long Island, PC

186 Old Country Road, Suite 2
 Riverhead, NY 11901
 Phone: (631) 298-4479
 Fax: (631) 591-3047

496 County Road 111, Bldg. B
 Manorville, NY 11949
 Phone: (631) 405-3200
 Fax: (631) 395-6010

RFP#: R16-02 Physician Services

64 Woodville Road
 Shoreham, NY 11786
 Phone: (631) 929-1256
 Fax: (631) 929-8313

Service	Fee
Student - Physical Education and Sports Exams - On Site (School)	\$ 25.00 ea
Sports Requalification and Working Papers - On Site (School)	\$ 20.00 ea
Employee Physical Exams - Physician Office	\$ 25.00 ea
Chart Reviews	\$ 5.00 ea
PPD/Mantoux Testing	\$ 10.00 ea
X-Ray	\$ 30.00 ea
Hepatitis B Vaccinations	\$ 20.00 ea
Hepatitis B Labs	\$ 20.00 ea
Attendance at Football Games or other Sporting Events	\$250.00 ea
Consultative Services: staff development, crisis management team, policy development, public health law, additional services as needed	\$250.00/hr

**EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772**

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2017 by and between the EASTERN SUFFOLK BOCES, party of the first part, and ROCKY POINT UFSD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2017-18 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
001.100	Administration	0.0000	0.0000	Actual Usage	215,466.00	215,466.00	0.00	215,466.00
002.100	Rental of Facilities	0.0000	0.0000	Actual Usage	97,435.00	97,435.00	0.00	97,435.00
101.100	Career and Technical Education	120.0000	13,326.0000	Student	0.00	1,599,120.00	0.00	1,599,120.00
103.110	Special Career Education 12-1-1	11.0000	23,262.0000	Annual	0.00	255,882.00	0.00	255,882.00
103.120	Special Career Education 8-1-1	2.0000	28,552.0000	Annual	0.00	57,104.00	0.00	57,104.00
103.279	SCE Individual Aide Half-Day	3.0000	26,409.0000	Annual	0.00	79,227.00	0.00	79,227.00
202.100	Special Education 12-1-1 (Full Day)	5.0000	49,910.0000	Student	0.00	249,550.00	0.00	249,550.00
202.110	Special Education 12-1-1 (Partial)	3.0000	30,944.0000	Student	0.00	92,832.00	0.00	92,832.00
202.205	Related Service-Counseling (Ind)	3.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	13,998.00	0.00	13,998.00
202.210	Related Service-Counseling (Group)	3.0000	2,315.2000	Sess/Stud/Wk/Yr	0.00	6,945.60	0.00	6,945.60
202.225	Related Service - Hearing Imp.-Ind	1.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	4,666.00	0.00	4,666.00
202.235	Related Service - Occ. Therapy (Ind)	5.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	23,330.00	0.00	23,330.00
202.255	Related Service - Speech/Lang (Ind)	6.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	27,996.00	0.00	27,996.00
202.260	Related Svce- Speech/Lang (Group)	10.0000	2,315.2000	Sess/Stud/Wk/Yr	0.00	23,152.00	0.00	23,152.00
202.265	Related Svc - Visually Imp (Ind)	1.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	4,666.00	0.00	4,666.00
202.275	Related Svc - Individual Aide (FT)	2.0000	52,818.0000	Year	0.00	105,636.00	0.00	105,636.00
202.400	Transition Service Program-full day	1.0000	49,910.0000	Student	0.00	49,910.00	0.00	49,910.00
202.405	Transition Service Program-part day	3.0000	24,955.0000	Student	0.00	74,865.00	0.00	74,865.00
203.100	Spec Ed 6-1-1 Class (Full Day)	3.0000	70,830.0000	Student	0.00	212,490.00	0.00	212,490.00
203.205	Related Service - Counseling (Ind)	3.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	13,998.00	0.00	13,998.00
203.210	Related Svc - Counseling (Group)	4.0000	2,315.2000	Sess/Stud/Wk/Yr	0.00	9,260.80	0.00	9,260.80
203.235	Related Svc - Occ. Therapy (Ind)	3.0000	4,666.0000	sess/stud/wk/yr	0.00	13,998.00	0.00	13,998.00
203.240	Related Svc- Occ. Therapy (Group)	2.0000	2,315.2000	sess/stud/wk/yr	0.00	4,630.40	0.00	4,630.40

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSD	School Year 2017-18
---	---------------------

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
203.260	Related Svc - Speech/Lang (Group)	2.0000	2,315.2000	sess/stud/wk/yr	0.00	4,630.40	0.00	4,630.40
203.275	Related Svc - Individ. Aide (FT)	3.0000	52,818.0000	Year	0.00	158,454.00	0.00	158,454.00
203.290	Autism/Behav. Consult. & Trainings	3.0000	233.9200	Hour	0.00	701.76	0.00	701.76
203.295	Aut./Behav.- Home App. Behav. Anal.	4.0000	171.5600	Hour	0.00	686.24	0.00	686.24
203.297	Autism/Behavioral - Parent Training	4.0000	171.5600	Hour	0.00	686.24	0.00	686.24
203.335	Evaluation - Neuropsychological	5.0000	318.8200	Per Hour	0.00	1,594.10	0.00	1,594.10
203.365	Eval.- Psycho-Ed./Reevaluation	5.0000	644.0200	Per Evaluation	0.00	3,220.10	0.00	3,220.10
203.456	Augment Comm Eval/Svcs/Troubleshoot	1.0000	456.1800	Hour	0.00	456.18	0.00	456.18
205.100	Special Education 8-1-1 (Full Day)	32.0000	62,440.0000	Student	0.00	1,998,080.00	0.00	1,998,080.00
205.110	Special Education 8-1-1 (Partial Da	6.0000	38,713.0000	Student	0.00	232,278.00	0.00	232,278.00
205.205	Related Svc - Counseling (Ind)	30.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	139,980.00	0.00	139,980.00
205.210	Related Svc - Counseling (Group)	30.0000	2,315.2000	Sess/Stud/Wk/Yr	0.00	69,456.00	0.00	69,456.00
205.215	Related Svc - ESL (Ind)	1.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	4,666.00	0.00	4,666.00
205.235	Related Svc - Occ Therapy (Ind)	10.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	46,660.00	0.00	46,660.00
205.240	Related Svc - Occ Therapy (Group)	4.0000	2,315.2000	Sess/Stud/Wk/Yr	0.00	9,260.80	0.00	9,260.80
205.245	Related Svc - PT (Individual)	10.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	46,660.00	0.00	46,660.00
205.255	Related Svc - Speech/Lang Imp (Ind)	10.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	46,660.00	0.00	46,660.00
205.260	Related Svc - Speech/Lang Imp (Grp)	30.0000	2,315.2000	Sess/Stud/Wk/Yr	0.00	69,456.00	0.00	69,456.00
205.265	Related Svc - Vision/Imp Mob (Ind)	1.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	4,666.00	0.00	4,666.00
205.275	Related Svc - Individual Aide (FT)	5.0000	52,818.0000	Year	0.00	264,090.00	0.00	264,090.00
205.277	8-1-1 Clsrm Aide Shared (8-1-1 +2)	3.0000	15,091.0000	Student/Year	0.00	45,273.00	0.00	45,273.00
205.280	Related Svc - Ind. Aide (Shared)	0.0000	0.0000	Actual Usage	11,000.00	11,000.00	0.00	11,000.00
205.284	Class Aide Shared (8-1-1+2)Half Day	2.0000	7,545.0000	Student/Year	0.00	15,090.00	0.00	15,090.00
205.290	Autism/Behav. - Cons./Trainings	1.0000	233.9200	Hour	0.00	233.92	0.00	233.92
205.295	A/B - Home App. Behav. Analysis	2.0000	171.5600	Hour	0.00	343.12	0.00	343.12
205.297	Autism/Behav. - Parent Training	2.0000	171.5600	Hour	0.00	343.12	0.00	343.12
205.300	Evaluation - Assistive Technology	7.0000	2,146.7300	Per Evaluation	0.00	15,027.11	0.00	15,027.11
205.340	Eval - Occ. Therapy	5.0000	644.0200	Evaluation	0.00	3,220.10	0.00	3,220.10
205.399	Eval - Psych/SB Psych /Urgent Repor	1.0000	1,339.2600	Per Evaluation	0.00	1,339.26	0.00	1,339.26
205.428	Related Service - Speech Consult	30.0000	116.6500	Session	0.00	3,499.50	0.00	3,499.50
205.434	Related Svc-Occ Therapy Consult	5.0000	116.6500	Session	0.00	583.25	0.00	583.25
205.436	Orientation & Mobility	1.0000	4,666.0000	Sess/Stud/Wk/Yr	0.00	4,666.00	0.00	4,666.00
205.446	Evaluation Social History	2.0000	319.3600	Per Evaluation	0.00	638.72	0.00	638.72

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSD	School Year 2017-18
---	---------------------

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
205.448	Assistive Technology Consult	1.0000	456.1800	Per Hour	0.00	456.18	0.00	456.18
205.450	Eval/Assess Med Screen/Physical	3.0000	214.6700	Unit	0.00	644.01	0.00	644.01
305.375	Eval - Speech/Language	15.0000	858.7000	Evaluation	0.00	12,880.50	0.00	12,880.50
312.120	Counseling - itinerant	3.0000	138.2000	per session	0.00	414.60	0.00	414.60
313.100	Itinerant Vision	2.0000	5,528.0000	Sess/Stud/Wk/Yr	0.00	11,056.00	0.00	11,056.00
313.422	Itinerant Vision Consult	1.0000	138.2000	Session	0.00	138.20	0.00	138.20
313.436	Itinerant Orient & Mobility Consult	1.0000	138.2000	Sess/Stud/Wk/Yr	0.00	138.20	0.00	138.20
317.100	Itinerant Hearing	36.0000	5,404.8000	Sess/Stud/Wk/Yr	0.00	194,572.80	0.00	194,572.80
317.125	Deaf/Hearing Imp.- Cons./Staff Sup.	79.0000	135.1200	30 Min/Session	0.00	10,674.48	0.00	10,674.48
317.396	Eval - Hearing	1.0000	858.7000	Per Evaluation	0.00	858.70	0.00	858.70
317.440	Electro-Acoustic&Behavior Adj FM Tr	1.0000	376.0400	Visit	0.00	376.04	0.00	376.04
317.800	Hearing Impaired - Spec. Bill DNS	0.0000	0.0000	Per Student	26,000.00	26,000.00	0.00	26,000.00
320.105	Itin Autism/Behave Consult Teacher	2.0000	233.9200	Hour	0.00	467.84	0.00	467.84
320.297	Itin Parent Trainer	4.0000	171.5600	Hour	0.00	686.24	0.00	686.24
320.300	Itinerant Home ABA	4.0000	171.5600	Hour	0.00	686.24	0.00	686.24
321.448	Assistive Technology Consult	1.0000	456.1800	Per Hour	0.00	456.18	0.00	456.18
321.800	Occupational Therapy-Spec Bill DNS	0.0000	0.0000	Per Student	1,600.00	1,600.00	0.00	1,600.00
419.100	Regional Alternative High School	0.0000	0.0000	Actual Usage	50,000.00	50,000.00	0.00	50,000.00
419.150	Alternative Learning Center	0.0000	0.0000	Actual Usage	15,000.00	15,000.00	0.00	15,000.00
432.130	Regents Exam	1.0000	123.0000	Test	0.00	123.00	0.00	123.00
435.180	Enrich. Pgm - Brookhvn Sci. Assoc.	1.0000	0.0000	Actual Usage	9,056.25	9,056.25	0.00	9,056.25
435.190	Sharp	0.0000	0.0000	Actual Usage	100,000.00	100,000.00	0.00	100,000.00
435.200	Middle School iCare	0.0000	0.0000	Actual Usage	140,000.00	140,000.00	0.00	140,000.00
435.205	High School Course Tutoring	0.0000	0.0000	Actual Usage	70,000.00	70,000.00	0.00	70,000.00
438.110	Outreach AC Non-Classified Students	1.0000	62,440.0000	Student	0.00	62,440.00	0.00	62,440.00

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSD	School Year 2017-18
---	---------------------

Program/ Serial No.	Service	Basis for Current Contract			Initial Contract	Adjustments To Date	Current Contract	
		Quantity/ Share	Unit Cost	Cost Basis				
438.120	Hospital Bound-Non-Class. Students	1.0000	1,771.0000	Week	0.00	1,771.00	0.00	1,771.00
440.100	Arts-in-Ed. - Coordination Fee	0.0000	0.0000	Actual Usage	1,069.45	1,069.45	0.00	1,069.45
440.110	Arts-In-Education Programs	0.0000	0.0000	Actual Usage	6,290.85	6,290.85	0.00	6,290.85
444.310	Safari							
444.310.200	Safari Reading Rainbow Content Pk	0.0000	0.0000	Actual Usage	1.00	1.00	0.00	1.00
444.400	Language Interpreting Service							
444.400.110	Propio Language Services	1.0000	0.0000	Actual Usage	50.00	50.00	0.00	50.00
455.490	Law Related Education (WSB)	0.0000	0.0000	Team of 12	500.00	500.00	0.00	500.00
508.100	Library Automation							
508.100.130	Library Auto (2001 - 5000 Enroll)	1.0000	2,366.0000	Per District	0.00	2,366.00	0.00	2,366.00
508.200	Follett, Follett Destiny & OPALS	0.0000	0.0000	Actual Usage	5,000.00	5,000.00	0.00	5,000.00
514.210	Internet Service Provisioning	1.0000	0.0000	Actual Usage	68,424.99	68,424.99	0.00	68,424.99
514.470	School Data Bk Svc -Inclusive Svc	3,168.0000	8.4300	Student	0.00	26,706.24	0.00	26,706.24
514.480	School Data Bk Svc - Incl Svc.	1.0000	23,715.9500	Annual	0.00	23,715.95	0.00	23,715.95
514.520	NYS Req. Report per stud-PS/PK-12	3,168.0000	3.5300	Student	0.00	11,183.04	0.00	11,183.04
514.530	NYS Required Reporting	3,168.0000	0.6200	Student	0.00	1,964.16	0.00	1,964.16
514.650	ELlevation	0.0000	0.0000	Actual Usage	8,354.23	8,354.23	0.00	8,354.23
515.150	Neuropsychological - 10 hr. max.	5.0000	318.8200	Per Hour	0.00	1,594.10	0.00	1,594.10
515.800	Psychiatric Consult.-SpecBilli DNS	0.0000	0.0000	Per Student	14,500.00	14,500.00	0.00	14,500.00
516.210	Lib. Svc/Media-Virtual Ref. Collect							
516.210.110	Virtual Ref. Collect 3-12 Prorate	0.0000	0.0000	Actual Usage	9,954.00	9,954.00	0.00	9,954.00
516.220	Library Services - Supp. Databases	0.0000	0.0000	Actual Usage	11,392.64	11,392.64	0.00	11,392.64
516.300	Library Svc/Media Part. (50% disc)							
516.300.130	Lib/Med 2001-5000 stud. (50% disc)	0.5000	1,183.0000	Per District	0.00	591.50	0.00	591.50
519.800	Augmentative Comm.-Spec. Billi DNS	0.0000	0.0000	Per Student	23,000.00	23,000.00	0.00	23,000.00

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSD	School Year 2017-18
---	---------------------

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
531.100 NYS Curriculum & Assessment Svc								
531.100.110	NYS Curr/Assess Svc 1,000 + stude	1.0000	8,000.0000	Service	0.00	8,000.00	0.00	8,000.00
531.200 My Learning Plan (MLP)								
531.200.120	MLP - Cont. Annual Lic. Instruct.	243.0000	25.0000	User	0.00	6,075.00	0.00	6,075.00
531.200.130	MLP - Cont. Ann. Lic. Non-Instruc	54.0000	17.7500	User	0.00	958.50	0.00	958.50
531.315	Professional Development Workshops	0.0000	0.0000	Actual Usage	7,957.00	7,957.00	0.00	7,957.00
531.351	Curriculum Writing Workshops	0.0000	0.0000	Actual Usage	225.00	225.00	0.00	225.00
531.410	Ed. Leadership, Dev. & Place. Exp	1.0000	4,000.0000	Service	0.00	4,000.00	0.00	4,000.00
531.440	Staff Development-Public Relations	0.0000	0.0000	Actual Usage	13,886.25	0.00	13,886.25	13,886.25
531.500	NYSED Ldr Train. for Gr 3-8 Assess.	0.0000	0.0000	Actual Usage	2,655.00	2,655.00	0.00	2,655.00
531.515	Full Service Scoring for NYSED 3-8	1.0000	0.0000	Actual Usage	9,026.40	9,026.40	0.00	9,026.40
531.560	NYS Alt. Assess. Reg Test Scoring	0.0000	0.0000	Actual Usage	60.00	60.00	0.00	60.00
531.610	Athletes Helping Athletes	1.0000	5,000.0000	Service	0.00	5,000.00	0.00	5,000.00
531.620	Athletes Help. Athletes - Coord Fee	1.0000	1,000.0000	Service	0.00	1,000.00	0.00	1,000.00
532.100 Model Schools								
532.100.120	Model Schools > 2001 students	1.0000	7,907.0000	Annual	0.00	7,907.00	0.00	7,907.00
565.490	Staff Development-Nassau BOCES	0.0000	0.0000	Service	10,000.00	10,000.00	0.00	10,000.00
601.030 Frontline RTI								
601.030.120	District Annual Support&Maintenan	3,838.0000	1.7500	Student	0.00	6,716.50	0.00	6,716.50
601.030.240	RTI Mgmt. Fee 10% cost of service	0.0000	0.0000	Actual Usage	671.65	671.65	0.00	671.65
601.030.250	RTI BOCES Support	3,838.0000	0.3600	Student	0.00	1,381.68	0.00	1,381.68
601.040 Frontline IEP								
601.040.190	Frontline IEP Maint. Fee > 199 S	1.0000	6,910.0000	Annual	0.00	6,910.00	0.00	6,910.00
601.040.210	Frontline IEP Maint 99+ Students	606.0000	8.2500	Student	0.00	4,999.50	0.00	4,999.50
601.040.230	Frontline IEP Maint. Coord Fee -	0.0000	0.0000	Actual Usage	1,190.95	1,190.95	0.00	1,190.95
601.040.270	Frontline IEP Annual BOCES Sup >1	1.0000	8,745.1600	Annual	0.00	8,745.16	0.00	8,745.16
601.060 NYSE Directors								
601.060.140	NYSE 200 or more students	1.0000	1,845.0000	Annual	0.00	1,845.00	0.00	1,845.00

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSD	School Year 2017-18
---	---------------------

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
601.060.150	NYSE Directors Workstations	8.0000	95.0000	Each	0.00	760.00	0.00	760.00
601.060.160	NYSE Mgmt Fee - 10% Cost of Svc	0.0000	0.0000	Actual Usage	260.50	260.50	0.00	260.50
601.060.170	NYSE Direct BOCES Annual Support	1.0000	312.7000	Annual	0.00	312.70	0.00	312.70
601.080 Centris Sync								
601.080.140	Centris Sync per Student Rate	3,838.0000	0.3500	Student	0.00	1,343.30	0.00	1,343.30
601.080.150	Centris Administrative Fee - 10%	0.0000	0.0000	Actual Usage	134.33	134.33	0.00	134.33
601.080.160	Centris BOCES Support	3,838.0000	0.1400	Student	0.00	537.32	0.00	537.32
601.110	eRate-Intellipath App Processing	0.0000	321.0000	Annual	100.00	100.00	0.00	100.00
601.130	eRate- Document Mgmt - One Coser	1.0000	482.0000	Annual	0.00	482.00	0.00	482.00
601.150	Admin One-Time Tech. Acq.	0.0000	0.0000	Actual Usage	17,325.00	17,325.00	0.00	17,325.00
601.200	Web Services - Public Relations	0.0000	0.0000	Actual Usage	6,100.00	6,100.00	0.00	6,100.00
601.335	Hosted NOC Management Services	1.0000	0.0000	Annual	35,525.00	35,525.00	0.00	35,525.00
601.340	LAN/WAN Support Services	1.0000	0.0000	Actual Usage	218,536.00	218,536.00	0.00	218,536.00
601.410 Election Management Systems								
601.410.210	BOLD/EMS 2.0 Annual Licensing	1.0000	0.0000	Actual Usage	9,985.82	9,985.82	0.00	9,985.82
601.410.220	BOLD/Library/Bond Vote/Revote 2.0	1.0000	0.0000	Actual Usage	3,684.97	3,684.97	0.00	3,684.97
601.415 Cafeteria Systems POS								
601.415.110	Cafe. Sys. On-Site Support	12.0000	916.5000	Day	0.00	10,998.00	0.00	10,998.00
601.415.140	Cafe. Sys. Licensing - Nutrikids	1.0000	0.0000	Actual Usage	1,039.50	1,039.50	0.00	1,039.50
601.430	Edge Annual License	0.0000	0.0000	Actual Usage	724.50	724.50	0.00	724.50
601.440 Emergency Notification Systems								
601.440.120	Connect Ed Unlimited Premium	0.0000	0.0000	Actual Usage	6,123.75	6,123.75	0.00	6,123.75
601.440.140	Connect Ed Annual Cost	0.0000	0.0000	Actual Usage	575.00	575.00	0.00	575.00
601.450 Document Imaging/ Scanning Services								
601.450.320	FileBound Hosting < 250k Im/Docs	1.0000	4,197.5000	Annual	0.00	4,197.50	0.00	4,197.50
601.450.325	FileBound SW Main Support <250k	1.0000	515.0000	Annual	0.00	515.00	0.00	515.00
601.455 Finance Manager								
601.455.150	Fin Mngr Lvl A BOCES Sup < 4000	0.0000	11,624.0000	Annual	13,684.00	13,684.00	0.00	13,684.00
601.455.190	Fin Mngr Off-Site Bckp B 1000-399	1.0000	4,428.0000	Annual	0.00	4,428.00	0.00	4,428.00
601.455.230	Fin Mngr Software Annual License	0.0000	0.0000	Actual Usage	29,550.93	29,550.93	0.00	29,550.93
601.455.240	Fin Mngr W2/1099 Production	950.0000	3.4400	Per Form	0.00	3,268.00	0.00	3,268.00
601.475 Facilities Management Systems								

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES	School Year 2017-18
ROCKY POINT UFSD	

Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis				
601.475.810	Que Ware	1.0000	0.0000	Actual Usage	37,110.63	37,110.63	0.00	37,110.63
601.710 eSchoolData								
601.710.110	eSchoolData License Fees K-12	3,168.0000	15.7500	Student	0.00	49,896.00	0.00	49,896.00
601.710.121	eSchoolData GURU Bd ZAP/API only	3,168.0000	0.5000	Per Student	0.00	1,584.00	0.00	1,584.00
601.710.125	eSchoolData GURU Mngmt Fee 10% v	0.0000	0.0000	Actual Usage	158.40	158.40	0.00	158.40
601.710.130	eSchoolData Mgmt Fee - 10% of svc	0.0000	0.0000	Actual Usage	4,989.60	4,989.60	0.00	4,989.60
601.710.140	eSchoolData K-12 BOCES Support	3,168.0000	8.2400	Per Student	0.00	26,104.32	0.00	26,104.32
601.710.180	eSchoolData .2 FTE In-District Su	1.0000	24,480.9200	Annual	0.00	24,480.92	0.00	24,480.92
601.710.225	eSchool Data webEDGE Subscip Fee	0.0000	0.0000	Actual Usage	650.00	650.00	0.00	650.00
601.710.230	eSchoolData webEDGE Arch Subs Fee	0.0000	0.0000	Actual Usage	450.00	450.00	0.00	450.00
601.710.240	eSchoolData webEDGE Mng Fee10% '	0.0000	0.0000	Actual Usage	110.00	110.00	0.00	110.00
601.810 AIMSweb								
601.810.120	AIMSweb Pro-complete	510.0000	6.5000	Student	0.00	3,315.00	0.00	3,315.00
601.810.180	AIMSweb Coord Fee 10% of svc	0.0000	0.0000	Actual Usage	331.50	331.50	0.00	331.50
601.830 eBoard								
601.830.110	eBoard District Wide Package	237.0000	20.0000	Teacher	0.00	4,740.00	0.00	4,740.00
601.890 Right Reason Technology								
601.890.160	RRT per Stdnt Data Intergration	0.0000	0.0000	Actual Usage	2,334.00	2,334.00	0.00	2,334.00
601.890.240	RRT Management Fee 10% Cost of Sv	0.0000	0.0000	Actual Usage	733.40	733.40	0.00	733.40
601.890.410	Assess/Item Creation Pckg A 1000-	1.0000	5,000.0000	Annual	0.00	5,000.00	0.00	5,000.00
601.990 Test Scanning and Reporting								
601.990.160	Test Scan/Rpt NYS ELA Grades 3-8	1,700.0000	4.9100	Test	0.00	8,347.00	0.00	8,347.00
601.990.170	Test Scan/Rpt NYS Math Grades 3-8	1,700.0000	4.9100	Test	0.00	8,347.00	0.00	8,347.00
601.990.180	Test Scan/Rpt NYS Science 4 &/or	250.0000	4.9100	Test	0.00	1,227.50	0.00	1,227.50
601.990.300	Test Scan/Rpt NYSESLAT	90.0000	9.4500	Test	0.00	850.50	0.00	850.50
601.990.310	Test Scan/Rpt NYSAA	20.0000	9.8300	Test	0.00	196.60	0.00	196.60
601.990.320	Test Scan/Rpt Regents All Exams	3,000.0000	2.9900	Test	0.00	8,970.00	0.00	8,970.00
609.300	Pr Consulting Services	0.0000	0.0000	Actual Usage	30,366.25	30,366.25	0.00	30,366.25
612.110 Cooperative Bidding								
612.110.110	Coop Bidding Grp A (2900+ sdnt)	1.0000	8,951.0000	Year	0.00	8,951.00	0.00	8,951.00

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSD	School Year 2017-18
---	---------------------

Program/ Serial No.	Service	Basis for Current Contract			Initial Contract	Adjustments To Date	Current Contract	
		Quantity/ Share	Unit Cost	Cost Basis				
618.120	Health/Safety Basic Svc Base Price	1.0000	3,894.0000	Service	0.00	3,894.00	0.00	3,894.00
618.130	Health/Safety Basic Svc # bldgs	4.0000	411.0000	Building	0.00	1,644.00	0.00	1,644.00
618.150	Health/Safety - Specialist	0.5000	20,532.0000	Day/Week/Year	0.00	10,266.00	0.00	10,266.00
618.160	Health/Safety - Security Consultant	0.0000	0.0000	Actual Usage	1.00	1.00	0.00	1.00
623.110	Nonpublic Textbk Distr - Admin Fee	43.0000	74.8300	Student	0.00	3,217.69	0.00	3,217.69
623.120	Nonpublic Txtbk Dist. -Textbook Fee	43.0000	191.7500	Per Student Est	0.00	8,245.25	0.00	8,245.25
628.120	Sub-Service (Level 2)							
628.120.200	Basic Level 2 Fee per user	376.0000	146.8200	per user	0.00	55,204.32	0.00	55,204.32
644.110	Intellipath - Line Charges (ESB)	0.0000	0.0000	Actual Usage	435.00	435.00	0.00	435.00
644.150	Verizon Phone Charges	0.0000	0.0000	Actual Usage	8,250.00	8,250.00	0.00	8,250.00
657.496	Quarterly Policy Rev. (Erie 1)	0.0000	0.0000	Service	1,650.00	1,650.00	0.00	1,650.00
657.497	Quarterly Admin. Rev. (Erie 1)	0.0000	0.0000	Service	1,650.00	1,650.00	0.00	1,650.00
665.490	State Aid Planning - Questar III	0.0000	0.0000	Service	3,110.00	3,110.00	0.00	3,110.00
676.490	GASB 45 (Capital BOCES)	0.0000	0.0000	Service	7,907.00	7,907.00	0.00	7,907.00
690.490	On-Line Application Service-Putnam	0.0000	0.0000	Actual Usage	6,938.00	1.00	6,937.00	6,938.00

**EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772**

**EASTERN SUFFOLK BOCES
ROCKY POINT UFSD** School Year 2017-18

<u>Summary:</u>	
<u>Total of Service Costs - All Funds:</u>	7,875,067.92 (Except 001/002)
<u>Capital Costs:</u>	97,435.00 (CoSer 002)
<u>Adm. & Clerical Costs:</u>	215,466.00 (CoSer 001)
<u>Total Contract Costs:</u>	8,187,968.92

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
10 Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education.
IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

EASTERN SUFFOLK BOCES

201 SUNRISE HIGHWAY, PATCHOGUE, NY, 11772-

Signature, President and/or Clerk, BOCES

(Party of the First Part)

(Post Office Address)

ROCKY POINT UFSD

Administrative Office, 90 Rocky Point-Yaphank Rd., Rocky Point, NY, 11778-

Signature, President and/or Clerk, Board of
Education (As Authoized)

(Party of the Second Part)

(Post Office Address)

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

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;

(Continued)

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;
- k) 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;
- l) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- m) A minimum suspension period 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 minimum suspension period 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;

(Continued)

Community Relations

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

- o) 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(1)(2)

NOTE: Refer also to Policy #7310 -- School Conduct and Discipline
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

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.)

(Continued)

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.

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;

(Continued)

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

(Continued)

SUBJECT: PURCHASING (Cont'd.)

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.

(Continued)

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 *must* 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

(Continued)

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.

SUBJECT: PURCHASING (Cont'd.)Non-Competitive Bidding Purchases

The Board's internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is not 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.

(Continued)

SUBJECT: PURCHASING (Cont'd.)**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 -- School Food Service Program (Lunch and Breakfast)

SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)**School Food Service Program (Lunch and Breakfast)**

The Board has entered into an agreement with the New York State Education Department to participate in the National School Lunch Program, School Breakfast Program and/or Special Milk Program to receive commodities donated by the Department of Agriculture and to accept responsibility for providing free and reduced price meals to elementary and secondary students in the schools of the District. [There is no cost to the student for a reduced price meal.](#)

The Superintendent or his/her designee shall have the responsibility to carry out the rules of the School Lunch and Breakfast Programs. The determination of which students are eligible is the responsibility of the Reviewing and Verification Official. Appeals regarding eligibility should be submitted to the Hearing Official of the District.

Free or reduced price meals may be allowed for qualifying students attending District schools upon receipt of a written application from the student's parent or guardian or a "Direct Certification" letter from the New York State Office of Temporary and Disability Assistance (OTDA). Applications will be provided by the School District to all families.

[School officials must also determine eligibility for free or reduced meals by using the Direct Certification Matching Process, a dataset supplied by the Office of Temporary and Disability Assistance, and made available by the SED. Any student receiving federal assistance through Supplemental Nutrition Assistance Program \(SNAP\) or Temporary Assistance to Needy Families \(TANF\) is automatically eligible for free meals including milk. There is no need for families to complete further applications. The District will notify parents or guardians of eligibility, giving them the opportunity to decline free meals including milk if they so choose.](#)

Procedures for the administration of the free and reduced price meal program of this School District will be the same as those prescribed in current state and federal laws and regulations.

Child Nutrition Program/~~Charging Meals~~/ Charging Meals

~~Although not required by law, because~~As a result of the District's participation in the Child Nutrition Program, the Board of Education approves the establishment of a system to allow a student to charge a meal. The Board authorizes the Superintendent to develop rules which address:

- a) What can be charged;
- b) The limit on the number of charges per student;
- c) The system used for identifying and recording charged meals;
- d) The system used for collection of repayments; and
- e) Ongoing communication of the policy to parents and students. [The District's meal charge policies and procedures will be distributed to all households in writing at the start of each school year. These policies and procedures may vary by grade.](#)

Restriction of Sweetened Foods in School

The sale of sweetened foods will be prohibited from the beginning of the school day until the end of the last scheduled meal period.

(Continued)

Non-Instructional/Business
Operations**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)**

Sweetened foods consist of sweetened soda water, chewing gum, candy, including hard candy, jellies, gum, marshmallow candies, fondant, licorice, spun candy, candy coated popcorn, and water ices except those which contain fruit or fruit juices.

Restrictions on Sale of Milk Prohibited

Schools that participate in the National School Lunch Program may not directly or indirectly restrict the sale or marketing of fluid milk products at any time or in any place on school premises or at school-sponsored events.

Food Substitutions for Children with Disabilities

Federal regulations governing the operation of Child Nutrition Programs, Part B of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 require that children with disabilities be offered the opportunity to participate in all academic and nonacademic activities including the school nutrition programs. The District will make reasonable accommodations to those children with disabilities whose disabilities restrict their diets, such as providing substitutions and/or modifications in the regular meal patterns. Such meal substitutions for students with disabilities will be offered at no extra charge. A student with a disability must be provided substitutions in food when that need is supported by a statement signed by a physician attesting to the need for the substitutions and recommending alternate foods.

However, the school food service is not required to provide meal services (for example, School Breakfast Program) to students with disabilities when the meal service is not normally available to the general student body, unless a meal service is required under the student's individualized education program (IEP) or Section 504 Accommodation Plan as mandated by a physician's written instructions.

Food Substitutions for Nondisabled Children

Though not required, the District will also allow substitutions for non-disabled children who are unable to consume the regular meal because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority.

The District may also allow substitutions for fluid milk with a non-dairy beverage that is nutritionally equivalent (as established by the Secretary of Agriculture) to fluid milk and meets nutritional standards for students who are unable to consume fluid milk because of medical or other special dietary needs if the request is supported by a statement signed by a recognized medical authority or by the student's parent/legal guardian.

(Continued)

**SUBJECT: SCHOOL FOOD SERVICE PROGRAM (LUNCH AND BREAKFAST)
(Cont'd.)****Prohibition Against Adults Charging Meals**

Adults should pay for their meals at the time of service or set up pre-paid accounts.

HACCP-Based Food Safety Program

Schools participating in the National School Lunch and/or School Breakfast programs are required to implement a food safety program based on Hazard Analysis and Critical Control Point (HACCP) principles. The District will ensure that a written school food safety plan is in place which: includes methods for documenting menu items in the appropriate HACCP process category; documenting critical control points of food production; monitoring; establishing and documenting corrective actions; recordkeeping; and reviewing and revising the overall food safety program.

Child Nutrition Act 1966, 42 United States Code (USC) Section 1771 et seq.

Richard B. Russell National School Lunch Act 1946, 42 United States Code (USC) Section 1751 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq.

Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485

7 Code of Federal Regulations (CFR) Parts 15B, 210 and 220

Education Law Sections 902(b), 915, 918, 1604(28), 1709(22), 1709(23) and 2503(9)(a)

8 New York Code of Rules and Regulations (NYCRR) Sections 200.2(b)(1) and 200.2(b)(2)

Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265

SUBJECT: MEAL CHARGE POLICY

The Board of Education recognizes that, on occasion, students may forget to bring meal money or a lunch meal to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the District, the Board will allow students who may forget meal money to “charge/ borrow” the cost of meals. These are to be paid back at a later date subject to the terms in this Policy.

To comply with State guidelines and maintain a system for accounting for charged meals regarding both full price meals (there is no charge for reduced meals), the District shall:

1. Allow regular meals, meaning what is on the menu, excluding a la carte beverages and snacks, to be charged:
2. Limit the number of charges per student depending on their grade level. K-5 grades may charge/ borrow up to 3 times; 6-8 grades may charge/ borrow one time; 9-12 grades may not charge/ borrow at any time. The balance owed is to be paid back immediately.
3. Provide an emergency meal (sandwich and vegetable) to the student if they exceed the charge/ borrow limit. These meals will be charged to the student’s meal account.
4. Notify parents/ guardians by telephone and e- mail when the student receives an emergency meal. No a la carte beverage or snack purchases may be made until the negative balance is paid in full. Each school will send negative balance letters home with the student monthly and on an “as needed” basis.
5. Require all negative balances to be paid in full before the end of each school year.
6. Allow and encourage parents/ guardians to remit funds through an online prepayment system for a nominal fee. Cash and personal checks will also be accepted.
7. Use a computer-generated point of sale system which identifies and records all meals, as well as collect prepayments.
8. Allow a parent/ guardian to submit a meal application at any time during the school year if they should lose their job, become disabled or have a change in living situation. Once an application is reviewed, a letter will be sent to the parent/ guardian notifying them of their child’s meal status. Our district does not charge a fee for reduced price meals.
9. Require a new meal application for each school year. Meal benefits from the previous year will carry over to the first 30 days of the new school year. If a new application is not received by that date, the student’s meal status will revert to paid.

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. If the District suspects that a student may be abusing this Policy, written notice will be provided to the parent/ guardian that if he/she continues to abuse this Policy, the privilege of charging meals will be refused.

Families may apply for free/reduced meals at any time during the school year. Applications are mailed to all families prior to the school year. In addition, applications are available on the District website, at the District Office, in all school offices, and in each cafeteria.

The School District shall send a letter home to all parents on an annual basis, prior to the opening day of school, outlining the requirements of this Policy. The Policy shall also be published in appropriate school and district publications.

42 USC §1771 (Child Nutrition Act of 1966)

42 USC §§1758 (f) (1); 1766(a) (National School Lunch Act)

SUBJECT: SCHOOL SAFETY PLANS

The District-wide and building-level school safety plans have been adopted by the School Board only after at least one (1) public hearing or meeting that allowed for the participation of school personnel, parents, students, and any other interested parties. Each plan shall be reviewed by the appropriate school safety team on at least an annual basis, updated as needed by July 1 and recommended to the Board of Education for approval. These plans will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the School District with local and county resources in the event of such incidents or emergencies.

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.

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.

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.

If the District receives federal preparedness funds, the District requires appropriate personnel to complete the IS-700 NIMS (National Incident Management System) introductory course.

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 Section 2801-a
Public Officers Law Article 6
8 New York Code of Rules and Regulations (NYCRR) Section 155.17

Adoption Date 3/23/09

Revision Dates 8/29/11, 7/11/13

Review Dates 07/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17

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.
- b) 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)

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

Increase awareness of policy among parents by:

- a) 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.
- d) 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. Excused absences are defined as: 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.

(Continued)

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.

(Continued)

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

Absences

- a) All absences from class will be covered by this policy. No distinction will be made between the classification of excused or unexcused when determining the total number of days absent from each course.
- 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 absences and may lose credit if absences continue.
 - After the 21st absence: The student has only seven absences remaining and will lose credit if absences exceed the limit.
 - After the 28th absence: 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:

(Continued)

**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 credit if absences exceed the limit.
After the 14th absence:	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.

(Continued)

**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.

(Continued)

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.
-

Adoption Date 3/23/09

Revision Dates 7/12/12, 7/11/13

Review Dates 8/25/14, 8/31/15, 8/29/16, 8/28/17

Rocky Point Union Free School District
District Safety Plan



2017-2018 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.

SCHOOL BOARD PRESIDENT

DATE

APPROVAL AND IMPLEMENTATION

Emergency and Crisis Response Plan

This Emergency and Crisis Response Plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

SUPERINTENDENT

DATE

SCHOOL BOARD PRESIDENT

DATE

HS PRINCIPAL

DATE

MS PRINCIPAL

DATE

JAE PRINCIPAL

DATE

FJC PRINCIPAL

DATE

CONFIDENTIAL

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 on-going 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. Michael F. Ring, Superintendent
- Ms. Deborah De Luca, Assistant Superintendent
- Mr. Charles Delargy, Director of Physical Education, Health, Athletics, and Nurses
 - Alternate Chief Emergency Officer
- Mr. Paul Martinez, Director of Facilities III
- Mrs. Susann Crossan, Principal, High School
- Dr. Scott O'Brien, Principal, Middle School
- Mrs. Linda Towlen, Principal, Joseph A. Edgar Elementary School
- Dr. Virginia Gibbons, 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 and state resources supplement the building's emergency action planning in a number of ways:
 - ✓ 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:
 1. Protect lives and property
 2. Respond to emergencies promptly and properly
 3. Coordinate with local emergency operations plans and community resources
 4. 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
5. Provide detailed and accurate documentation of emergencies to aid in the recovery process

RISK REDUCTION/PREVENTION AND INTERVENTION

A. 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 badges.
- The school uses an employee identification badge system.
- The school has 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.

B. 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.
 - ✓ 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. 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
 - 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.

Explanation of Terms

A. Acronyms

✓ AED	Automated External Defibrillator	✓ Hazmat	Hazardous Material
✓ CERT	Community Emergency Response Team	✓ IC	Incident Commander
✓ CFR	Code of Federal Regulations	✓ ICP	Incident Command Post
✓ CPR	Cardio-Pulmonary Resuscitation	✓ ICS	Incident Command System
✓ DWST	District-wide School Safety Team	✓ NIMS	National Incident Management System
✓ EOC	Emergency Operations Center	✓ SC	School Commander
✓ EOPT	Emergency Operations Planning Team	✓ SOPs	Standard Operating Procedures
✓ EPI	Emergency Public information	✓ UC	Unified Command
✓ FEMA	Federal Emergency Management Agency		

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. **Reverse Evacuation** – 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. **Lock down** – 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:

- A. Request assistance from volunteer groups active in disasters.
- B. Request assistance from industry or individuals who have resources needed to 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 command-managing 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	<ul style="list-style-type: none"> ➤ Six Pillars of Character ➤ Connecting Character to Conduct 	<ul style="list-style-type: none"> ➤ Bucket Filling Program ➤ Social Skills/Friendship Groups ➤ Second Step ➤ Big Buddy, Little Buddy 	<ul style="list-style-type: none"> ➤ Piloted Programs: <i>I Can Problem Solve</i> ➤ Too Good For Drugs ➤ M & M Mentoring ➤ Red Ribbon Week
3 to 5	<ul style="list-style-type: none"> ➤ Six Pillars of Character ➤ Daily Words of Wisdom ➤ Connecting Character to Conduct 	<ul style="list-style-type: none"> ➤ Social Skills/Friendship Groups ➤ Second Step ➤ Big Buddy, Little Buddy ➤ Peer Leadership Club 	<ul style="list-style-type: none"> ➤ Too Good For Drugs ➤ Peer Mediation ➤ Caring Connections ➤ Red Ribbon Week
6 to 8	<ul style="list-style-type: none"> ➤ Connecting Character to Conduct ➤ Connecting Character to Education ➤ Rachel's Challenge ➤ Student of the Month ➤ Character Counts Awards 	<ul style="list-style-type: none"> ➤ Second Step ➤ Mentoring Programs ➤ Natural Helpers 	<ul style="list-style-type: none"> ➤ Cyber Bullying & Internet Safety ➤ Police Smart Assemblies ➤ Red Ribbon Week
9 to 12	<ul style="list-style-type: none"> ➤ Connecting Character to Conduct ➤ Challenge Day 	<ul style="list-style-type: none"> ➤ Mentoring Programs ➤ Project Success 	<ul style="list-style-type: none"> ➤ 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.

Phase II – Preparedness

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.
- b. Emergency planning, including maintaining this plan, its annexes, and appendices.
- c. As practicable, involving emergency responders, emergency management 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.
- e. Completing an After Action Review after drills, exercises and actual emergencies.
- f. Revise this plan as necessary.

Responsibilities

The School Board

- ✓ 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.
- ✓ Implement the policies and decisions of the governing body relating to emergency management.

The District 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.
- ✓ Keep the superintendent and principals apprised of the preparedness status and emergency management needs.
- ✓ Coordinate local planning and preparedness activities and the maintenance of this plan.
- ✓ 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.
- ✓ 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.
- ✓ Organize the school's safety program and identify personnel, equipment, and facility needs.
- ✓ Encourage incorporation of emergency preparedness material into regular curriculum.

- ✓ Provide copies of the school plan to the superintendent and other authorized parties.
- ✓ 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

- ✓ 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.

The District Emergency Management Coordinator and/or

The 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.
- ✓ Keep the superintendent and principals apprised 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

- ✓ 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.
- ✓ 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.
- ✓ 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.
- ✓ Keep the superintendent and principals apprised 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.

EMERGENCIES OCCURRING 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 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.

CONFIDENTIAL

ROCKY POINT UNION FREE SCHOOL DISTRICT

Purchasing Procedures Manual

TABLE OF CONTENTS

	Page #
Introduction	
Definitions	
General Municipal Law.....	2
Best Value	
Piggybacking Law-Exception to Competitive Bidding	
The Purchasing Agent	3
Procedure for Bids: Advertisements, Openings, Evaluations.....	4
Submitting a Formal Bid Request	
Purchase Specifications	6
Evaluation of Products/Quality Control	
Requisitioning/Ordering.....	7
Preparation of Purchase Order	
Processing of Purchase Order.....	8
Blanket Orders	
Confirming Orders	9
Petty Cash	
Insufficient Appropriations	
Receipt/Payment of Purchase Orders	
Cancellation of Order.....	10
Rocky Point Purchasing Procedures.....	Appendix A

PURCHASING PROCEDURES MANUAL

INTRODUCTION

It shall be the goal of the Board of Education to focus on the educational welfare of the students, in conjunction with seeking maximum value for each dollar expended. In pursuit of this goal, the Board of Education shall purchase competitively, without prejudice, all goods and services necessary to support the educational and auxiliary departments of the district. The adoption of written purchasing policies and procedures, in compliance with General Municipal Laws 103 and 104.b will help to assure that these goals are met.

The objective of the procurement process is to obtain goods and services of the appropriate quality, in the appropriate quantity, at the appropriate time, at the best possible price, in compliance with all applicable rules and regulations. This Purchasing Manual prepared at the direction of the Board of Education shall clearly establish the Procurement Policy and Procedures governing the purchasing activities of the district and shall serve as a guideline to meet these objectives. The cooperation of all involved is essential for the efficient and effective operation of the procedures as outlined.

The following sets forth the procedures for the procurement of goods and services by the district:

DEFINITIONS

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment.

Public Works Contract: a contract involving services, labor and/or construction including, but not limited to construction, paving, printing and repairs.

GENERAL MUNICIPAL LAW

The Board of Education policy, based upon the General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure which exceeds \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. In determining the necessity for competitive bidding, the aggregate cost of a commodity estimated to be purchased in a fiscal year must be considered.

If in excess of bid limits, the following is also subject to General Municipal Law 103:

- Lease/rental of personal property (Section 1725 of Education Law)
- "Lease Purchasing" agreement for instructional equipment (Section 1725-A of Education Law)
- "Installment Purchase" of equipment, machinery and apparatus (Section 109-B of General Municipal Law)
- Cooperative Bid Arrangements (Section 119-9 of General Municipal Law)
- Standardization (Section 103 of General Municipal Law)
- Transportation contracts and cafeteria contracts covered by "Education Law" are subject to same limits as "Purchase Contracts" under Section 103 of General Municipal Law 9 Section 305, Subdivision 14, Education Law)

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 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.”

THE PURCHASING AGENT

The Purchasing Agent shall be responsible for the implementation of purchasing policy and procedures. Such policy and procedures shall comply with all applicable laws and regulations of the State of New York and the Commissioner of Education.

PROCEDURE FOR BIDS: ADVERTISEMENTS, OPENINGS, EVALUATIONS

A "Notice to Bidders" shall be published in the officially designated newspaper(s) and may also be mailed to potential bidders sufficiently in advance of the scheduled bid opening date to permit timely preparation and submission of bids. The "General Terms and Conditions" and/or Information for Bidders shall be incorporated in all contracts.

Bids shall be received until the opening time designated in the official notice. Late bids will not be accepted. All bids shall be date stamped upon receipt and shall be kept in a safe location until the time for opening.

Bids shall be opened at the time and place set forth in the Notice to Bidders. There will be at least two district employees present at each bid opening, including the Purchasing Agent or his/her designee. All interested parties may also attend the opening of bids.

Names of all persons/firms submitting bids shall be read aloud .
Pricing submitted shall be read aloud and recorded by designated district personnel.
Bids may be inspected at the conclusion of the bid opening.

Contracts shall be awarded upon approval of the Board of Education, to the lowest responsible bidder, or based on "best value", as recommended by the appropriate district personnel in cooperation with the Purchasing Agent.

Results of the evaluation of said bids will be available to the public subsequent to the award by the Board of Education.

All bids shall be analyzed to determine whether the low bidder is "responsible". The Purchasing Agent shall consider:

- ◀adequate expertise, prior experience with comparable projects, financial resources necessary to perform the work outlined in the contract in a timely, competent and acceptable manner;
- ◀reliable past performance, products or services. Such factors indicating unreliable past performance, products or services may include, but not limited to :
 - ❖ inability to provide items as awarded in previous bids
 - ❖ inability to deliver materials or services in a timely fashion as required by contract/bid documents.
 - ❖ the substitution of alternate items without notifying the district.
 - ❖ variance in any way from the prescribed procedures and/or specifications for the performance of the service or contract without the expressed permission of the district.
 - ❖ products which did not meet district standards as determined through its own testing and evaluation procedures, whether conducted in-house or through third party analysis and/or testing.
 - ❖ failure to provide independent test documentation to determine whether substitute equipment or products meet or exceed bid specifications when such testing is required.
 - ❖ failure or difficulty in providing proper certificates of insurance or performance bonds where and when required.
 - ❖ use of subcontractors which provide inferior products or services.
 - ❖ failure to provide adequate references.
 - ❖ Loss of certification as qualified installation contractor from materials suppliers;
 - ❖ failure to provide samples of alternate bid items when requested.

The Purchasing Agent shall maintain accurate and complete records as to the performance of any contractor or vendor in order to document any failure in performance for future reference. The district may cooperate with other school districts in providing the following information between and amongst themselves for the purpose of selecting the lowest responsible bidder in future contracts for goods and/or services.

- ◀engagement in criminal conduct in connection with any other government contract or the conduct of business activity that involves such crimes as extortion, bribery, fraud, bid-rigging and embezzlement;
- ◀grave disregard for the safety of employees or members of the public. The Purchasing Agent may determine whether employees will be properly trained and whether the equipment to be used is safe and functioning properly;
- ◀willful noncompliance with the state labor laws regarding prevailing wage and supplement payment requirements. All contracts on public work projects are required to pay their employees not less than the prevailing wage;
- ◀disregard for other state labor laws, including child labor, proper and timely wage payments and unemployment insurance laws;
- ◀violations of the State Workers' Compensation Law including failure to provide proof of proper workers' compensation or disability coverage;
- ◀violations of any state or federal environmental statutes;
- ◀the failure to abide by state and federal statutes and regulations regarding efforts to solicit and use disadvantaged minority and women-owned business enterprises as potential sub-contractors;
- ◀the submission of a bid which is mathematically or materially unbalanced;
- ◀the submission of a bid which is so much lower than the contracting agency's confidential estimate that it appears unlikely that the contractor will be able to complete the project satisfactorily at the price bid; or
- ◀the presentation of false or misleading statements or any other issue that raises serious questions about the responsibility of the bidder.

The Purchasing Agent shall make a recommendation to the Board of Education as to the lowest responsible bidder who has complied with the bid specifications. Should an item submitted for consideration by the lowest responsible bidder not exactly meet all of the specifications, the Purchasing Agent may, in consultation with the end user, award said item. This shall occur only when deviations from specifications does not significantly alter the performance of the product or conflict with General Municipal Law rules and regulations.

The Board must adopt the contract by resolution.

In the event there are two or more tied responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-advertise the purchase. In making an award in the case of tied low bidders, the Board may give consideration to a local business or supplier.

Bid bonds or deposits may be required, at the discretion of the Purchasing Agent, on all purchase contracts. Deposits may be required for labor or service contracts. Performance Bonds of one hundred percent (100%) of the bid price may be required for contracts at the discretion of the Purchasing Agent.

Every bid shall contain the Non-Collusive certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.

Minor deviations from specifications or compliance with bidding requirements may be waived upon the recommendation of the Purchasing Agent. The Purchasing Agent, in cooperation with appropriate administrators, shall determine all questions of comparability or equivalency. Legal counsel may be consulted, if deemed necessary.

SUBMITTING A FORMAL BID REQUEST

A formal bid request must be submitted to the Purchasing Department as least one (1) month before bid is to be opened:

- ◀Requests for Capital Projects must be approved by the State Education Department prior to being acted upon by Purchasing.
- ◀Requests must be submitted with the assurance that the money is available for materials and/or services requested.
- ◀If funding must be obtained by budgetary transfer request, transfer must be approved prior to submitting the bid request.
- ◀Specifications provided by the department must be submitted in a manner that is clear and legible, preferably typed on 8 1/2" x 11" white paper, or forms provided by Purchasing Department.

Requests must include the following:

- Physical, chemical and/or electrical composition
- Dimensions, tolerance and performance expected
- Quantity or estimated quantity required
- Time requirements
- Suggested vendors
- Approximate Cost

- ◀Upon the submission of the above, the Purchasing Department will schedule advertising of bids in the legal section of the "Official District Newspaper".
- ◀After completion of the tabulation of the bids, the department submitting the request will review the data and make written recommendations in conjunction with the Purchasing Agent. It is the responsibility of the Purchasing Agent to make alternate suggestions as to procurement of goods/services, if, in the judgment of the Purchasing Agent, said alternates meeting the users' needs, and can be expeditiously and economically procured.

PURCHASE SPECIFICATIONS

Utilizing the information furnished by the ordering Department, the Purchasing Agent shall prepare specifications for certain supplies or commodities needed, and advertise for bids based on the specifications prepared. Specifications will not be written in such a manner as to effectively exclude all but one bidder. Specifications shall be written in a manner to allow any product, article, or object that is a reasonable equivalent to satisfy the bid requirements.

Specifications for all advertised bids will be furnished to bidders by the purchasing department, utilizing the vendor list maintained, upon request of bidder, by mail or phone.

The Board of Education reserves the right to reject all bids in accordance with applicable law. The award of bids may not be done in a manner that may be construed as arbitrary or capricious, but rather based on facts submitted by the lowest responsible bidder.

The Purchasing Agent will be responsible for the following specification information:

- Terms and Conditions of Bid
- Non-Collusive Certification
- Official bid sheets
- Necessary surety required
- Affidavit of Compliance
- Sole Source Justification

Purchasing Agent will ensure that bidder meets standards mandated by specifications.

Specifications for all advertised bids will be furnished to bidders by the purchasing department, utilizing the vendor list maintained, upon request of bidder, and/or by mail.

EVALUATION OF PRODUCTS/QUALITY CONTROL

The acquisition of products for evaluation purposes is the responsibility of the Purchasing Agent. When practical, bidders shall be required to submit a sample of their product so that conformance with specifications can be ascertained. Such testing must be coordinated and documented by the purchasing office. When a low bidder proposes an alternate as "equal" to that specified, it is the responsibility of the Purchasing Agent in cooperation with the appropriate administrator, to determine whether the proposed substitution is, in fact, an equal. Such decision shall be based on evaluation by the user and the Purchasing Agent. Documentation shall include all related data.

The materials or supplies actually received may be tested, on a random sampling basis, to determine if the quality of the product continues to meet the standards established. The Purchasing Agent shall be responsible for obtaining the best quality product at the most reasonable price while also considering the ultimate use of the product.

REQUISITIONING/ORDERING

- ◀Only the person designated as Purchasing Agent, or in the absence of the Purchasing Agent the Deputy Purchasing Agent, may commit the district to a purchase.
- ◀Only purchase order forms provided by the Purchasing Agent shall be used.
- ◀The purchase order shall be prepared by the ordering location and signed by the authorized budget supervisor.
- ◀Standard lists of commonly used items shall be jointly developed for all categories or groups of supplies by the Purchasing Agent and the appropriate departments. Items not specifically included on standard supply lists shall be requested on the requisition form provided by the Purchasing Department. These lists shall be used as a basis for determining the legality of obtaining quotations or formal bids. They shall also be used as a basis for ordering subsequent to approval of award recommendation.
- ◀The purchase order shall serve as a requisition until such time as it receives final approval, this being the signature of the Purchasing Agent.
- ◀The following are designated as "budget supervisors", authorized to approve items

for purchase, ie., Superintendent, Assistant Superintendents, School Business Official, Principals, Directors, Supervisors, Coordinators, Administrative Assistants, Administrators for Physical Education, Community Education and Personnel and District Clerk. Each Budget Supervisor is responsible for compliance with the purchasing procedures adopted.

◀The number of purchase orders will be kept to a minimum. Purchase orders shall be processed to conform to the purchasing schedule.

◀It shall be the responsibility of the School Business Official to ensure that appropriate financial record keeping and accounting is performed.

PREPARATION OF PURCHASE ORDER

The purchase order should include but not be limited to the following information:

- Description of item requested
 - Quantity required
 - Code to be charged
 - Vendor number
 - Date
 - Signature of budget supervisor
 - Bid, contract number
 - Delivery instructions
 - Discounts as appropriate
 - Ship to information
 - Bill to information
 - Unit price
 - Total price
- In no circumstances are Purchase Orders to be mailed directly to supplier without first routing through the Purchasing Office

PROCESSING OF PURCHASE ORDER

When the requisition is prepared, the signed original and any supporting documentation shall be sent to the purchasing office. Once approved by the Purchasing Agent, a multi part Purchase Order will be generated:

- Official copy
- Vendor copy-faxed/mailed to vendor
- Business Office copy
- Accounts Payable copy
- Building Principal copy

BLANKET ORDERS

In the case of an order for which a firm price cannot be obtained at the time the order is placed i.e. repair work, an estimate will be obtained and noted on the purchase order stating that it is an estimate and the final cost is not to exceed the estimate.

If the cost of repair of an item exceeds 75% of the cost to replace the item, the Purchasing Agent may, in cooperation with the appropriate administrator, and within the approved budget, authorize the purchase a new item in lieu of repair.

- ◀Blanket purchase orders or open end accounts may be issued to various vendors for the purchase of items considered to be of immediate need.
- ◀Blanket purchase orders may be used:
 - ◀to eliminate the necessity for the issuance of separate orders for groups of items which are purchased frequently from the same vendor. An example of this would be automotive supplies (such as spark plugs, battery cables, points, etc.) also to permit the department to purchase items of this nature on an "as needed" basis when there is no provision to maintain an inventory. The amount of the blanket purchase order shall be determined by the Purchasing Agent and the Budget Supervisor. It should be based on information available in the records covering previous fiscal years and data obtained from the Budget Supervisor. Blanket purchase orders, must be used only in compliance with GML 103 and 104.b. Each blanket purchase order must have a fixed maximum monetary amount.
- ◀The Budget Supervisor should keep a record of the purchases made to insure that they do not exceed the amount allowed by the blanket purchase order.
- ◀When supplies are delivered or picked up, receipts, delivery slips, or other documents transmitted by the vendor will be legibly signed, and name printed by the individual receiving the supplies. When the amount allowed on the blanket purchase order is reached the order should be closed, and a new blanket purchase order typed.
- ◀Partial payments on blanket orders shall be made on a monthly basis even when the amount is less than the minimum of \$50.00.
- ◀All employees authorized to purchase shall carry with them, to the vendor, encumbered purchase order signed by the purchasing agent. No orders should be accepted by vendors unless they are in receipt of a signed purchase order.
- ◀Once a blanket purchase order is established, the open purchase order can only be increased with proper authorization by the Purchasing Agent after verifying that sufficient funds exist within the applicable appropriations budget code.

CONFIRMING ORDERS

- ◀A verbal order, subject to subsequent confirmation by a written purchase order, may be given in cases where necessity for immediate action exists. Such a deviation from "normal" must have a very limited use. Lack of proper planning will not be considered a valid reason for this process.
- ◀A confirmation order must be issued immediately. This order shall follow the same procedures as other orders but shall have priority so that the vendor will receive the order without delay. The order shall be marked: CONFIRMATION OF VERBAL ORDER (DATE) -- DO NOT DUPLICATE.
- ◀The district will not be responsible for orders placed in this manner unless a confirming order has been cleared through the purchasing office.

PETTY CASH

- ◀ Petty cash funds shall be established annually in increments of \$100 for each school building, central administrative office, and other programs designated by the Board. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Responsibility, security, and accounting of petty cash funds shall be in accordance with the regulations of the Board and Commissioner of Education. Section 170.3 of the Regulations of the Commissioner of Education.
- ◀ Original receipts and an itemized statement of expenditures must be attached to request for reimbursement of funds. Tax will not be reimbursed; all receipts should be itemized and only original receipts will be processed. Mileage should not be submitted as a petty cash expense.

INSUFFICIENT APPROPRIATIONS

- ◀ Purchase order will be returned to Requisitioner/Budget Supervisor for adjustment; i.e. deletion of items, transfer of funds
- ◀ Adjusted purchase orders should be re-submitted
- ◀ Requests for transfer, if required, should be attached to the front of the purchase order.

RECEIPT/PAYMENT OF PURCHASE ORDERS

- ◀ Upon receipt of goods/services the Requisitioner/Budget Supervisor or his/her designee requesting said goods/services shall assure that same has been received and meets the terms and conditions as stipulated in the order.
- ◀ Signed, authorized invoices shall be forwarded to the Accounts Payable Department in a timely manner, for payment. Any deviation in the amount of invoice from the amount previously encumbered should be verified, documented and/or corrected prior to submitting to Accounts Payable for payment.
- ◀ Failure of vendors to make promised deliveries or to deliver acceptable product shall be reported to the Purchasing Agent in a timely manner.

CANCELLATION OF ORDER

- ◀ Memo of cancellation containing reasons for action shall be forwarded to the Purchasing Agent. Signature of budget supervisor must appear on a memo.

Appendix A

ROCKY POINT PURCHASING PROCEDURES

Purchases will be made through available cooperative Educational Data Services, Inc. bids, BOCES, state contracts of the Office of General Services, county contracts, “piggybacking” on contracts let by other governmental agencies, and “Best Value”, whenever such purchases are in the best interests of the district.

The District will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
 - a. Contracts up to \$5,000: Verbal quotes at the discretion of the Business Office. Documentation may include notations or verbal quotes.
 - b. Contracts from \$5,001 to \$20,000: Written quotes from at least three separate vendors (if available).

2. Public Works Contracts up to \$35,000
 - a. Contracts up to \$7,000: At the discretion of the Business Office.
 - b. Contracts from \$7,001 to \$10,000: Documented telephone quotes from at least three separate vendors (if available).
 - c. Contracts from \$10,001 to \$35,000: Formal written quotes from at least three separate vendors (if available).

Documentation will include, among other things, the unique benefits of the patented item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods. The district will maintain notations of verbal quotes. In addition, the district will document that there is no possibility of competition for the procurement of the goods.

ROCKY POINT PURCHASING PROCEDURES

Alternative proposals or quotations will not be required for the following purchases:

The district will not be required to secure alternative proposals or quotations for those procurements:

1. Under a county contract;
2. Under a state contract;
3. Emergencies where time is a crucial factor;
4. Procurements for which there is no possibility of competition (sole source items); Documentation will include, among other things, the unique benefits of the patented item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods. The District will maintain notations of verbal quotes. In addition, the district will document that there is no possibility of competition for the procurement of the goods.
5. Cooperative BOCES bids;
6. "Piggyback" on contracts let by outside governmental agencies in a manner that constitutes competitive bidding "consistent with state law:.
7. Procurements of professional services, which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation; or
8. Very small procurements when solicitations of competition would not be cost effective.

Student Activity and District Sponsored Contracts:

Group:

MS and HS Student Council Dances
Leaders Club
Varsity Club
Senior Prom
High School Production
High School
High School-PSAT/SAT
HS Yearbook
MS Yearbook
Thespian Troupe
High School Jr. Prom
Mark Twain Literary Awards
Boys Varsity Golf

Service Contracts:

DJ
Catering hall
Catering hall
Coach buses, yacht /catering hall
Set materials
Photographer-Commencement ceremony
Princeton Review classes
Printing
Printing
Coach buses, restaurant, theater tours
Lighting, Sound
Catering Hall
Golf Course Use (Rolling Oaks)

AUDIT COMMITTEE CHARTER

Revised July 2013

Audit Committee Authority

Pursuant to resolution number VI, dated December 19, 2005, the Board of Education of the Rocky Point School District has established an audit committee to assist the Board of Education in the oversight of both the internal and external audit functions. The requirement to create an audit committee was established by Education Law 2116-c. In accordance with Education Law 2116-c (4), the role of an audit committee shall be advisory, unless the Audit Committee consists of at least a quorum of Board members, and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education.

Mission

The Board of Education of the Rocky Point School District has established an audit committee to provide independent advice, assistance, and recommendations to the Board in the oversight of the internal and external audit functions of the district.

Composite and Requisite Skills

The Audit Committee shall be comprised of all current Board of Education members. The committee shall act as a sub-committee of the Board or a combination of the Board and community members. No district employee shall serve on this committee. Committee members are to be selected and reappointed annually. Committee members serve without compensation but are allowed reimbursement for any actual and necessary expenses incurred in relation to attendance at committee meetings.

The members of the Audit Committee shall have the collective expertise in understanding the accounting and financial reporting of district finances and resolve concerns presented by the district's external and internal auditor.

Duties and Responsibilities

The duties and responsibilities of the Rocky Point School District Audit Committee include the following:

- **External Audit Focus**
 - Provide recommendations regarding the selection of the external auditor to the Board of Education

- Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter, and understand the scope of the external audit process.
 - Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable
 - Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the district's system of internal controls, and, working directly with the external auditor, assist the Board of Education in interpreting such documents
 - Make a recommendation to the Board of Education on accepting the annual audit report
 - Review every corrective action plan developed by the school district and assist the Board of Education in the implementation of such plan
- **Internal Audit Focus**
 - Make recommendations to the Board of Education regarding the appointment of the internal auditor
 - Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities
 - Review significant recommendations and findings of the internal auditor
 - Monitor implementation of the internal auditor's recommendations by management
 - Participate in the evaluation of the performance of the internal audit function
- **Administrative Matters**
 - Hold regularly scheduled meetings no less than once per fiscal year
 - Review and revise the Audit Committee Charter, as necessary

Meetings and Notification

The chairperson will be responsible for scheduling meetings. All meetings will be conducted in open session, except as otherwise permitted by law. Education Law provides that the Audit Committee may conduct an executive session under certain circumstances, such as, meetings with the external auditor or matters pertaining to personnel.

The District Clerk will be responsible to:

- Inform the committee of scheduled meetings
- Record the minutes of the meeting

Decision Making Process

All decisions shall be reached by vote of a simple majority of the total membership of the committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

Reporting Requirements

Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.

Review of the Charter

The Rocky Point School District Audit Committee shall assess and report to the Board of Education on the adequacy of this Charter no less than on an annual basis or as necessary. Charter modifications, as recommended by the Audit Committee, should be presented to the Board of Education in writing for their review and action.



NASSAU-SUFFOLK SCHOOL BOARDS ASSOCIATION, INC.

MAILING ADDRESS: P.O. BOX 385, Bellmore, NY 11710-0385
OFFICE: 219 Bedford Avenue, Bellmore, NY 11710-0385
RONALD ELLERBE, PRESIDENT

Tel (516) 781-2053 Fax (516) 679-0401
e-mail: info@nssba.org
LORRAINE DELLER, EXECUTIVE DIRECTOR

BILL TO
Rocky Point UFSD

INVOICE NO.	DATE
8864	7/3/2017

DUE DATE
7/3/2017

DESCRIPTION	AMOUNT
2017-2018 Annual Membership Dues	3,400.00
Total	
Make check payable to Nassau-Suffolk School Boards Assoc. Remit to: PO Box 385, Bellmore NY 11710	\$3,400.00

AGREEMENT

Agreement made as of the ____ day of _____ by and between the Rocky Point Union Free School District, Suffolk County, New York, hereinafter (the "School District"), and the North Shore Youth Council, Inc. hereinafter (the "Council").

WITNESSETH

WHEREAS, the School District desires to have the Council to provide certain services for the 2017-2018 school year on the terms and conditions set forth herein; and

WHEREAS, the Council agrees to provide such services in good faith as required by the School District and in compliance with the laws of the State of New York; and

WHEREAS, the parties have mutually agreed upon the following terms and conditions for the Council to provide such services to the School District for the 2017-2018 school year,

NOW, THEREFORE, in consideration of the terms and conditions set forth hereinafter, together with other good and valuable consideration, receipt of which is hereby acknowledged, as the parties hereto agree as follows:

The above recitations of facts and circumstances set forth in the preceding "Whereas" clauses are expressly incorporated herein and form a part of this Agreement.

1. For the 2017-2018 school year, the Council shall provide full-time New York State certified and/or licensed professionals to be assigned as deemed appropriate by the school district.
2. The Council shall furnish the School District with a copy of the credentials of the abovementioned Professionals, together with a copy of the fingerprinting clearance issued by the State of New York.
3. The Professionals shall work 35 flexible hours per week during the regular school year, such hours to be determined by the Council and based upon the needs of the school district.
4. The Council agrees that the responsibility of the Professionals shall include, but not be limited to, development and implementation of programs and supports for students in the district as mutually agreed upon by the parties.

TERM:

The term of this Agreement shall be in effect beginning July 1, 2017 through and including June 30, 2018, unless terminated early as provided by this Agreement.

CONDITIONS:

In performing services specified in this Agreement, it is understood that:

1. Council shall be deemed a contract agency, and the Professionals provided hereunder are not employees of the School District.
2. School District may accept or reject the services of any Professionals provided by the Council for the District
3. The School District shall not enter into a separate agreement without written consent of the Council, with any practitioner referred by or working through or with the Council to the

School District hereunder for the duration of this Agreement.

4. This Agreement, and any Appendices to this Agreement, will not be in effect until approved by both parties.

SERVICES AND RESPONSIBILITIES:

1. During the term of this Agreement, Council will provide the School District with youth development programs during and beyond the school day, crisis intervention, intake and assessment referrals for family counseling, suicide prevention, drug and alcohol prevention, as well as any special programs that may be requested by the administration. Council will also offer opportunities that include positive alternatives for youth, mentoring programs, parenting awareness workshops, safe places summer programs, special events beyond the school day, enrichment programs and basic concrete services.

2. The Professionals provided to perform the services herein specified shall be free to exercise their own professional discretion as to the means and manner in which these services are to be performed in compliance with applicable regulations and pursuant to New York State law. However, such performance shall be in accordance with all Federal, State, Local and/or School District laws, rules, regulations and/or policies, as well as currently approved methods and practices of their profession.

3. The Council agrees that the responsibility of each Professional shall include, but not be limited to, student counseling and other student support and intervention activities as deemed appropriate by the District.

4. The Council shall verify the existence and validity of professional licenses and other appropriate credentials. Copies of such credentials shall be given to the School District by the Council.

5. The Council shall be responsible for compliance with the requirements of Project SAVE and the SAFE SCHOOL ACTS with respect to any person providing services under the terms of this Agreement. All persons providing services by or through the Council under the terms of this Agreement shall have received appropriate fingerprinting clearances as required by law and such clearances shall be given to the School District by the Council.

6. The Council shall make appropriate personnel available to participate in District 504, and Committee on Special Education ("CSE") meetings, where appropriate. In addition, the Council shall provide the School District with a copy of any progress reports, testing and/or observation reports which are prepared in connection with the services provided pursuant to this Agreement.

7. Services shall be provided to all persons regardless of race, creed, color, national origin, sex, sponsor or disability.

8. The School District shall advise the Council promptly of any problems or situations requiring rectification.

9. The Council shall comply with all Federal, State, Local and/or School District laws, rules, regulations and/or policies. The Council agrees that personal information received under this Agreement shall remain confidential, as may be appropriate, and that such information will not be released, except in accordance with Federal, State, Local and/or School District laws, rules, regulations and/or policies, including but not limited to those requirements which pertain to student records.

COMPENSATION:

The cost to the School District for the 2017-2018 school year will be \$64,050 for each full-time professional provided and \$42.00 per hour for each part-time or hourly professional (including overtime, summer and supplementary services). Additional funding for these

services is provided by the Federal Government, the State of New York, the County of Suffolk, the Town of Brookhaven, and private and corporate grants and donations.

INSURANCE:

Council, at its sole expense, shall procure and maintain during the term of this Agreement the following insurance policies naming the School District as additional insured: (i) malpractice insurance covering all services performed pursuant to this Agreement and having coverage limits of at least \$1,000,000. per incident and \$3,000,000. annual aggregate for professional liability; (ii) Comprehensive General Liability in the amount of \$1,000,000. Upon the execution of this Agreement, Council will supply the School District with a Certificate of Insurance evidencing same.

INDEMNIFICATION:

Council agrees to defend, indemnify and hold harmless the School District, its Board of Education, the Board’s agents, officers, trustees, attorneys and employees, all in their individual and corporate capacities, from any and all causes of action, claims, liability, losses, costs, damages and expense, including but not limited to attorney’s fees arising out of or resulting from the Council’s performance of this Agreement by the School District.

DEFAULT AND TERMINATION

1. Either the Council or School District may terminate this Agreement without cause upon one hundred and twenty (120) days prior written notification to the other party. Such notice shall be given by registered or certified mail.
2. In the event the Council or School District terminates this Agreement, with or without cause, Council shall not be liable to the School District for further services, and the School District shall only remain obligated to pay the Council for the services that were provided prior to the date of termination.

ENTIRE AGREEMENT

1. This Agreement contains the entire agreement between the parties and shall not be modified, except in writing and signed by both parties.
2. This Agreement shall be governed in all respects by the laws of the State of New York.
3. Should any part of this Agreement, for any reason, be declared invalid, such invalidity shall not affect the validity of any remaining parts of this agreement. Such remaining parts shall remain in full force as if this Agreement had been executed with the invalid part eliminated.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year first set forth above.

**ROCKY POINT UNION
FREE SCHOOL DISTRICT**

By:
President
Board of Education

NORTH SHORE YOUTH COUNCIL

By:
Janene Gentile
Executive Director

4. This agreement shall not be modified or amended, except in writing, signed by both parties.
5. This Agreement, and the obligation of Rocky Point UFSD to make payments hereunder, shall terminate upon withdrawal of the student by Rocky Point UFSD for any reason whatsoever or termination of the approval of Little Flower UFSD by the Commissioner of Education.
6. Upon any termination, Rocky Point UFSD shall pay to Little Flower UFSD the pro-rata portion of the monthly tuition for that part of the month when services were furnished prior to termination.
7. The signatories to this Agreement have the authority of their respective Boards of Education to execute this Agreement and bind their respective Districts to the terms of this Agreement.
8. Services and / or obligations set forth in this agreement shall not be assigned to a different school / agency in whole or in part without the written consent of all parties to this Agreement.

Indemnification Clause:

Each Party will indemnify and hold the other harmless from all liabilities and damages, including attorney's fees, arising from its own negligence under this agreement.

Little Flower UFSD

By: Cynthia Stachowski, Superintendent
 Representative Name (Please Type or Print)

Cynthia Stachowski
 Representative's Signature

6/7/17
 Date

Rocky Point UFSD

By: _____
 Representative Name (Please Type or Print)

 Representative's Signature

 Date



ROCKY POINT SCHOOL DISTRICT 2018-2019 DRAFT BUDGET DEVELOPMENT CALENDAR

DATE(S)		ACTION
10/13/2017	Friday	Preliminary Budget Meeting all Administrators/ Distribution of all Budget Materials
10/16/2017 - 10/20/2017	Various	Review of Budgets with Principals and Directors
11/9/2017	Thursday	Return Budget Request forms to the Business Office
12/15/2017	Friday	Submission of Completed Draft Budget to the Superintendent
12/22/2017	Friday	Submission of Draft Budget to the Board of Education by the Superintendent
1/08/2018	Monday - 6:00 PM	Budget Workshop
2/05/2018	Monday - 6:00 PM	Budget Workshop
3/1/2018	Thursday	Submission of the Property Tax Cap Worksheet
3/1/2018	Thursday	Board of Education Candidate Petitions Available for Pick-Up
3/19/2018	Monday	Board Meeting and Budget Overview
4/16/2018	Monday – 5:00 PM	Deadline for Submission of Petitions for Board of Education Candidates
4/18/2018	Wednesday	Adoption of the 2017-2018 Budget, BOE Meeting (Property Tax Report Card must be approved by the Board)
4/18/2018	Wednesday	Application for Absentee Ballots Available for Pick Up at the Office of the District Clerk
4/19/2018	Thursday	Submission and Publication of the Property Tax Report Card
4/20/2018	Friday	Finalize the Budget Brochure
4/24/2018	Tuesday	Budget and Required Attachments Must be Made Available Upon Request at Each School Building.
4/24/2018	Tuesday	Salary Disclosure Notice Submission to State
5/1/2018	Tuesday – 7:00 PM	Public Hearing on the School Budget
5/2/2018	Wednesday	Mail School Budget Notice to all Qualified Voters
5/8/2018	Tuesday	Special Voter Registration Day 9 AM to 9 PM at the High School
5/8/2018	Tuesday	Deadline to Receive an Absentee Ballot Application by Mail
5/10/2018	Thursday	Last Day Qualified Voters May Register with the District
5/15/2018	Tuesday	School Budget Vote and Annual Election

Cynthia Stachowski
School Superintendent

Ann O. Romeo
Assistant Superintendent for Business



2460 North Wading River Road
Wading River, New York 11792
Tel (631) 929-4300
Fax (631) 929-0303

William J. Glasshagel
School Principal

Robert J. Scappatore
Director of Curriculum/Data/Technology



June 7, 2017

Mr. Greg Hilton
School Business Official
Administrative Office
Rocky Point UFSD
90 Rocky Point -Yaphank Rd.
Rocky Point, NY 11778

Dear Mr. Hilton:

Enclosed please find two copies of our Instructional Services Agreement for the 2017-2018 school year.

Kindly have an authorized representative sign both copies. Keep one copy for your records and return one copy to us for our files.

If you have any questions or need any additional information please feel free to contact Kate Nolan at (631) 929-4300 ext 109.

Sincerely,

A handwritten signature in black ink, appearing to read "AOR", written in a cursive style.

Ann O. Romeo
Assistant Superintendent for Business

LITTLE FLOWER UNION FREE SCHOOL DISTRICT
2460 North Wading River Road
Wading River, New York 11792
Tel (631) 929-4300 / Fax (631) 929-0303

Cynthia Stachowski
School Superintendent

William J. Glasshagel
School Principal

Ann O. Romeo
Assistant Superintendent for Business

Robert J. Scappatore
Director of Curriculum/Data/Technology

INSTRUCTIONAL SERVICES AGREEMENT

This is an agreement for instructional services for 2017-2018(the period of July 1, 2017 – June 30, 2018), between **Little Flower UFSD**, having offices located at 2460 North Wading River Road, Wading River, New York 11792 and **Rocky Point UFSD**, having offices located at 90 Rocky Point – Yaphank Road, Rocky Point, NY 11778.

WHEREAS, Little Flower UFSD is an educational institution that provides special education instructional services, and

WHEREAS, Rocky Point UFSD is also an educational institution that provides instructional services, and

WHEREAS, Rocky Point UFSD has contracted with Little Flower UFSD for the provision of certain specialized instructional services to Rocky Point UFSD student(s),

NOW, THEREFORE, upon mutual consideration given, the parties herein agree as follows:

1. Little Flower UFSD agrees to provide instructional services to students specified by Rocky Point UFSD in accordance with each student's IEP for the applicable school year. These services are to be provided by teachers and/or related service professionals possessing appropriate qualifications and certifications. All teachers performing services under this Agreement shall be licensed to practice in the State of New York and be fingerprinted and cleared to perform instructional services.
2. Little Flower UFSD agrees to submit to Rocky Point UFSD, on a timely basis, reports of the services rendered and reports concerning the student's educational program and progress. Further, Little Flower UFSD personnel agrees to make itself available to Rocky Point UFSD personnel for purposes of case discussions, personal observations, educational reviews and program visitations by prior arrangement between the personnel involved. Little Flower UFSD will maintain all necessary records and reports in accordance with federal, state and, local laws and regulations concerning the education and progress of each designated student.
3. Little Flower UFSD agrees to submit to Rocky Point UFSD monthly Tuition bills for 2017-2018 (the period of July 1, 2017 – June 30, 2018). In turn, Rocky Point UFSD agrees to pay the tuition rate billed within thirty (30) days. Tuition rates are billed monthly at the rates for summer and school year established by the New York State Education Department. If the tuition rates for the current school period are not available at the beginning of the school term, Little Flower UFSD will bill and Rocky Point UFSD shall pay the rates applicable to the previous school year until the new rates are set; at which time both parties shall adjust the billing and payments in accordance with the rates applicable to the current school year.

4. This agreement shall not be modified or amended, except in writing, signed by both parties.
5. This Agreement, and the obligation of Rocky Point UFSD to make payments hereunder, shall terminate upon withdrawal of the student by Rocky Point UFSD for any reason whatsoever or termination of the approval of Little Flower UFSD by the Commissioner of Education.
6. Upon any termination, Rocky Point UFSD shall pay to Little Flower UFSD the pro-rata portion of the monthly tuition for that part of the month when services were furnished prior to termination.
7. The signatories to this Agreement have the authority of their respective Boards of Education to execute this Agreement and bind their respective Districts to the terms of this Agreement.
8. Services and / or obligations set forth in this agreement shall not be assigned to a different school / agency in whole or in part without the written consent of all parties to this Agreement.

Indemnification Clause:

Each Party will indemnify and hold the other harmless from all liabilities and damages, including attorney's fees, arising from its own negligence under this agreement.

Little Flower UFSD

By: Cynthia Stachowski, Superintendent
 Representative Name (Please Type or Print)

Cynthia Stachowski
 Representative's Signature

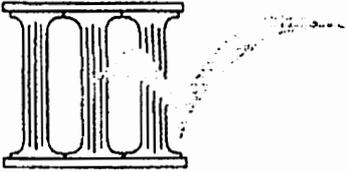
6/7/17
 Date

Rocky Point UFSD

By: _____
 Representative Name (Please Type or Print)

 Representative's Signature

 Date



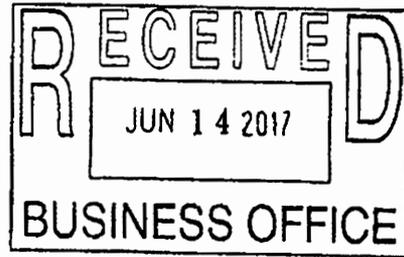
The mission of the Three Village Central School District, in concert with its families and community, is to provide an educational environment which will enable each student to achieve a high level of academic proficiency and to become a well-rounded individual who is an involved, responsible citizen.

THREE VILLAGE
CENTRAL SCHOOL DISTRICT

*Dawn Mason
Executive Director
Pupil Personnel Services*

June 9, 2017

Mr. Gregory Hilton
Acting Assistant Superintendent
Rocky Point School District
90 Rocky Point – Yaphank Road
Rocky Point, NY 11778



Dear Mr. Hilton,

Enclosed please find two Special Education services contracts for a Rocky Point resident student who will be attending the Three Village Central School District's Extended School Year Program for 2017.

The 2016-17 New York State nonresident Tuition Rate for Three Village Central School District is \$2,957.00 per student. Your district will be charged the difference once the 2017-18 NRT rates have been established.

Please have both contracts signed by your Board president and return one to my attention.

Sincerely,

Dawn Mason
Executive Director
Pupil Personnel Services

Cheryl Pedisich, Superintendent of Schools
Jeffrey Carlson, Assistant Superintendent, Business Services
Gary Dabrusky, Ed.D., Assistant Superintendent, Human Resources
Kevin Scanlon, Assistant Superintendent, Educational Services
P. O. Box 9050 ■ East Setauket, New York 11733-9050 ■ Telephone: 631-730-4000 ■ Fax: 631-689-7045

SPECIAL EDUCATION SERVICES CONTRACT
Education Law § 4401(2)(b)

This Agreement is entered into this 5th day of July, 2017 by and between the Board of Education of the **Rocky Point School District** (hereinafter the "SENDING DISTRICT"), having its principal place of business at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778 and the Board of Education of the Three Village Central School District (hereinafter the "RECEIVING DISTRICT"), having its principal place of business at 100 Suffolk Avenue, Stony Brook, New York 11790.

WITNESSETH

WHEREAS the SENDING DISTRICT is authorized under the Education Law to contract with other public school districts within the State of New York for the instruction of students with disabilities in those situations where the SENDING DISTRICT is unable to provide for the education of such students with disabilities in special classes in the schools of the SENDING DISTRICT; and

WHEREAS, the RECEIVING DISTRICT is a public school district within the State of New York authorized to provide special education and related services to students with disabilities;

NOW, THEREFORE, the parties mutually agree as follows:

A. TERM

The term of this Agreement shall be from **July 3, 2017 through August 11, 2017**, inclusive, unless terminated early as provided for in this Agreement. It is understood that neither party is under any obligation to renew this Agreement upon its expiration.

B. SERVICES AND RESPONSIBILITIES:

1. During the term of this Agreement, the services to be provided by the RECEIVING DISTRICT shall include, but not be limited to the following:

- a. Instructional Services
- b. Special Education and Related Services as set forth in each student's Individualized Education Program (IEP).

2. The RECEIVING DISTRICT shall provide the services set forth in this Agreement to those student(s) referenced by the SENDING DISTRICT in Exhibit "A" attached hereto and/or referred to the RECEIVING DISTRICT in writing.

3. All services provided by the RECEIVING DISTRICT to students under this Agreement shall be in accordance with each student's IEP, as it may be modified from time to time. Prompt written notice shall be given by the SENDING DISTRICT to the RECEIVING DISTRICT upon any modification of a student's IEP.
4. The RECEIVING DISTRICT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as established policy guidance from the New York State Education Department.
5. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability, or sponsorship.
6. The RECEIVING DISTRICT shall comply with all applicable provisions of the Safe Schools Against Violence in Education (SAVE) Act, including, but not limited to background checks and fingerprinting of all staff directly providing services to students. All persons providing services to the SENDING DISTRICT pursuant to this Agreement must receive clearance for employment by the New York State Education Department prior to the provision of such services.
7. The RECEIVING DISTRICT shall provide all services pursuant to this Agreement in a competent, professional and timely manner.
8. The RECEIVING DISTRICT will work cooperatively with the SENDING DISTRICT'S Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE). The RECEIVING DISTRICT shall make relevant personnel available to participate in meetings of the SENDING DISTRICT'S Committee on Special Education (CSE), where appropriate, upon reasonable prior notice to the RECEIVING DISTRICT of such meetings.
9. The RECEIVING DISTRICT shall maintain records, logs and/or reports in accordance with all applicable laws, regulations, and requirements of the New York State Education Department or Health Department. The SENDING DISTRICT shall have the right to examine any or all records or accounts maintained and/or created by the RECEIVING DISTRICT in connection with this Agreement, and upon request shall be entitled to copies of same.
10. The parties understand that they may receive and/or come into contact with protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The parties hereby acknowledge their respective responsibilities pursuant to HIPAA and shall comply with said Regulations, if applicable.
11. The parties, and their respective employees, and/or agents agree that all information obtained in connection with the services performed pursuant to this Agreement is deemed confidential information. Both parties, their employees, and/or agents shall not use, publish, discuss, disclose or communicate the contents of such

information, directly or indirectly with third parties, except as provided for in this Agreement. Both parties further agree that any information received by either party's employees and/or agents in connection with this Agreement which concerns the personal, financial, or other affairs of the parties, their employees, agents, and/or students will be treated as confidential and will not be revealed to any other persons, firms, organizations, or third parties. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for by applicable law, rule, or regulation, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

12. The SENDING DISTRICT shall obtain whatever releases, prescriptions, or other legal documents that are necessary for the RECEIVING DISTRICT to provide services pursuant to this Agreement.

13. The SENDING DISTRICT shall obtain releases or other legal documents necessary for the RECEIVING DISTRICT to render full reports concerning the education and progress of the student(s) to the SENDING DISTRICT at the same time that such reports are made to the parent(s) of student(s) covered by the terms of this Agreement.

14. Upon reasonable prior written notice, the RECEIVING DISTRICT shall be subject to visitation by the SENDING DISTRICT and/or its designated representatives during the normal business hours of the RECEIVING DISTRICT and on dates and times mutually agreeable to the parties.

15. In the event that the parent or person in parental relation to a student(s) receiving services pursuant to this Agreement files a request for an impartial hearing or administrative complaint or initiates litigation in connection with such services, the RECEIVING DISTRICT shall upon hearing of such request or complaint, promptly give written notice of same to the SENDING DISTRICT.

16. Insurance

a. The RECEIVING DISTRICT, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the RECEIVING DISTRICT and the SENDING DISTRICT, including the Board of Education, employees and volunteers, as additional insured, against any claim for liability, personal injury, or death occasioned directly or indirectly by the RECEIVING DISTRICT in connection with the performance of the RECEIVING DISTRICT's responsibilities under this Agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence subject to an annual aggregate of Two Million Dollars (\$2,000,000).

b. The insurance is to be underwritten by a licensed and/or admitted New York State Insurer with a minimum A.M. Best's rating of "A-".

c. In the event any of the aforementioned insurance policies are cancelled or not renewed, the RECEIVING DISTRICT shall notify the SENDING DISTRICT in writing within thirty (30) days of such cancellation or non-renewal.

C. COMPENSATION

1. The RECEIVING DISTRICT shall be entitled to recover tuition from the SENDING DISTRICT for each student receiving services pursuant to this Agreement. The tuition rate shall not exceed the actual net cost of educating such student. If the accounting records of the RECEIVING DISTRICT are not maintained in a manner which would indicate the net cost of educating such student, the tuition rate shall be determined in accordance with the formula set forth in Part 174 of the Regulations of the Commissioner of Education (the "Commissioner's Tuition Rate"). The parties understand that the Commissioner's Tuition Rate is subject to change by the State Education Department in accordance with Part 174 of the Regulations of the Commissioner of Education. In the event that the Commissioner's Tuition Rate is changed for the term of this Agreement, if applicable, the amount of tuition which the SENDING DISTRICT is required to pay shall be increased or decreased to reflect the adjusted tuition rate for the relevant period of each student's attendance. (See attached 2015-16 NRT rate sheet).

2. Requests for payment by the RECEIVING DISTRICT shall be made by submission of a detailed written invoice to the SENDING DISTRICT which references the time period for which payment is being requested and a breakdown of the total amount due for the period specified.

3. The SENDING DISTRICT shall pay the RECEIVING DISTRICT within thirty (30) days of receipt of each invoice by the SENDING DISTRICT.

4. The SENDING DISTRICT shall give the RECEIVING DISTRICT notice of any invoice disputes within twenty (20) days of its receipt of the invoice, and reserves the right to withhold payment pending the resolution of the dispute.

D. MISCELLANEOUS

1. Termination

a. Either the SENDING DISTRICT or the RECEIVING DISTRICT may terminate this Agreement upon thirty (30) days prior written notice to the other party. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.

b. The parties agree that either party's failure to comply with any terms or conditions of this Agreement will provide a basis for the other party to immediately terminate this Agreement without any further liability to the party which violated the Agreement.

c. In the event the SENDING DISTRICT or the RECEIVING DISTRICT terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

2. Defense / Indemnification

a. RECEIVING DISTRICT agrees to defend, indemnify and hold harmless the SENDING DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the RECEIVING DISTRICT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. The obligations pursuant to this provision shall survive the termination of this Agreement.

b. SENDING DISTRICT agrees to defend, indemnify and hold harmless the RECEIVING DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the SENDING DISTRICT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. The obligations pursuant to this provision shall survive the termination of this Agreement.

3. Notices: All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

To Sending District: Rocky Point School District
90 Rocky Point-Yaphank Road
Rocky Point, New York 11778
Attn: PPS

To Receiving District: Three Village Central School District
100 Suffolk Avenue
Stony Brook, New York 11790
Attn: PPS

5. Assignment: It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.

6. No Waiver: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.

7. Severability: Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.

8. Governing Law: This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations.

9. Venue: Any dispute arising under this Agreement shall be litigated in the Courts of Suffolk County, New York.

10. Entire Agreement: This Agreement is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.

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

12. Execution: This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing and signed by authorized representatives of both parties.

**THREE VILLAGE CENTRAL
SCHOOL DISTRICT**

ROCKY POINT SCHOOL DISTRICT

By: _____
William F. Connors, Jr.,
President, Board of Education

By: _____
President, Board of Education

4/15
80-20-231248

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/5/17

Schedule 7/5/17-A Classified Staff

Name		Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Pollard	Nancy	School Hall Monitor	JAE	Annual - Step 1	7/5/2017	16,533	9/1/2017	Full-time ten-month conditional contractual appointment. Replaces A. Quartararo
Pollard	Nancy	School Lunch Monitor	JAE	N/A	7/5/2017	N/A	8/31/17 EOB	Resignation for the purpose of accepting the position of FT Hall Monitor
Morgan	Joanne	School Teacher Aide	FJC	N/A	7/5/2017	N/A	6/19/2017	Unpaid medical leave of absence commencing 6/19/17 through 6/23/17
Ward	Jessica	School Teacher Aide	DW	N/A	7/5/2017	N/A	6/30/17 EOB	Termination of employment due to abolishment of position
Messana	Jennifer	School Teacher Aide	DW	N/A	7/5/2017	N/A	6/30/17 EOB	Termination of employment due to abolishment of position
Connolly	Susan	School Teacher Aide	DW	N/A	7/5/2017	N/A	6/30/17 EOB	Termination of employment due to abolishment of position
Iacona	Marlo	School Teacher Aide	DW	N/A	7/5/2017	N/A	6/30/17 EOB	Termination of employment due to abolishment of position
Osness	Deena	School Teacher Aide	DW	N/A	7/5/2017	N/A	6/30/17 EOB	Termination of employment due to abolishment of position
Walther	Jocelyn	School Teacher Aide	DW	N/A	7/5/2017	N/A	6/30/17 EOB	Termination of employment due to abolishment of position
Henkin	Amy	School Teacher Aide	DW	N/A	7/5/2017	N/A	6/30/17 EOB	Termination of employment due to abolishment of position
Klints	Chelsea	School Teacher Aide	DW	N/A	7/5/2017	N/A	5/30/17	Unpaid FMLA leave of absence commencing 5/30/17 through 6/23/17
Lyle	Sally	Food Service Worker	JAE	N/A	7/5/2017	N/A	9/1/2017	Change in hours from 4 hours per day to 3.5 hours per day. Replaces F. Kazdal.
Hardina	Marjorie	Food Service Worker	JAE	N/A	7/5/2017	*TBD	9/1/2017	Part-time (3.5 hours) appointment. New position.
Villaran	Denise	Senior Clerk Typist	DO	N/A	42921	N/A	10/31/2017 EOB	Resignation for the purpose of retirement

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/5/17**

Schedule 07/5/17-B Certified Staff

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Tribby	Carly	Mathematics 7-12	HS	Annual, B1	7/5/2017	46,959	9/1/2017	Full-time, ten-month probationary appointment commencing 9/1/17 through 8/31/21. The probationary expiration date will depend on the the individual's APPR ratings. To receive tenure, Ms. Tribby must have overall APPR ratings of effective or highly effective in at least three of four preceding years. If Ms. Tribby receives an ineffective composite score as an overall APPR rating in the final year of probation, she will not be eligible for tenure at that time. Effective 9/1/17
Picone	Meredith	School Psychologist	MS	N/A	7/5/2017	N/A	7/10/2017	Unpaid FMLA leave of absence for the purpose of child care commencing 7/10/17 through 11/16/17. Return on 11/17/17
Ruffini	Monique	Elementary Teacher	JAE	N/A	7/5/2017	N/A	9/1/2017	Unpaid FMLA leave of absence for the purpose of child care commencing 9/1/17 through 10/20/17 and unpaid leave of absence for the purpose of childcare from 10/23/17 through 1/26/18. Return on 1/29/18
Brown	Jennifer	Elementary Teacher	JAE	N/A	7/5/2017	N/A	9/1/2017	Unpaid FMLA leave of absence for the purpose of child care commencing 9/1/17 through 11/2/17. Return on 11/3/17
Boehler	Nancy	Science Teacher	HS	N/A	7/5/2017	N/A	6/30/17 EOB	Resignation for the purpose of retirement

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/5/17

Schedule 07/5/17-D Teaching Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Bruno	Chelsea	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Davis	Karen	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Domingo	Siobhan	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Famighetti	Desiree	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Foley	Lauren	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Johnson	Kevin	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Manna	Victoria	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Marotta	Christopher	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
McCue	Jamie	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Murtha	Neil	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Paul	Babette	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Sabo	Brianna	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Salvator	Stephanie	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
Coqk	Naraline	Per Diem Substitute Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year
McFadden	Katherine	Per Diem Substitute Teaching Assistant	DW	Daily	7/5/2017	TBD*	7/1/2017	2017-2018 school year

*Hourly remuneration for the 2017-2018 school year will be determined at the Annual Organizational Meeting of the Board of Education

Rocky Point UFSD

Personnel Schedule for Board of Education Approval -7/5/17

Schedule 07/5/17-E Co-Curricular Positions 2017/2018

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Fasano	Joanna	Special Education Facilitator Grades K-2	DW	Annual	7/5/2017	5,419	7/1/2017	Amended appointment for 2017-2018 school year from Grades K-12 to Grades K-2
Gibbins	Deirdre	Curriculum Writing	DW	Hourly	6/19/2017	48.00	7/1/2017	Global 9H. Funded through general fund and Title IIA Grant. Up to sixty (60) hours. 2017/2018 school year.
Nobre	Anthony	Curriculum Writing	DW	Hourly	6/19/2017	48.00	7/1/2017	Chemistry Honors. Funded through general fund and Title IIA Grant. Amended appointment from 60 hours to up to (120) hours. 2017/2018 school year.
Trapani	Donna	Math Chairperson Grades 3-5	DW	Annual	7/5/2017	5,419	7/1/2017	2017-2018 school year
Harper	Marjorie	Additional Supervision	DW	Hourly	7/5/2017	48.00	7/1/2017	New Teacher Workshops 2017/2018 school year
Levine	Andrew	HS Debate Club	HS	Annual	7/5/2017	1,219	7/1/2017	2017-2018 school year
Conlon	Michael	Technical Supervisor Musical Production – HS	HS	Annual	7/5/2017	2,303	7/1/2017	2017-2018 school year
Conlon	Michael	Variety Show--HS	HS	Annual	7/5/2017	1,219	7/1/2017	2017-2018 school year
Allenger	Rachel	Peer-2-Peer Writing Club--HS	HS	Annual	7/5/2017	1,219	7/1/2017	2017-2018 school year. Shared stipend
Schnall	Jessica	Peer-2-Peer Writing Club--HS	HS	Hourly	7/5/2017	1,219	7/1/2017	2017-2018 school year. Shared stipend
Facone	David	Journalism Club--JAE	JAE	Annual	7/5/2017	1,219	7/1/2017	2017-2018 school year
Frischia	Michael	STEM Science Club--JAE	JAE	Annual	7/5/2017	1,219	7/1/2017	2017-2018 school year
Maggio	Michele	Crafty Kids Club--FJC	FJC	Annual	7/5/2017	1,219	7/1/2017	2017-2018 school year. Shared stipend
Goelz	Laura	Crafty Kids Club--FJC	FJC	Annual	7/5/2017	1,219	7/1/2017	2017-2018 school year. Shared stipend
Hunt	Jacqueline	Kindergarten Orientation/Kindersocial	FJC	Daily	7/5/2017	181	7/1/2017	2017-2018 school year
Kelly	Stacy	Kindergarten Orientation/Kindersocial	FJC	Daily	7/5/2017	181	7/1/2017	2017-2018 school year
Lopez	Mara	Kindergarten Orientation/Kindersocial	FJC	Daily	7/5/2017	181	7/1/2017	2017-2018 school year
Smokler	Kim	Kindergarten Orientation/Kindersocial	FJC	Daily	7/5/2017	181	7/1/2017	2017-2018 school year
Trapani	Karen	Kindergarten Orientation/Kindersocial	FJC	Daily	7/5/2017	181	7/1/2017	2017-2018 school year
Rucano	Keri	9th Grade Advisor	HS	Annual	7/5/2017	2,031	7/1/2017	Corrected last name changed from Lucadamo to Rucano
Spallina	Anna	Varsity Head Cheerleading--Fall (Year 16)	DW	Annual	7/5/2017	6,774	7/1/2017	Coaching appointment 2017-2018 school year
Scanlon	Ariana	Varsity Asst. Cheerleading--Fall (Year 3)	DW	Annual	7/5/2017	4,606	7/1/2017	Coaching appointment 2017-2018 school year
Spallina	Anna	Varsity Head Cheerleading--Winter (Year 23)	DW	Annual	7/5/2017	6,774	7/1/2017	Coaching appointment 2017-2018 school year

Scanlon	Ariana	Varsity Asst. Cheerleading-- Winter (Year 3)	DW	Annual	7/5/2017	4,606	7/1/2017	Coaching appointment 2017-2018 school year
Bennett-Rosman	Alexa	JV Cheerleading--Fall (Year 3)	DW	Annual	7/5/2017	4,471	7/1/2017	Coaching appointment 2017-2018 school year
Bennett-Rosman	Alexa	JV Cheerleading--Winter (Year 3)	DW	Annual	7/5/2017	4,471	7/1/2017	Coaching appointment 2017-2018 school year
Altebrando	ToniAnn	MS Cheerleading - Fall (Year 1)	DW	Annual	7/5/2017	3,793	7/1/2017	Coaching appointment 2017-2018 school year
Altebrando	ToniAnn	MS Cheerleading - Winter (Year 1)	DW	Annual	7/5/2017	3,793	7/1/2017	Coaching appointment 2017-2018 school year
Acritelli	Richard	Varsity Head Boys Cross Country (Year 15)	DW	Annual	7/5/2017	6,774	7/1/2017	Coaching appointment 2017-2018 school year
McCormick	James	MS Boys Cross Country (Year 20)	DW	Annual	7/5/2017	5,148	7/1/2017	Coaching appointment 2017-2018 school year
Poole	Matthew	Varsity Head Girls Cross Country (Year 22)	DW	Annual	7/5/2017	7,316	7/1/2017	Coaching appointment 2017-2018 school year
Havranek	Gregory	MS Girls Cross Country (Year 3)	DW	Annual	7/5/2017	4,064	7/1/2017	Coaching appointment 2017-2018 school year
Bittner	Katie	Varsity Head Field Hockey (Year 12)	DW	Annual	7/5/2017	6,774	7/1/2017	Coaching appointment 2017-2018 school year
Eilers	Jenessa	JV Head Field Hockey (Year 2)	DW	Annual	7/5/2017	4,471	7/1/2017	Coaching appointment 2017-2018 school year
Pranzo	Donard	MS Field Hockey (Year 7)	DW	Annual	7/5/2017	4,335	7/1/2017	Coaching appointment 2017-2018 school year
DiLorenzo	Anthony	Varsity Head Football (Year 13)	DW	Annual	7/5/2017	7,315	7/1/2017	Coaching appointment 2017-2018 school year
Panella	Patrick	Varsity Asst. Football (Year 15)	DW	Annual	7/5/2017	5,961	7/1/2017	Coaching appointment 2017-2018 school year
Mattia	John	Varsity Asst. Football (Year 12)	DW	Annual	7/5/2017	5,961	7/1/2017	Coaching appointment 2017-2018 school year
Spallina	Daniel	JV Football (Year 6)	DW	Annual	7/5/2017	5,148	7/1/2017	Coaching appointment 2017-2018 school year
Capell	Daniel	JV Football (Year 2)	DW	Annual	7/5/2017	4,606	7/1/2017	Coaching appointment 2017-2018 school year
Aschettino	Andrew	MS Football (Year 13)	DW	Annual	7/5/2017	5,148	7/1/2017	Coaching appointment 2017-2018 school year
Moeller	James	MSFootball (Year 8)	DW	Annual	7/5/2017	4,606	7/1/2017	Coaching appointment 2017-2018 school year
Reh	Jeff	Varsity Golf (Year 2)	DW	Annual	7/5/2017	3,793	7/1/2017	Coaching appointment 2017-2018 school year
Camarda	Joseph	Varsity Head Boys Soccer (Year 12)	DW	Annual	7/5/2017	6,774	7/1/2017	Coaching appointment 2017-2018 school year
Butzke	Richard	JV Boys Soccer (Year 10)	DW	Annual	7/5/2017	5,148	7/1/2017	Coaching appointment 2017-2018 school year
Nielsen	John	MS Boys Soccer (Year 3)	DW	Annual	7/5/2017	4,064	7/1/2017	Coaching appointment 2017-2018 school year

Costa	Peter	Varsity Head Girls Soccer (Year 6)	DW	Annual	7/5/2017	6,232	7/1/2017	Coaching appointment 2017-2018 school year
McGovern	Ryan	JV Girls Soccer (Year 3)	DW	Annual	7/5/2017	4,471	7/1/2017	Coaching appointment 2017-2018 school year
Maggio	Gregory	MS Girls Soccer (Year 7)	DW	Annual	7/5/2017	4,606	7/1/2017	Coaching appointment 2017-2018 school year
Pina	Nancy	MS Girls Soccer (Year 5)	DW	Annual	7/5/2017	4,064	7/1/2017	Coaching appointment 2017-2018 school year
Buonconsiglio	James	Varsity Girls Tennis (Year 12)	DW	Annual	7/5/2017	6,774	7/1/2017	Coaching appointment 2017-2018 school year
Nobre	Anthony	JV Girls Tennis (Year 14)	DW	Annual	7/5/2017	5,555	7/1/2017	Coaching appointment 2017-2018 school year
Settepani	Joseph	MS Girls Tennis (Year 16)	DW	Annual	7/5/2017	5,148	7/1/2017	Coaching appointment 2017-2018 school year
Sussillo	Conor	Varsity Girls Volleyball (Year 2)	DW	Annual	7/5/2017	5,690	7/1/2017	Coaching appointment 2017-2018 school year
Perrotte	Jennifer	MS Girls Volleyball (Year 15)	DW	Annual	7/5/2017	5,148	7/1/2017	Coaching appointment 2017-2018 school year
Sussillo	Conor	MS Girls Volleyball (Year 2)	DW	Annual	7/5/2017	4,064	7/1/2017	Coaching appointment 2017-2018 school year
Aschettino	Andrew	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Baseball
Bowler	Michael	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Lacrosse
Buonconsiglio	James	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Tennis
Buonconsiglio	James	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Girls Tennis
Aschettino	Andrew	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Weight Room
Sussillo	Conor	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Volleyball
Perrotte	Jennifer	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Volleyball
Marchetta	Anthony	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Winter Track and Field
Marchetta	Anthony	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Spring Track and Field

Donadoni	Christopher	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Winter Track and Field
Donadoni	Christopher	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Spring Track and Field
Mattia	John	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Football
Mattia	John	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Girls Winter Track
Mattia	John	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Girls Spring Track
DiLorenzo	Anthony	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Football
Nentwich	Christopher	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Girls Basketball
Goldstein	Darren	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Wrestling
Spallina	Daniel	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Girls Lacrosse
Nobre	Anthony	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Tennis
Nobre	Anthony	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Girls Tennis
Poole	Matthew	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Cross Country
Acritelli	Richard	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Cross Country
Glenn	Brian	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Softball
Amoscato	Maria	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Softball

Spallina	Anna	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Fall Cheerleading
Spallina	Anna	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Winter Cheerleading
Lindsay	Scott	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Girls Basketball
Jordan	James	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Basketball
Panella	Patrick	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Football
Panella	Patrick	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Weight Room
Panella	Patrick	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Track and Field
Bittner	Katie	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Field Hockey
Camarda	Joseph	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Boys Soccer
Camarda	Joseph	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Track and Field
Costa	Peter	Intramural Athletics	DW	Hourly	7/5/2017	24	7/1/2017	2017-2018 school year. Not to exceed 20 hours per program. Girls Soccer
Della-Ripa	Maria	Kindergarten Orientation/Kindersocial	FJC	Hourly	7/5/2017	15.49	7/1/2017	Summer 2017-2018 appointment
Cooper	Andrew	Speech Teacher	DW	Hourly	7/5/2017	79.93	7/1/2017	Summer 2017-2018 appointment
Silverman	Jennifer	Special Education Teacher	DW	Hourly	7/5/2017	44.78	7/1/2017	Summer CSE/CPSE Committee Meetings. 2017-2018 school year
Zambardino	Christine	Special Education Teacher	DW	Hourly	7/5/2017	70.37	7/1/2017	Summer CSE/CPSE Committee Meetings. 2017-2018 school year
Hunt	Jacqueline	Speech Teacher	DW	Hourly	7/5/2017	68.46	7/1/2017	Summer Speech-Related Services. 2017-2018 school year
Apicelli	Linda	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Blessing	Kathleen	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Canzanella	Amy	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
DeLucia	Donna	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
DeMarco	Michele	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Ely	Joanne	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year

Giacalone	Eileen	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Krase	Dawn	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Lizio	JoAnn	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Pitcher	Andrea	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Poveromo	Jean	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Quaranta-Russell	Christine	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Rink	Rosalia	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Traube-Groditzke	Sheila	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
Trude	Lori	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year
White	Kelly	Chaperone	DW	Hourly	7/5/2017	See below*	9/1/2017	2017-2018 school year

*Up to two hours: \$54.00; in excess of two hours: \$81.00; Junior/Senior Prom: \$54.00 per hour 2017/2018 school year

