

AGENDA
ROCKY POINT PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
November 15, 2021

Reminder Regarding Public Comment:

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

I Meeting called to Order: _____

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

Absent:

II Executive Session

At _____ PM motion made by _____ and seconded by _____ to go into Executive Session in order to discuss _____.

Motion _____ 2nd _____ Vote _____

The Board returned to Open Session at _____.

Pledge of Allegiance

Superintendent's Report

CONSENT AGENDA

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

III-IX Consent Agenda Items

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

- III: Minutes – Regular Meeting, October 18, 2021**
- IV: Budget Transfer Summary – October 2021**
- V: Treasurer’s Reports – October 2021**
- VI Extra-Classroom Activity Account Treasurer’s Report – October 2021**
- VII: Financials – October 2021**
- VIII: Internal Claims Audit Report – October 2021**
- IX: Committees on Special Education Schedules 11-15-21-A and 11-15-21-B recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.**

Motion _____ 2nd _____ Vote _____

X Donation of Cuisinart Coffeemaker

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of a Cuisinart Coffee 12-cup Programmable Coffeemaker and Hot Water System, Model #CHW-12, from Middle School employee Katelyn Carbone, valued at approximately \$100.

Motion _____ 2nd _____ Vote _____

XI Donation from Ohiopyle Prints, Inc.

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

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves, upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$94.91 as a result of the donation from Ohiopyle Prints, Inc.

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

A2110500030000 \$94.91

Motion _____ 2nd _____ Vote _____

XII Surplus Books

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves for surplus the books on the following attached list.

Motion _____ 2nd _____ Vote _____

XIII Bid Award #22-05 Minivan / Minibus Transportation Services – Developmental Disabilities, Inc.

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education awards Bid #22-05 Minivan / Minibus Transportation Services to Developmental Disabilities, Inc. (DDI), the overall lowest responsible bidder meeting bid specifications, as per the attached.

Motion _____ 2nd _____ Vote _____

XIV Acceptance of Corrective Action Plan for Cybersecurity Audit Report, June 2021

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby accepts the District’s Corrective Action Plan in connection with *Report on the Internal Controls of the Cybersecurity Cycle, June 2021* as prepared by Nawrocki Smith, LLP.

Motion _____ 2nd _____ Vote _____

XV General Education Tuition Contract – Shoreham-Wading River Central School District

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a tuition contract with the Shoreham-Wading River School District whereby the Rocky Point Union Free School District shall provide requested general education instruction services to Shoreham-Wading River resident student(s) for the 2021-22 school year.

BE IT FURTHER RESOLVED, the Board of Education authorizes the President of the Board to execute said 2021-22 tuition contract, as attached.

Motion _____ 2nd _____ Vote _____

XVI Multi-Year Contract between the Rocky Point UFSD Board of Education and Houghton Mifflin Harcourt

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

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

WHEREAS, the ARP has been expanded to include increased allocations to the district’s Individuals with Disabilities Education Act grants (IDEA 611/619);

WHEREAS, the District has developed a multi-year plan reflecting initiatives in accordance with requirements of ARP which will provide evidence-based interventions to address literacy needs within its special education student population;

WHEREAS, the District has identified the *Read 180 Stage B* resource by Houghton Mifflin Harcourt to support the above initiative;

BE IT FURTHER RESOLVED, the attached three-year proposal will be funded by utilizing a portion of the ARP IDEA allocations.

Motion _____ 2nd _____ Vote _____

XVII Use of Liability Reserve / Budget Adjustment 2021-22

WHEREAS, the Board of Education of the Rocky Point Union Free School District maintains a reserve for liability claims which may be utilized to cover losses associated with uninsured expenditures;

WHEREAS, the District incurred a liability to remediate condensation issues at the Rocky Point Middle School;

NOW BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves an adjustment to the 2021-22 appropriations budget in an amount not-to-exceed \$12,000 for the purposes of funding this liability. Said adjustment will be funded by the District’s Liability Reserve and the following budgetary code will be increased by an equal amount.

A1621408040000

Motion _____ 2nd _____ Vote _____

**XVIII Review and Adoption of Board of Education Policy Number
5513 (Second Reading)**

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

- 5513 – Fund Balance

Motion _____ 2nd _____ Vote _____

**XIX Board of Education Review and Re-Adoption of Board of Education
Policy Number 5661 (Second Reading)**

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

- 5661 – District Wellness Policy

Motion _____ 2nd _____ Vote _____

XX Personnel

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

Motion _____ 2nd _____ Vote _____

XXI New Business

XXII Executive Session (if necessary)

At _____ PM motion made and seconded to go into Executive Session to
discuss _____

Motion _____ 2nd _____ Vote _____

The Board returned to Open Session at _____

XXIII Adjournment

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

Motion _____ 2nd _____ Vote _____

MINUTES
ROCKY POINT PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
October 18, 2021

Mrs. Sullivan called the meeting to order at 5:55 p.m. in the library at the Rocky Point High School.

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

Absent: Kelly White, District Clerk

At 5:56 p.m., a motion was made by Edward Casswell, and seconded by Jessica Ward, to adjourn to Executive Session to discuss confidential personnel matters and contractual issues.

All in favor – Motion carried 4-0

The Board returned to Open Session at 7:04 p.m.

PLEDGE OF ALLEGIANCE

Mrs. Sullivan reminded the audience of the standards expected for the public comment sections of the meeting by reading the following rules to the audience:

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

SUPERINTENDENT'S REPORT

Dr. O'Brien invited Mr. Joseph Cagnitore, from the Veterans of Foreign Wars, Rocky Point Post 6249 to the podium for his presentation of the 2020-2021 Smart/Maher VFW Citizenship Education Teacher Award at the High School Level to Mr. Richard Acritelli. This award is noteworthy as it is recognized at the national level and was presented to Mr. Acritelli for his numerous contributions in support of the VFW and the many memorials, tributes and ceremonies he was instrumental in organizing for our local veterans. Mr. Cagnitore also expressed his appreciation to the Rocky Point Board of Education and Administration for their support of Mr. Acritelli's efforts on their behalf. Dr. O'Brien was presented with the 2020-2021 Smart/Maher VFW Citizenship Education Teacher Award at the High School Level on behalf of the Rocky Point High School.

Dr. O'Brien announced the completion of the Rocky Point Middle School outdoor classroom featured in Newsday. He thanked the PTA for their very generous gift and the planning from the Middle School administration and staff. Middle school and high school students are actively using this new learning space.

Dr. O'Brien announced additional SEL initiatives that have been created to better support our school community as a result of the pandemic include the hiring of four new counselors – one at each building. In addition, the district continues its work with Integrative Mental Health and Social-Emotional (IMSEL) professional development training for social and emotional learning. This training is intended to support and enhance educator's social-emotional resources and the integration of school-based approaches to support students' academic, social, and emotional development. The program is delivered in small group experiential based training followed by integrative coaching sessions with an emphasis on whole-person development and SEL instruction over the course of the school year.

The IMSEL training is a relational-based integrative whole-child development approach that is informed from the science and the practice of mindfulness, movement-based practices, integrative nutrition, restorative practice, and trauma-informed care. The IMSEL program is aligned with NYS standards for SEL and Mental Health.

Finally, a series of parent workshops have been designed for Rocky Point parents and guardians on how to connect with your child on a social, emotional level and learn strategies to reduce anxiety and build resilience after a difficult year. Three parent workshops per building are being hosted throughout this school year. These fliers and information on registration can be found in the virtual backpack.

Dr. O'Brien honored the Rocky Point School Board members as part of School Board Recognition Week. This is a time to promote awareness and understanding of the important work performed by school board members. Rocky Point UFSD is joining all public school districts across the state to celebrate School Board Recognition Week to honor local board members for their commitment to Rocky Point and its children. School board members give the Rocky Point citizens a voice in education decision making. Even

though we make a special effort to show our appreciation this month, their contribution is a year-round commitment.

Mrs. Sullivan opened the floor to questions and/or comments by meeting attendees.

Dr. Pinkenburg inquired about the identification requirements related to Board Policy Number 1510. Mrs. Sullivan informed him that the Board and Administration are working out a system where a person wishing to address the Board would show a security guard his/her license identifying them as a Rocky Point resident and, in turn, would receive a red card to approach the microphone. This system would eliminate the need to divulge their address at the microphone. Dr. Pinkenburg asked about students and Mrs. Sullivan said they would continue to look into the matter.

CONSENT AGENDA ITEMS

Upon a motion made by Edward Casswell, and seconded by Jessica Ward, the following resolution was offered:

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

- III: Minutes** – Regular Meeting, September 20, 2021
- IV: Budget Transfer Summary** – September 2021
- V: Treasurer’s Reports** – September 2021
- VI: Extra-Classroom Activity Account Treasurer’s Report** – September 2021
- VII: Financials** – September 2021
- VIII: Internal Claims Audit Report** – September 2021
- IX: Committees on Special Education Schedules 10-18-21-A and 10-18-21-B** as recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.

All in favor – Motion carried 4-0

X Live Like Susie Donation

Upon a motion made by Jessica Ward, and seconded by Michael Lisa, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation on behalf of the Live Like Susie Scholarship, totaling \$100.00, as follows:

Kenneth / Kathleen Sapanski \$100.00

All in favor – Motion carried 4-0

Mrs. Sullivan thanked the Sapanski family for their generous donation.

XI Surplus Equipment

Upon a motion made by Michael Lisa, and seconded by Edward Casswell, the following resolution was offered:

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

All in favor – Motion carried 4-0

XII Surplus Books

Upon a motion made by Edward Casswell, and seconded by Jessica Ward, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves for surplus, the books on the following attached list.

All in favor – Motion carried 4-0

XIII Surplus Library Books (JAE)

Upon a motion made by Jessica Ward, and seconded by Michael Lisa, the following resolution was offered:

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

All in favor – Motion carried 4-0

XIV Federal Grant-Funded Project: Network Closets

Upon a motion made by Michael Lisa, and seconded by Edward Casswell, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following utilizing federal grant funds (Coronavirus Response & Relief Supplemental Appropriations Act; CRRSA).

- Improve the environmental conditions of (9) existing wiring network closets by installing ductless split cooling systems

BE IT RESOLVED, the District will follow all purchasing regulations for contracting with vendors to complete this project; and

BE IT FURTHER RESOLVED, the District will coordinate the submission of project plans and specifications to the New York State Education Department as required.

All in favor – Motion carried 4-0

XV Federal Grant-Funded Project: Wi-Fi Access Points

Upon a motion made by Edward Casswell, and seconded by Jessica Ward, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following utilizing federal grant funds (Coronavirus Response & Relief Supplemental Appropriations Act; CRRSA).

- Installation of additional Wi-Fi access points at the High School Press Box

BE IT RESOLVED, the District will follow all purchasing regulations for contracting with vendors to complete this project; and

BE IT FURTHER RESOLVED, the District will coordinate the submission of project plans and specifications to the New York State Education Department as required.

All in favor – Motion carried 4-0

XVI Italian American Committee on Education (IACE) Grant Award

Upon a motion made by Jessica Ward, and seconded by Michael Lisa, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education approve and accept the Italian American Committee on Education (IACE) grant award in the amount of \$4,829.00, as per the attached.

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves, upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$4,829.00 as a result of the IACE grant.

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

A2110480040000 \$4,829.00

All in favor – Motion carried 4-0

XVII 2020-2021 Independent Auditors' Report

Upon a motion made by Michael Lisa, and seconded by Edward Casswell, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Independent Auditors' Report with accompanying statements and schedules for the fiscal year ending June 30, 2021 as well as the Independent Auditors' Report on Extra-Classroom Activity Funds with accompanying statements and schedules for the fiscal year ending June 30, 2021, which have been submitted by the Board's external auditors, R.S. Abrams.

All in favor – Motion carried 4-0

XVIII Resolution to Increase the Price of Staff Lunch Meals

Upon a motion made by Edward Casswell, and seconded by Jessica Ward, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the increase in price staff lunch meal to \$4.78 + tax in accordance with updated regulations from the New York State Child Nutrition Department. This change took effect October 1, 2021.

All in favor – Motion carried 4-0

XIX Transportation Contract Extension / Developmental Disabilities Institute (DDI)

Upon a motion made by Jessica Ward, and seconded by Michael Lisa, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves a 31-day transportation contract extension with Developmental Disabilities, Inc. (DDI) located at 99 Hollywood Drive, Smithtown, NY, to provide minivan/small bus transportation on an as needed basis.

BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to execute said contract.

All in favor – Motion carried 4-0

XX SEQRA (State Environmental Quality Review Act) Resolution - District-Wide Information Technology Network Closets

Upon a motion made by Michael Lisa, and seconded by Edward Casswell, the following resolution was offered:

WHEREAS, the Board of Education of the Rocky Point Union Free School District desires to embark upon the following capital improvement projects:

- Installation of ductless split systems into existing network wiring closets. Work will include electrical and miscellaneous general construction. (the “Projects”); and

WHEREAS, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(1)); and

WHEREAS, replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes,

unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(2)); and

WHEREAS, the SEQRA Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

WHEREAS, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Project is classified as a Type II Action pursuant to Section 617.5(c)(1) and (2) of the SEQRA Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Education, after a review of the proposed action, hereby declares that the Projects are Type II Actions, which requires no further review under SEQRA; and

BE IT FURTHER RESOLVED, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed project from the New York State Education Department.

All in favor – Motion carried 4-0

**XXI SEQRA (State Environmental Quality Review Act) Resolution -
Installation of Wireless Access Points**

Upon a motion made by Edward Casswell, and seconded by Jessica Ward, the following resolution was offered:

WHEREAS, the Board of Education of the Rocky Point Union Free School District desires to embark upon the following capital improvement projects:

- Installation of three additional wireless access points at the High School Press Box to expand the District’s wireless network.
(the “Projects”); and

WHEREAS, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

WHEREAS, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(1)); and

WHEREAS, replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5 (c)(2); and

WHEREAS, the SEQRA Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

WHEREAS, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Project is classified as a Type II Action pursuant to Section 617.5(c)(1) and (2) of the SEQRA Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Education, after a review of the proposed action, hereby declares that the Projects are Type II Actions, which requires no further review under SEQRA; and

BE IT FURTHER RESOLVED, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed project from the New York State Education Department.

All in favor – Motion carried 4-0

XXII Special Education Tuition Contract – Miller Place UFSD

Upon a motion made by Jessica Ward, and seconded by Michael Lisa, the following resolution was offered:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a tuition contact with Miller Place Union Free School District whereby the Rocky Point Union Free School District shall provide requested special education instruction services to Miller Place resident student(s) for the 2021-22 school year.

BE IT FURTHER RESOLVED, the Board of Education authorizes the President of the Board to execute said 2021-22 tuition contract, as attached.

All in favor – Motion carried 4-0

XXIII Board of Education Review and Re-Adoption of Board of Education Policy Number 5661 (First Reading)

Upon a motion made by Michael Lisa, and seconded by Edward Casswell, the following resolution was offered:

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

- 5661 – District Wellness Policy

All in favor – Motion carried 4-0

XXIV Review and Re-Adoption of Board of Education Policy Number 1510 (Second Reading)

Upon a motion made by Edward Casswell, and seconded by Jessica Ward, the following resolution was offered:

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

- 1510 – Regular Board Meetings and Rules (Quorum and Parliamentary Procedure)

All in favor – Motion carried 4-0

XXV Review and Adoption of Board of Education Policy Number 5513 (First Reading)

Upon a motion made by Jessica Ward, and seconded by Michael Lisa, the following resolution was offered:

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

- 5513 – Fund Balance

All in favor – Motion carried 4-0

XXVI Assignment of Special Legal Counsel

Upon a motion made by Michael Lisa, and seconded by Edward Casswell, the following resolution was offered:

BE IT RESOLVED, that the firm of Lewis Johs Avallone (John Saville, Esq.) is hereby retained as Special Counsel, nunc pro tunc to its initial serving the District as defense counsel on matters not covered by District insurance coverage at an hourly rate of \$250.00.

All in favor – Motion carried 4-0

XXVII Personnel

Upon a motion made by Edward Casswell, and seconded by Jessica Ward, the following resolution was offered:

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

All in favor – Motion carried 4-0

XXVIII New Business

Mrs. Sullivan inquired of the trustees if there was any new business they wished to discuss.

The trustees did not have any new business to discuss.

With regard to Board Policy 1510, Mrs. Sullivan inquired if and when the students get ID cards. They could possibly use these cards as a form of identification to obtain a red card when addressing the Board at future board meetings. Dr. O'Brien will look into the matter further and advise Mrs. Sullivan.

Once again, Mrs. Sullivan invited the meeting attendees for questions/comments.

Dr. Pinkenburg inquired if student ID's show the student's address. Mrs. Sullivan informed him that they do not show the student's address.

Ms. Sheila McCarthy informed the board that she has a daughter in the district and is concerned that social emotional learning (SEL) initiatives are linked to Critical Race Theory. Dr. O'Brien provided background on the four years that the SEL program has been in place at Rocky Point. He also encouraged her to attend the three-part SEL Project Presence Program for parents that will begin this month at each of our schools. Details of the program are on the district's virtual backpack. He also suggested that she contact his office to arrange a meeting where he could discuss the SEL program in more detail. When the SEL discussion ended, Ms. McCarthy asked why there is no girls golf team at Rocky Point. Dr. O'Brien said he would look into the matter further.

Ms. Ernestine Ruberto asked what the policy will be on replacing Mr. Callahan's position. Mrs. Sullivan advised that the board are working through a few options.

Ms. Tamara Borella asked if the Board had considered the potential for vaccines being mandated for students in the future and what the district's stance will be. Mrs. Sullivan indicated that the Board had not heard of any mandates to date, but the District would be required to follow the law if it should come to pass.

XXX Adjournment

At 7:40 p.m., a motion was made by Edward Casswell, and seconded by Jessica Ward, to adjourn the meeting.

All in favor – Motion carried 4-0

Respectfully submitted,

Loretta Sanchez
Assistant District Clerk

DRAFT

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FINANCE REPORTS
FOR THE MONTH ENDED OCTOBER 2021**

BOARD MEETING BOOK

TREASURER'S REPORT

REPORTS FILED IN DISTRICT CLERKS OFFICE:

CASH REPORT

CASH FLOW REPORT

GENERAL FUND

TRIAL BALANCE

REVENUE STATUS REPORT

APPR. BUDGET STATUS REPORT

CAFETERIA FUND

TRIAL BALANCE

REVENUE STATUS REPORT

APPR. BUDGET STATUS REPORT

FEDERAL FUND

TRIAL BALANCE

REVENUE STATUS REPORT

APPR. BUDGET STATUS REPORT

CAPITAL FUND

TRIAL BALANCE

REVENUE STATUS REPORT

APPR. BUDGET STATUS REPORT

SCHOLARSHIP FUND

TRIAL BALANCE

REVENUE STATUS REPORT

APPR. BUDGET STATUS REPORT

DEBT SERVICE FUND

TRIAL BALANCE

REVENUE STATUS REPORT

APPR. BUDGET STATUS REPORT

EXTRA CLASS FUND

TRIAL BALANCE

REVENUE STATUS REPORT

APPR. BUDGET STATUS REPORT

**Rocky Point Union Free School District
Treasurer's Report
For the Month Ended: October 31, 2021**

Rocky Point Union Free School District
Treasurer's Report
Trust and Agency Checking - A204
As of October 31, 2021

Reconciled Balance as of: 9/30/2021 1,285,952.64

Receipts:

Re-issued Reimbursement	24.00	
Payroll Deductions	<u>1,481,142.28</u>	
		1,481,166.28

Disbursements:

ERS	8,643.08	
Cash Disbursements	<u>1,886,765.33</u>	
		<u>(1,895,408.41)</u>

Total available balance per General Ledger as of: 10/31/2021 871,710.51

Bank Balance as of: 10/31/2021 929,203.82

Less: Outstanding Checks (57,493.31)

Adjusted Bank Balance as of: 10/31/2021 871,710.51

Prepared by: Linda Bilski
Date: 11/3/2021

Reviewed by: Virginia Kelly
Date: 11/3/2021

A204

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/21	\$1,286,732.14	Number of Days in Cycle	29
2 Deposits/Credits	\$1,481,142.28	Minimum Balance This Cycle	\$701,876.40
25 Checks/Debits	(\$1,838,670.60)	Average Collected Balance	\$895,543.31
Service Charges	\$0.00		
Ending Balance 10/29/21	\$929,203.82		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/01	Wire transfer withdrawal The OMNI Group 100121 USD0008819723		\$94,384.35	\$1,192,347.79
10/01	ACH Withdrawal IRS USATAXPYMT 100121 ROCKY POINT SCHOOL DIS 270167XXXXX0707		\$402,188.60	\$790,159.19
10/01	ACH Withdrawal NYS DTF PROMPT Tax Paymnt 100121 ROCKY POINT UFSD 000000XXXXX5476		\$71,509.59	\$718,649.60
10/01	Check 13185		\$5,036.45	\$713,613.15
10/05	ACH Withdrawal 9102716322 CONS COLL 100521 ROCKY POINT UFSD 74728R		\$8,643.08	\$704,970.07
10/05	Check 13182		\$1,628.12	\$703,341.95
10/06	Check 13183		\$1,465.55	\$701,876.40
10/13	Book transfer credit FROM ...5277	\$710,813.99		\$1,412,690.39
10/15	Wire transfer withdrawal The OMNI Group 101521 USD0008879253		\$96,552.77	\$1,316,137.62
10/15	ACH Withdrawal IRS USATAXPYMT 101521 ROCKY POINT SCHOOL DIS 270168XXXXX9987		\$409,632.54	\$906,505.08

Thank you for banking with us.



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

Ending Bank Balance:		929,203.82
Outstanding Checks (See listing below):	-	57,493.31
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	871,710.51
Cash Account Balance:	871,710.51

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
09/15/2021	13177	ROCKY POINT ADMIN ASSOCIATION	555.00
10/01/2021	13184	ROCKY POINT ADMIN ASSOCIATION	555.00
10/05/2021	13188	PATRICIA KREPIL	24.00
10/13/2021	13193	ROCKY POINT ADMIN ASSOCIATION	555.00
10/13/2021	13197	VOTE COPE	197.50
10/26/2021	13199	J.J. STANIS AND COMPANY, INC.	1,613.70
10/26/2021	13200	N.Y.S.TEACHERS RETIRE.SYS	34,086.00
10/26/2021	13201	NYS CHILD SUPPORT PROCESSING	1,228.12
10/26/2021	13202	NYSUT MEMBER BENEFITS TRUST	1,465.55
10/26/2021	13203	ROCKY POINT ADMIN ASSOCIATION	555.00
10/26/2021	13205	ROCKY PT.TEACH.ASSOC.	16,210.52
10/26/2021	13206	SHERIFF OF SUFFOLK COUNTY	250.42
10/26/2021	13207	VOTE COPE	197.50
Outstanding Check Total:			57,493.31

Prepared By _____

Approved By _____

ROCKY POINT UFSD



Cash Account Transactions Report From 10/1/2021 To 10/31/2021

Account	Account Name				Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #	Vendor ID	Explanation				
A 204	TRUST & AGENCY DEDUCTIONS							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	1,285,952.64
10/05/2021		74		ERS September 2021	JE-9	0.00	8,643.08	1,277,309.56
10/06/2021				See Cash Disbursement Schedule 32	CD-32	0.00	4,148.21	1,273,161.35
10/13/2021	1028830			Trust & Agency Deductions 10/15/21	CR-4	710,813.99	0.00	1,983,975.34
10/20/2021				See Cash Disbursement Schedule 37	CD-37	0.00	3,869.00	1,980,106.34
10/26/2021	1028850			Trust & Agency Deductions 10/29/21	CR-4	770,328.29	0.00	2,750,434.63
10/27/2021				See Cash Disbursement Schedule 41	CD-41	0.00	1,613.70	2,748,820.93
10/31/2021				See Cash Disbursement Schedule 30	CD-30	0.00	577,178.42	2,171,642.51
10/31/2021				See Cash Disbursement Schedule 35	CD-35	0.00	603,990.04	1,567,652.47
10/31/2021				See Cash Disbursement Schedule 40	CD-40	0.00	695,965.96	871,686.51
10/31/2021		98		Re-issued Reimbursement	JE-9	24.00	0.00	871,710.51
Grand Totals:						1,481,166.28	1,895,408.41	871,710.51

Rocky Point Union Free School District
Treasurer's Report
Net Payroll Checking - A205
As of October 31, 2021

Reconciled Balance as of:	9/30/2021		1,073,839.18
Receipts:			
	Funding Transfer	<u>2,184,863.95</u>	2,184,863.95
Disbursements:			
	Disburse Net Payroll	<u>3,208,161.53</u>	<u>(3,208,161.53)</u>
Total available balance per General Ledger as of:	10/31/2021		<u>50,541.60</u>
Bank Balance as of:	10/31/2021		161,786.93
Less:	Outstanding Checks		<u>(111,245.33)</u>
Adjusted Bank Balance as of:	10/31/2021		<u>50,541.60</u> <u>(0.00)</u>

Prepared by: Linda Bilski
Date: 11/2/2021

Reviewed by: Virginia Ho Unsay
Date: 11/2/2021

A205

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking

Previous Balance 09/30/21	\$1,073,839.18
2 Deposits/Credits	\$2,184,863.95
7 Checks/Debits	(\$3,096,916.20)
Service Charges	\$0.00
Ending Balance 10/29/21	\$161,786.93

ROCKY POINT UFSD

Number of Days in Cycle	29
Minimum Balance This Cycle	\$50,541.60
Average Collected Balance	\$239,357.63

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking

ROCKY POINT UFSD

Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/01	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 100121 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$1,023,297.58	\$50,541.60
10/13	Book transfer credit FROM ...5277	\$1,035,030.68		\$1,085,572.28
10/15	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 101521 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$1,035,030.68	\$50,541.60
10/26	Book transfer credit FROM ...5277	\$1,149,833.27		\$1,200,374.87
10/29	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 102921 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$1,023,303.77	\$177,071.10
10/29	Check 99771		\$5,044.68	\$172,026.42
10/29	Check 99779		\$3,799.94	\$168,226.48
10/29	Check 99790		\$3,641.53	\$164,584.95
10/29	Check 99770		\$2,798.02	\$161,786.93
Total		\$2,184,863.95	\$3,096,916.20	

Thank you for banking with us.

**ROCKY POINT UFSD
OUTSTANDING CHECK LIST
AS OF OCTOBER 31, 2021**

<u>Check #</u>	<u>Check Date</u>	<u>Check Amt.</u>
99767	10/29/2021	3,571.23
99768	10/29/2021	4,702.78
99769	10/29/2021	4,844.25
99772	10/29/2021	3,438.96
99773	10/29/2021	5,136.21
99774	10/29/2021	2,960.50
99775	10/29/2021	4,067.54
99776	10/29/2021	4,968.95
99777	10/29/2021	4,943.54
99778	10/29/2021	3,516.29
99780	10/29/2021	3,759.81
99781	10/29/2021	2,635.74
99782	10/29/2021	2,686.63
99783	10/29/2021	4,918.30
99784	10/29/2021	2,740.20
99785	10/29/2021	4,190.13
99786	10/29/2021	4,018.14
99787	10/29/2021	2,976.77
99788	10/29/2021	4,789.71
99789	10/29/2021	3,248.74
99791	10/29/2021	3,716.84
99792	10/29/2021	1,574.26
99793	10/29/2021	3,307.47
99794	10/29/2021	1,463.64
99795	10/29/2021	3,334.95
99796	10/29/2021	3,747.44
99797	10/29/2021	3,675.94
99798	10/29/2021	3,063.08
99799	10/29/2021	4,975.26
99800	10/29/2021	4,272.03
		111,245.33

ROCKY POINT UFSD



Cash Account Transactions Report From 10/1/2021 To 10/31/2021

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
A 205	PAYROLL							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	1,073,839.18
10/01/2021		72		Release Net Payroll 10/1/21	JE-9	0.00	1,023,297.58	50,541.60
10/13/2021	1028829			Funding Net Payroll 10/15/21	CR-4	1,035,030.68	0.00	1,085,572.28
10/15/2021		85		Release Net Payroll 10/15/21	JE-9	0.00	1,035,030.68	50,541.60
10/26/2021	1028849			Funding Net Payroll 10/29/21	CR-4	1,149,833.27	0.00	1,200,374.87
10/29/2021		93		Release Net Payroll 10/29/21	JE-9	0.00	1,149,833.27	50,541.60
Grand Totals:						2,184,863.95	3,208,161.53	50,541.60

Rocky Point Union Free School District
 Treasurer's Report
 General Fund - Investment A2008
 As of October 31, 2021

Reconciled Balance as of: 9/30/2021 20,888,928.96

Receipts:

School Lunch Prior Year	57,431.00	
IDEA 619 Revenue 2021-2022	8,867.00	
VLT Lottery Revenue 2021-2022	101,666.83	
UPK Revenue Rec'ble 2020-2021	39,220.00	
Interest Revenue	455.90	
		207,640.73

Disbursements:

Funding Transfer: Interfund Transfer	1,451,243.19	
Funding Transfer: AP Warrants	1,306,084.49	
Funding Transfer: Net Payroll	2,184,863.95	
Funding Transfer: Payroll Deductions	1,481,142.28	
		(6,423,333.91)

Total available balance per General Ledger as of: 10/31/2021 14,673,235.78

Bank Balance as of: 10/31/2021 14,673,235.78

Prepared by: Linda Bielcki
 Date: 11/2/2021

Reviewed by: Virginia Henry
 Date: 11/2/2021

A2008

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/21	\$20,888,928.96	Number of Days in Cycle	29
5 Deposits/Credits	\$207,640.73	Minimum Balance This Cycle	\$14,673,235.78
Interest Paid	\$0.00	Average Collected Balance	\$18,253,956.07
11 Checks/Debits	(\$6,423,333.91)	Interest Earned During this Cycle	\$0.00
Service Charges	\$0.00	Interest Paid Year-To-Date	\$9,615.79
Ending Balance 10/29/21	\$14,673,235.78		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/12	ACH deposit NYS OSC ACH 101221 ROCKY POINT SCHOOL DIS AP00061010974	\$8,867.00		\$20,897,795.96
10/13	Book transfer debit TO ...3946		\$1,035,030.68	\$19,862,765.28
10/13	Book transfer debit TO ...3954		\$710,813.99	\$19,151,951.29
10/13	Book transfer debit TO ...7067		\$851,137.94	\$18,300,813.35
10/13	Book transfer debit TO ...7766		\$105.25	\$18,300,708.10
10/13	Book transfer debit TO ...9596		\$1,015,168.62	\$17,285,539.48
10/15	ACH deposit NYS OSC ACH 101521 ROCKY POINT SCHOOL DIS AP00061031951	\$101,666.83		\$17,387,206.31
10/18	Blended Checking Interest XSECR BAL INT	\$455.90		\$17,387,662.21
10/26	Book transfer debit TO ...3946		\$1,149,833.27	\$16,237,828.94
10/26	Book transfer debit TO ...9596		\$152,268.14	\$16,085,560.80
10/26	Book transfer debit TO ...3954		\$770,328.29	\$15,315,232.51
10/27	ACH deposit NYS OSC ACH 102721 ROCKY POINT SCHOOL DIS AP00061070090	\$39,220.00		\$15,354,452.51

Thank you for banking with us.

ROCKY POINT UFSD



Cash Account Transactions Report From 10/1/2021 To 10/31/2021

Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2010	CAPITAL ONE AP CHECKING							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	1,581,229.55
10/01/2021	1028802			HEALTH	CR-4	2,981.31	0.00	1,584,210.86
10/01/2021	1028803			HEALTH	CR-4	4,163.12	0.00	1,588,373.98
10/04/2021	84			Heartland Refund of Dispute Chargeback	JE-9	126.94	0.00	1,588,500.92
10/04/2021	1028810			BOCES AID 2020/2021	CR-4	875,069.10	0.00	2,463,570.02
10/06/2021				See Cash Disbursement Schedule 31	CD-31	0.00	131,487.84	2,332,082.18
10/07/2021	1028816			Chromebook Repair	CR-4	150.00	0.00	2,332,232.18
10/12/2021	1028818			HEALTH	CR-4	2,108.76	0.00	2,334,340.94
10/12/2021	1028819			FALL 2021 DRIVERS ED	CR-4	200.00	0.00	2,334,540.94
10/12/2021	1028820			FALL COMMUNITY ED	CR-4	180.00	0.00	2,334,720.94
10/13/2021				See Cash Disbursement Schedule 33	CD-33	0.00	1,015,168.62	1,319,552.32
10/13/2021	1028822			Funding Warrant #33	CR-4	1,015,168.62	0.00	2,334,720.94
10/14/2021	1028831			NYS DOH ACH	CR-4	8,080.90	0.00	2,342,801.84
10/18/2021	1028865			Chromebook Repair	CR-4	150.00	0.00	2,342,951.84
10/20/2021				See Cash Disbursement Schedule 36	CD-36	0.00	152,268.14	2,190,683.70
10/21/2021	1028840			ITALIAN AMERICAN COMMITTEE ON EDUCATION	CR-4	4,829.00	0.00	2,195,512.70
10/21/2021	1028841			Reimbursement	CR-4	1,322.69	0.00	2,196,835.39
10/22/2021	1028866			Chromebook Repair	CR-4	75.00	0.00	2,196,910.39
10/25/2021	1028842			METAL RECYCLING	CR-4	36.00	0.00	2,196,946.39
10/26/2021	1028843			HEALTH	CR-4	779.54	0.00	2,197,725.93
10/26/2021	1028844			INS. RECOVERY	CR-4	4,541.50	0.00	2,202,267.43
10/26/2021	1028845			CARTRIDGE RECYCLING	CR-4	560.15	0.00	2,202,827.58
10/26/2021	1028846			FALL COMM ED	CR-4	75.00	0.00	2,202,902.58
10/26/2021	1028847			Funding Warrant #36	CR-4	152,268.14	0.00	2,355,170.72
10/27/2021				See Cash Disbursement Schedule 38	CD-38	0.00	138,647.73	2,216,522.99
10/28/2021	1028853			Funding Warrant #38	CR-4	138,647.73	0.00	2,355,170.72
Grand Totals:						2,211,513.50	1,437,572.33	2,355,170.72

Rocky Point Union Free School District
Treasurer's Report
General Fund - Investment A2011
As of October 31, 2021

Reconciled Balance as of:	9/30/2021		2,119,855.64
Receipts:			
	Interest Revenue	<u>17.74</u>	17.74
Disbursements:			<u>0.00</u>
Total available balance per General Ledger as of:	10/31/2021		<u>2,119,873.38</u>
Bank Balance as of:	10/31/2021		<u>2,119,873.38</u> 0.00

Prepared by: Linda Bilski
Date: 11/1/2021

Reviewed by: Virginia Holley
Date: 11/1/2021

A2011

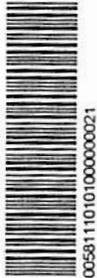


JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 -2051

October 01, 2021 through October 29, 2021

Customer Service Information

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



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00058111 WBS 802 211 30321 NNNNNNNNNN 1 000000000 C2 0000

ROCKY POINT UFSD
GENERAL FUND MONEY MARKET A/C
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778

Commercial Checking With Interest

Summary

	Number	Market Value/Amount	Shares
Opening Ledger Balance		\$2,119,855.64	
Deposits and Credits	1	\$17.74	
Withdrawals and Debits	0	\$0.00	
Checks Paid	0	\$0.00	
Ending Ledger Balance		\$2,119,873.38	
Average Ledger Balance	\$2,119,856	Annual Percentage Yield Earned*	0.01%
Interest Credited This Period	\$17.74	Interest Credited Year-to-Date	\$168.70

Rate(s): 10/01 to 10/31 at 0.01%

Deposits and Credits

Ledger Date	Description	Amount
10/29	Interest Payment	\$17.74
Total		\$17.74

Daily Balance

Date	Ledger Balance	Date	Ledger Balance
10/29	\$2,119,873.38		

Your service charges, fees and earnings credit have been calculated through account analysis.

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

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

ROCKY POINT UFSD



Cash Account Transactions Report From 10/1/2021 To 10/31/2021

Account	Account Name				Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #	Vendor ID	Explanation				
A 2011	CHASE GENERAL FUND MM							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	2,119,855.64
10/29/2021	1028857			Interest Revenue	CR-4	17.74	0.00	2,119,873.38
Grand Totals:						17.74	0.00	2,119,873.38

ROCKY POINT UFSD



Cash Account Transactions Report From 10/1/2021 To 10/31/2021

Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2008	CAPITAL ONE INVESTMENT							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	20,888,928.96
10/12/2021	1028817			IDEA 619 PRE Revenue 2021-2022	CR-4	8,867.00	0.00	20,897,795.96
10/13/2021	1028821			Interfund Cash Release	CR-4	0.00	851,243.19	20,046,552.77
10/13/2021	1028822			Funding Warrant #33	CR-4	0.00	1,015,168.62	19,031,384.15
10/13/2021	1028829			Funding Net Payroll 10/15/21	CR-4	0.00	1,035,030.68	17,996,353.47
10/13/2021	1028830			Trust & Agency Deductions 10/15/21	CR-4	0.00	710,813.99	17,285,539.48
10/15/2021	1028837			VLТ Lottery Revenue 2021-2022	CR-4	101,666.83	0.00	17,387,206.31
10/18/2021	1028838			Interest Revenue	CR-4	455.90	0.00	17,387,662.21
10/26/2021	1028847			Funding Warrant #36	CR-4	0.00	152,268.14	17,235,394.07
10/26/2021	1028849			Funding Net Payroll 10/29/21	CR-4	0.00	1,149,833.27	16,085,560.80
10/26/2021	1028850			Trust & Agency Deductions 10/29/21	CR-4	0.00	770,328.29	15,315,232.51
10/27/2021	1028848			UPK Revenue Receivable 2020-2021	CR-4	39,220.00	0.00	15,354,452.51
10/28/2021	95			Interfund Transfer	JE-9	0.00	300,000.00	15,054,452.51
10/28/2021	97			Interfund Transfer	JE-9	0.00	300,000.00	14,754,452.51
10/28/2021	1028852			School Lunch Prior Year	CR-4	57,431.00	0.00	14,811,883.51
10/28/2021	1028853			Funding Warrant #38	CR-4	0.00	138,647.73	14,673,235.78
Grand Totals:						207,640.73	6,423,333.91	14,673,235.78

Rocky Point Union Free School District
Treasurer's Report
General Fund - AP Checking A2010
As of October 31, 2021

Reconciled Balance as of: 9/30/2021 1,581,229.55

Receipts:

Chromebook Repairs	375.00	
Recycling	596.15	
Health, Dental, Life	10,032.73	
BOCES Aid 2020-2021	875,069.10	
Community Education	255.00	
Insurance Recovery	4,541.50	
Drivers Education	200.00	
Refund	1,449.63	
Donations	4,829.00	
NYS DOH	8,080.90	
Funding Transfer	<u>1,306,084.49</u>	
		2,211,513.50

Disbursements:

Cash Disbursements	<u>1,437,572.33</u>	
		<u>(1,437,572.33)</u>

Total available balance per General Ledger as of: 10/31/2021 2,355,170.72

Bank Balance as of: 10/31/2021 2,507,113.97

Less: Outstanding Checks (151,943.25)

Adjusted Bank Balance as of: 10/31/2021 2,355,170.72

Prepared by: Linda Bilski
Date: 11/2/2021

Reviewed by: Virginia Holly
Date: 11/2/2021

A 2010

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/21	\$1,893,102.61	Number of Days in Cycle	29
21 Deposits/Credits	\$2,211,513.50	Minimum Balance This Cycle	\$1,884,006.24
208 Checks/Debits	(\$1,597,502.14)	Average Collected Balance	\$2,554,318.43
Service Charges	\$0.00		
Ending Balance 10/29/21	\$2,507,113.97		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/01	Customer Deposit	\$4,163.12		\$1,897,265.73
10/01	Customer Deposit	\$2,981.31		\$1,900,247.04
10/01	Check 116474		\$6,948.68	\$1,893,298.36
10/01	Check 116408		\$4,885.50	\$1,888,412.86
10/01	Check 116401		\$3,960.28	\$1,884,452.58
10/01	Check 116384		\$320.00	\$1,884,132.58
10/01	Check 116409		\$104.36	\$1,884,028.22
10/01	Check 116412		\$21.98	\$1,884,006.24
10/04	Customer Deposit	\$875,069.10		\$2,759,075.34
10/04	ACH deposit HRTLAND PMT SYS Reprsnmtnt 100421 ROCKY POINT UFSD-STORE 650000XXXXX8421	\$126.94		\$2,759,202.28
10/04	Check 116496		\$47,281.20	\$2,711,921.08
10/04	Check 116527		\$19,701.66	\$2,692,219.42
10/04	Check 116543		\$6,510.97	\$2,685,708.45
10/04	Check 116540		\$5,994.00	\$2,679,714.45
10/04	Check 116542		\$3,919.44	\$2,675,795.01
10/04	Check 116481		\$3,049.79	\$2,672,745.22
10/04	Check 116483		\$1,528.57	\$2,671,216.65
10/04	Check 116544		\$1,144.03	\$2,670,072.62

Thank you for banking with us.

**ROCKY POINT UFSD
OUTSTANDING CHECK LIST
AS OF OCTOBER 31, 2021**

<u>CHECK#</u>	<u>CHECK DATE</u>	<u>CHECK AMOUNT</u>
116132	07/15/2021	195.00
116315	08/24/2021	70.00
116404	09/14/2021	140.00
116424	09/14/2021	370.00
116589	10/05/2021	75.00
116620	10/13/2021	790.56
116625	10/13/2021	30.00
116633	10/19/2021	756.93
116637	10/19/2021	2,000.00
116643	10/19/2021	129.66
116647	10/19/2021	118.50
116654	10/19/2021	100.00
116658	10/19/2021	781.71
116659	10/19/2021	420.00
116660	10/19/2021	150.00
116666	10/19/2021	900.00
116672	10/19/2021	325.00
116674	10/19/2021	2,921.02
116677	10/19/2021	200.00
116686	10/19/2021	85.00
116687	10/19/2021	1,212.14
116690	10/19/2021	1,390.00
116691	10/19/2021	135.00
116692	10/26/2021	855.00
116693	10/26/2021	47.06
116694	10/26/2021	72.89
116695	10/26/2021	1,147.50
116696	10/26/2021	89.00
116697	10/26/2021	891.00
116698	10/26/2021	416.20
116699	10/26/2021	12,808.83
116700	10/26/2021	400.00
116701	10/26/2021	394.34
116702	10/26/2021	2,320.69
116703	10/26/2021	16.80
116704	10/26/2021	3,136.89
116705	10/26/2021	3,500.00
116706	10/26/2021	205.76
116707	10/26/2021	294.00
116708	10/26/2021	727.82
116709	10/26/2021	410.00
116710	10/26/2021	3,112.97
116711	10/26/2021	2,799.00
116712	10/26/2021	48.00
116713	10/26/2021	6,508.00
116714	10/26/2021	2,245.55
116715	10/26/2021	7,500.00

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Checking - C207
As of October 31, 2021

Reconciled Balance as of:	9/30/2021		119,002.55
Receipts:			
	Interfund Transfer	<u>300,000.00</u>	300,000.00
Disbursements:			
	Cash Disbursements	<u>49,274.07</u>	<u>(49,274.07)</u>
Total available balance per General Ledger as of:	10/31/2021		<u>369,728.48</u>
Bank Balance as of:	10/31/2021		380,508.76
Less:	Outstanding Checks		<u>10,780.28</u>
Adjusted Bank Balance as of:	10/31/2021		<u>369,728.48</u>

Prepared by: Linda Bilski
Date: 11/3/2021

Reviewed by: Virginia Hely
Date: 11/3/2021

C207

ROCKY POINT UFSD
CAFETERIA CHECKING
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778-8423

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking

Previous Balance 09/30/21	\$128,952.42
1 Deposits/Credits	\$300,000.00
43 Checks/Debits	(\$48,443.66)
Service Charges	\$0.00
Ending Balance 10/29/21	\$380,508.76

ROCKY POINT UFSD

Number of Days in Cycle	29
Minimum Balance This Cycle	\$80,508.76
Average Collected Balance	\$144,105.48

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking

ROCKY POINT UFSD

Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/04	Check 12329		\$1,803.28	\$127,149.14
10/04	Check 12325		\$1,781.22	\$125,367.92
10/04	Check 12327		\$1,301.20	\$124,066.72
10/04	Check 12324		\$508.00	\$123,558.72
10/04	Check 12328		\$273.52	\$123,285.20
10/04	Check 12331		\$227.51	\$123,057.69
10/05	Check 12322		\$1,344.76	\$121,712.93
10/05	Check 12321		\$384.00	\$121,328.93
10/05	Check 12320		\$318.65	\$121,010.28
10/05	Check 12323		\$215.28	\$120,795.00
10/06	Check 12330		\$341.60	\$120,453.40
10/12	Check 12332		\$6,793.89	\$113,659.51
10/12	Check 12344		\$1,760.26	\$111,899.25
10/12	Check 12340		\$1,190.20	\$110,709.05
10/12	Check 12334		\$1,143.66	\$109,565.39
10/12	Check 12341		\$663.26	\$108,902.13
10/12	Check 12337		\$382.50	\$108,519.63
10/12	Check 12342		\$292.44	\$108,227.19
10/12	Check 12343		\$177.50	\$108,049.69

Thank you for banking with us.



Account: Capital One Cafeteria Checking
 Cash Account(s): C 207

Ending Bank Balance:		380,508.76
Outstanding Checks (See listing below):	-	10,780.28
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:		369,728.48
Cash Account Balance:		369,728.48

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/26/2021	12363	ACE ENDICO INC.	866.33
10/26/2021	12364	BIG GEYSER INC.	259.20
10/26/2021	12365	MAUREEN BRANAGAN	24.25
10/26/2021	12366	ISLAND WHOLESALE MEATS & FOODS	441.36
10/26/2021	12367	JAY BEE DISTRIBUTORS	188.39
10/26/2021	12368	MEADOW PROVISIONS CORP	811.28
10/26/2021	12369	MIVILA FOODS OF NY	742.88
10/26/2021	12370	NARDONE BROS BAKING CO	274.56
10/26/2021	12371	RICH PRODUCTS CORPORATION	464.86
10/26/2021	12372	SCHRIER, H. & CO.	6,217.77
10/26/2021	12373	SNAPPLE DISTRIBUTORS OF L.I.	489.40
Outstanding Check Total:			10,780.28

Prepared By _____

Approved By _____

ROCKY POINT UFSD



Cash Account Transactions Report From 10/1/2021 To 10/31/2021

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
C 207	CAPITAL ONE CHECKING							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	119,002.55
10/06/2021				See Cash Disbursement Schedule 8	CD-8	0.00	15,999.05	103,003.50
10/13/2021				See Cash Disbursement Schedule 9	CD-9	0.00	5,258.91	97,744.59
10/20/2021				See Cash Disbursement Schedule 10	CD-10	0.00	17,235.83	80,508.76
10/27/2021				See Cash Disbursement Schedule 11	CD-11	0.00	10,780.28	69,728.48
10/28/2021	97			Interfund Transfer	JE-9	300,000.00	0.00	369,728.48
Grand Totals:						300,000.00	49,274.07	369,728.48

Rocky Point Union Free School District
 Treasurer's Report
 Cafeteria Fund ACH C208
 As of October 31, 2021

Reconciled Balance as of: 9/30/2021 348,366.32

Receipts:

	Café ACH Deposits	17,091.46	
	Cafeteria Deposits	12,153.67	
	Interest	<u>3.02</u>	
			29,248.15

Disbursements:

	Cash Disbursements	<u>452.84</u>	
			<u>(452.84)</u>

Total available balance per General Ledger as of: 10/31/2021 377,161.63

Bank Balance as of: 10/31/2021 374,993.83

Add: Deposit in Transit 2,167.80

Adjusted Bank Balance as of: 10/31/2021 377,161.63
 0.00

Prepared by: Linda Bilski
 Date: 11/3/2021

Reviewed by: Virginia Holly
 Date: 11/3/2021

C208



JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

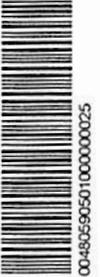
October 01, 2021 through October 29, 2021

CUSTOMER SERVICE INFORMATION

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

00048059 DDA 802 212 30321 NNNNNNNNNN 1 000000000 C1 0000

ROCKY POINT UFSD
SCHOOL LUNCH ACH
90 ROCKY POINT YAPHANK RD
ROCKY POINT NY 11778



CHECKING SUMMARY

Commercial Checking With Interest

	INSTANCES	AMOUNT
Beginning Balance		\$347,105.53
Deposits and Additions	281	28,341.14
Electronic Withdrawals	2	- 452.84
Ending Balance	283	\$374,993.83
Annual Percentage Yield Earned This Period		0.01%
Interest Paid This Period		\$3.02
Interest Paid Year-to-Date		\$23.37

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
10/01	Deposit	\$139.75
10/01	Deposit	109.50
10/01	Deposit	96.60
10/01	Deposit	36.25
10/01	Deposit	19.45
10/01	Deposit	11.50
10/01	Deposit	6.00
10/01	Deposit	5.25
10/01	Deposit	5.25
10/01	Deposit	4.00
10/01	Deposit	1.75
10/01	Orig CO Name:Heartland	525.00
Orig ID:1223755714 Desc Date:093021 CO Entry Descr:ACH Funds Sec:CCD Trace#:091000018742155 Eed:211001 Ind ID:4702184 Ind Name:Rocky Point Ufsd Trn: 2738742155Tc		

ROCKY POINT UFSD

Cash Account Transactions Report From 10/1/2021 To 10/31/2021



Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number Invoice #						
C 208	CHASE ACH REVENUE						
			BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	348,366.32
10/01/2021	1028823		CAF'T RECEIPTS	CR-2	458.05	0.00	348,824.37
10/04/2021	1028824		CAF'T RECEIPTS	CR-2	617.61	0.00	349,441.98
10/05/2021	1028825		CAF'T RECEIPTS	CR-2	466.15	0.00	349,908.13
10/06/2021	1028826		CAF'T RECEIPTS	CR-2	354.65	0.00	350,262.78
10/07/2021	1028827		CAF'T RECEIPTS	CR-2	415.30	0.00	350,678.08
10/08/2021	1028828		CAF'T RECEIPTS	CR-2	1,168.84	0.00	351,846.92
10/12/2021	1028832		CAF'T RECEIPTS	CR-2	364.35	0.00	352,211.27
10/13/2021	1028833		CAF'T RECEIPTS	CR-2	411.30	0.00	352,622.57
10/14/2021	1028834		CAF'T RECEIPTS	CR-2	843.13	0.00	353,465.70
10/15/2021	1028835		CAF'T RECEIPTS	CR-2	485.05	0.00	353,950.75
10/18/2021	1028854		CAF'T RECEIPTS	CR-2	696.66	0.00	354,647.41
10/19/2021	1028855		CAF'T RECEIPTS	CR-2	389.30	0.00	355,036.71
10/20/2021	1028856		CAF'T RECEIPTS	CR-2	537.84	0.00	355,574.55
10/21/2021	1028858		CAF'T RECEIPTS	CR-2	444.35	0.00	356,018.90
10/22/2021	1028859		CAF'T RECEIPTS	CR-2	2,232.05	0.00	358,250.95
10/25/2021	1028860		CAF'T RECEIPTS	CR-2	452.81	0.00	358,703.76
10/26/2021	100		Supplies	JE-9	0.00	452.84	358,250.92
10/26/2021	1028861		CAF'T RECEIPTS	CR-2	571.08	0.00	358,822.00
10/27/2021	1028862		CAF'T RECEIPTS	CR-2	405.10	0.00	359,227.10
10/28/2021	1028863		CAF'T RECEIPTS	CR-2	380.50	0.00	359,607.60
10/29/2021	1028864		CAF'T RECEIPTS	CR-2	455.05	0.00	360,062.65
10/31/2021	99		Miscellaneous Revenue	JE-9	4.50	0.00	360,067.15
10/31/2021	1028870		FJC ACH	CR-4	2,766.50	0.00	362,833.65
10/31/2021	1028871		JAE ACH	CR-4	3,761.45	0.00	366,595.10
10/31/2021	1028872		RPHS ACH	CR-4	5,667.25	0.00	372,262.35
10/31/2021	1028873		RPMS ACH	CR-4	4,896.26	0.00	377,158.61
10/31/2021	1028874		Interest Revenue	CR-4	3.02	0.00	377,161.63
Grand Totals:					29,248.15	452.84	377,161.63

Rocky Point Union Free School District
Treasurer's Report
Scholarship Fund Checking - CM200
As of October 31, 2021

Reconciled Balance as of:	9/30/2021	48,405.09
Receipts:		
	Interfund Cash Release	105.25
	Live Like Susie Memorial Scholarship	<u>100.00</u>
		205.25
Disbursements:		<u>0.00</u>
Total available balance per General Ledger as of:	10/31/2021	<u>48,610.34</u>
Bank Balance as of:	10/31/2021	49,560.34
Less:	Outstanding Checks	<u>950.00</u>
Adjusted Bank Balance as of:	10/31/2021	<u>48,610.34</u>

Prepared by: Linda Bilski
Date: 11/2/2021

Reviewed by: Victoria Holly
Date: 11/2/2021

CM 200

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/21	\$49,355.09	Number of Days in Cycle	29
2 Deposits/Credits	\$205.25	Minimum Balance This Cycle	\$49,355.09
0 Checks/Debits	\$0.00	Average Collected Balance	\$49,451.85
Service Charges	\$0.00		
Ending Balance 10/29/21	\$49,560.34		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/13	Book transfer credit FROM ...5277	\$105.25		\$49,460.34
10/21	Customer Deposit	\$100.00		\$49,560.34
Total		\$205.25	\$0.00	

Thank you for banking with us.

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

Ending Bank Balance:		49,560.34
Outstanding Checks (See listing below):	-	950.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:		48,610.34
Cash Account Balance:		48,610.34

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/15/2021	403	KELLEY BUCCOLA	500.00
06/15/2021	410	SEAN MCCABE	200.00
06/15/2021	417	KATHLEEN SEDA	250.00
Outstanding Check Total:			950.00

Prepared By

Approved By

ROCKY POINT UFSD

Cash Account Transactions Report From 10/1/2021 To 10/31/2021



Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
CM 200	Scholarship Cash							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	48,405.09
10/13/2021	1028821			Interfund Cash Release	CR-4	105.25	0.00	48,510.34
10/21/2021	1028839			LIVE LIKE SUSIE MEMORIAL SCHOLARSHIP	CR-4	100.00	0.00	48,610.34
Grand Totals:						205.25	0.00	48,610.34

Rocky Point Union Free School District
Treasurer's Report
Extra Class Checking - CM3200
As of October 31, 2021

Reconciled Balance as of:	9/30/2021		52,395.20
Receipts:			
	MS Yearbook Sales	990.00	
	Human Rights Club FR	<u>141.00</u>	
			1,131.00
Disbursements:			
	NSF Check	<u>35.00</u>	
			<u>(35.00)</u>
Total available balance per General Ledger as of:	10/31/2021		<u><u>53,491.20</u></u>
Bank Balance as of:	10/31/2021		53,827.38
Less:	Bank Adjustment		<u>(336.18)</u>
Adjusted Bank Balance as of:	10/31/2021		<u><u>53,491.20</u></u>

Prepared by: Linda Bilski
Date: 11/3/2021

Reviewed by: Virginia Holloway
Date: 11/3/2021

CM3200

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/21	\$52,395.20	Number of Days in Cycle	29
3 Deposits/Credits	\$1,467.18	Minimum Balance This Cycle	\$52,395.20
1 Checks/Debits	(\$35.00)	Average Collected Balance	\$52,965.08
Service Charges	\$0.00		
Ending Balance 10/29/21	\$53,827.38		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/18	Customer Deposit	\$990.00		\$53,385.20
10/18	Deposit correction credit	\$336.18		\$53,721.38
10/20	Chargeback Closed Account 101821		\$35.00	\$53,686.38
10/27	V Vault Customer Deposit	\$141.00		\$53,827.38
Total		\$1,467.18	\$35.00	

Thank you for banking with us.

ROCKY POINT UFSD

Cash Account Transactions Report From 10/1/2021 To 10/31/2021



Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
CM3 200			Extraclass Checking						
					BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	52,395.20
	10/18/2021	1028836			MS Yearbook Sales	CR-4	990.00	0.00	53,385.20
	10/20/2021	89			Bounced Check-MS Yearbook	JE-9	0.00	35.00	53,350.20
	10/27/2021	1028851			Human Rights Club Unity Day Fundraiser	CR-4	141.00	0.00	53,491.20
Grand Totals:							1,131.00	35.00	53,491.20

Rocky Point Union Free School District
Treasurer's Report
Federal Fund Checking - F205
As of October 31, 2021

Reconciled Balance as of:	9/30/2021		241,826.40
Receipts:			
	Interfund Transfer	<u>300,000.00</u>	300,000.00
Disbursements:			
	Cash Disbursements	<u>213,324.06</u>	<u>(213,324.06)</u>
Total available balance per General Ledger as of:	10/31/2021		<u><u>328,502.34</u></u>
Bank Balance as of:	10/31/2021		445,687.88
Less:	Outstanding Checks		<u>(117,185.54)</u>
Adjusted Bank Balance as of:	10/31/2021		<u><u>328,502.34</u></u> 0.00

Prepared by: Lesia Bilski
Date: 11/1/2021

Reviewed by: Virginia Holly
Date: 11/1/2021

F205

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/21	\$246,989.88	Number of Days in Cycle	29
1 Deposits/Credits	\$300,000.00	Minimum Balance This Cycle	\$145,687.88
9 Checks/Debits	(\$101,302.00)	Average Collected Balance	\$256,231.08
Service Charges	\$0.00		
Ending Balance 10/29/21	\$445,687.88		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/04	Check 4608		\$5,124.00	\$241,865.88
10/04	Check 4607		\$39.48	\$241,826.40
10/18	Check 7004609		\$13,515.77	\$228,310.63
10/21	Check 4610		\$3,177.97	\$225,132.66
10/25	Check 4611		\$28,334.88	\$196,797.78
10/25	Check 4613		\$19,395.60	\$177,402.18
10/25	Check 4614		\$17,317.50	\$160,084.68
10/25	Check 4612		\$3,050.00	\$157,034.68
10/26	Check 4615		\$11,346.80	\$145,687.88
10/28	Book transfer credit FROM ...5277	\$300,000.00		\$445,687.88
Total		\$300,000.00	\$101,302.00	

Govt Banking Blended Chking		ROCKY POINT UFSD			
Check No.	Date	Amount	Check No.	Date	Amount
4607	10/04	\$39.48	4611	10/25	\$28,334.88
4608	10/04	\$5,124.00	4612	10/25	\$3,050.00
4610*	10/21	\$3,177.97	4613	10/25	\$19,395.60
			7004609*	10/18	\$13,515.77

Thank you for banking with us.



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

Ending Bank Balance:		445,687.88
Outstanding Checks (See listing below):	-	117,185.54
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	328,502.34
Cash Account Balance:	328,502.34

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/26/2021	4616	FAMILY INTEGRATED CONSULTING	1,200.00
10/26/2021	4617	FUN AND FUNCTION	115,985.54
Outstanding Check Total:			117,185.54

Prepared By

Approved By

ROCKY POINT UFSD



Cash Account Transactions Report From 10/1/2021 To 10/31/2021

Account	Account Name				Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #	Vendor ID	Explanation				
F 205	CAPITAL ONE CHECKING							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	241,826.40
10/13/2021				See Cash Disbursement Schedule 5	CD-5	0.00	45,028.62	196,797.78
10/20/2021				See Cash Disbursement Schedule 6	CD-6	0.00	51,109.90	145,687.88
10/27/2021				See Cash Disbursement Schedule 7	CD-7	0.00	117,185.54	28,502.34
10/28/2021	95			Interfund Transfer	JE-9	300,000.00	0.00	328,502.34
Grand Totals:						300,000.00	213,324.06	328,502.34

Rocky Point Union Free School District
Treasurer's Report
Capital Fund Checking - H205
As of October 31, 2021

Reconciled Balance as of:	9/30/2021	98,383.37
Receipts:		
Interfund Cash Release	<u>851,137.94</u>	851,137.94
Disbursements:		
Cash Disbursements	<u>124,797.79</u>	<u>(124,797.79)</u>
Total available balance per General Ledger as of:	10/31/2021	<u>824,723.52</u>
Bank Balance as of:	10/31/2021	900,054.25
Less:	Outstanding Checks	<u>(75,330.73)</u>
Adjusted Bank Balance as of:	10/31/2021	<u>824,723.52</u> 0.00

Prepared by: Linda Bilski
Date: 11/2/2021

Reviewed by: Virginia Holly
Date: 11/2/2021

H205

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/21	\$98,383.37	Number of Days in Cycle	29
1 Deposits/Credits	\$851,137.94	Minimum Balance This Cycle	\$98,383.37
1 Checks/Debits	(\$49,467.06)	Average Collected Balance	\$597,708.59
Service Charges	\$0.00		
Ending Balance 10/29/21	\$900,054.25		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/13	Book transfer credit FROM ...5277	\$851,137.94		\$949,521.31
10/18	Check 1136		\$49,467.06	\$900,054.25
Total		\$851,137.94	\$49,467.06	

Govt Banking Blended Chking		ROCKY POINT UFSD						
Checks * designates gap in check sequence								
Check No.	Date	Amount	Check No.	Date	Amount	Check No.	Date	Amount
1136	10/18	\$49,467.06						

Thank you for banking with us.

Bank Reconciliation for period ending on 10/29/2021

Account: Capital One Capital Checking
Cash Account(s): H 205

Ending Bank Balance:		900,054.25
Outstanding Checks (See listing below):	-	75,330.73
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:		824,723.52
Cash Account Balance:		824,723.52

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/26/2021	1137	P & M DOOR SERVICES	75,330.73
Outstanding Check Total:			75,330.73

Prepared By

Approved By

Cash Account Transactions Report From 10/1/2021 To 10/31/2021

Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
H 205	CAPITAL ONE CHECKING							
				BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	98,383.37
10/13/2021				See Cash Disbursement Schedule 8	CD-8	0.00	49,467.06	48,916.31
10/13/2021	1028821			Interfund Cash Release	CR-4	851,137.94	0.00	900,054.25
10/27/2021				See Cash Disbursement Schedule 9	CD-9	0.00	75,330.73	824,723.52
Grand Totals:						851,137.94	124,797.79	824,723.52

Rocky Point Union Free School District
Treasurer's Report
Debt Service Fund Checking - V200
As of October 31, 2021

Reconciled Balance as of:	9/30/2021	117,464.23
Receipts:		0.00
Disbursements:		<u>0.00</u>
Total available balance per General Ledger as of:	10/31/2021	<u>117,464.23</u>
Bank Balance as of:	10/31/2021	<u>117,464.23</u>

Prepared by: Linda Bilski
Date: 11/2/2021

Reviewed by: Virginia Holly
Date: 11/2/2021

V200

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/21	\$117,464.23	Number of Days in Cycle	29
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$117,464.23
0 Checks/Debits	\$0.00	Average Collected Balance	\$117,464.23
Service Charges	\$0.00		
Ending Balance 10/29/21	\$117,464.23		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2021 - OCTOBER 29, 2021

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/01				\$117,464.23
	No Account Activity this Statement Period			
10/29				\$117,464.23
Total		\$0.00	\$0.00	
No Items Processed				

Thank you for banking with us.

ROCKY POINT UFSD

Cash Account Transactions Report From 10/1/2021 To 10/31/2021



Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
V 200		CASH								
						BALANCE 07/01/2021 - 09/30/2021		0.00	0.00	117,464.23
						Grand Totals:		0.00	0.00	117,464.23

**CASH REPORT
FOR THE MONTH ENDED
October 31, 2021**

GENERAL FUND

A204	Capital One Trust & Agency	\$	871,710.51
A205	Capital One Payroll	\$	50,541.60
A210	Petty Cash	\$	600.00
A2008	Capital One Investment	\$	14,673,235.78
A2010	Capital One AP Checking	\$	2,355,170.72
A2011	JP Morgan Chase-Money Market	\$	2,119,873.38

Total General Fund: \$ 20,071,131.99

SCHOOL LUNCH FUND

C207	Capital One Lunch Fund Checking	\$	369,728.48
C208	JP Morgan Chase-Lunch ACH	\$	377,161.63

Total School Lunch Fund: \$ 746,890.11

SPECIAL AID FUND

F205	Capital One Federal Checking	\$	328,502.34
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Total Special Aid Fund: \$ 328,502.34

CAPITAL FUND

H205	Capital One - Checking	\$	824,723.52
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Total Capital Fund: \$ 824,723.52

SCHOLARSHIP FUND

CM200	Capital One - Checking	\$	48,610.34
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Total Scholarship Fund \$ 48,610.34

DEBT SERVICE FUND

V200	Capital One - Money Market	\$	117,464.23
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Total Debt Service Fund \$ 117,464.23

EXTRA CLASS FUND

CM3200	Capital One - Checking	\$	53,491.20
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Total Extra Class Fund \$ 53,491.20

Total All Funds: \$ 22,190,813.73

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2021**

GENERAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
A 2008	CAPITAL ONE INVESTMENT	14,673,235.78	0.00
A 2010	CAPITAL ONE AP CHECKING	2,355,170.72	0.00
A 2011	CHASE GENERAL FUND MM	2,119,873.38	0.00
A 204	TRUST & AGENCY DEDUCTIONS	871,710.51	0.00
A 205	PAYROLL	50,541.60	0.00
A 210	PETTY CASH	600.00	0.00
A 380	ACCOUNTS RECEIVABLE	5,569.07	0.00
A 391	DUE FROM FEDERAL FUND	251,913.00	0.00
A 3912	DUE FROM SCHOOL LUNCH	750,331.40	0.00
A 3912C	DUE FROM SCHOOL LUNCH PAYROLL	92,321.73	0.00
A 391F	DUE FROM FEDERAL FUND PAYROLL	357,285.89	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	68,252.00	0.00
A 4805	PREPAID INSURANCE	60,000.00	0.00
A 510	ESTIMATED REVENUES	83,852,663.23	0.00
A 521	ENCUMBRANCES	52,715,063.48	0.00
A 522	EXPENDITURES	14,975,289.46	0.00
A 599	APPROPRIATED FUND BALANCE	2,575,094.69	0.00
A 600	ACCOUNTS PAYABLE	0.00	207,201.74
A 620	TAX ANTICIP NOTES PAYABLE	0.00	3,500,000.00
A 630	DUE TO OTHER FUNDS	0.00	7.45
A 6301	DUE TO SCHOOL LUNCH FUND	0.00	2.28
A 6305	DUE TO DEBT SERVICE	0.00	87.51
A 6306	DUE TO SCHOLARSHIP FUND	0.00	0.87
A 632	DUE TO STATE TEACHERS' RETIREMENT	0.00	3,288,369.99
A 637	DUE EMPLOYEES' RETIREMENT	0.00	365,077.17
A 687	ACCRUED COMPENSATED ABSENCES	0.00	20,986.06
A 690	OVER PAYMENT & COLLECTION	0.00	411,772.00
A 727	TRS LOANS	0.00	4,781.07
A 729	TAX SHELTER ANNUITY	0.00	788.28
A 738A	SCHOOL ACTIVITES FJC	0.00	1,431.64
A 738B	SCHOOL ACTIVITES JAE	0.00	894.99
A 738C	SCHOOL ACTIVITES MS	0.00	812.76
A 738D	TESTING HS	0.00	8,817.82
A 755	ADMIN KEN EDWARDS SCHOLARSHIP	0.00	275.00
A 761	VISION	0.00	1,575.79
A 771	OTHER-TEA. RETIRE.	0.00	21.40
A 777	MUSIC DEPT HIGH SCHOOL	0.00	313.54
A 778	MARK TWAIN DINNER	0.00	3,198.00
A 779	AP TEST DEPOSITS	0.00	18,540.00
A 780	NYSSMA	0.00	201.00
A 781	FLEX PLAN HEALTH CARE	0.00	2,710.00
A 782	FLEX PLAN DEPENDENT CARE	0.00	1,159.00
A 784	OTHER-NYS EMPL RETIRE LOANS	0.00	5,742.06
A 785	DENTAL	0.00	10,076.57
A 787	LONG TERM DISABILITY	1,276.05	0.00
A 789	OTHER VOTE COPE	0.00	564.00

ROCKY POINT UFSD

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
A 790	AFLAC -CPP	0.00	13,941.06
A 791	AFLAC - STD	0.00	6,538.43
A 792	AFLAC - ACC	0.00	4,396.78
A 793	AFLAC - HSP	0.00	2,257.22
A 797	SCHOOL ACTIVITES HS	0.00	12,606.50
A 806	NONSPENDABLE FUND BALANCE	0.00	60,000.00
A 814	WORKER'S COMPENSATION RESERVE	0.00	2,046,298.17
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	466,017.97
A 821	RESERVE FOR ENCUMBRANCES	0.00	52,715,063.48
A 825	ERS RESERVE	0.00	4,807,202.06
A 826	TRS SUB FUND RESERVE	0.00	1,915,854.91
A 861	PROPERTY LOSS RESERVE	0.00	54,353.00
A 862	LIABILITY LOSS RESERVE	0.00	54,353.00
A 867	RESERVE FOR EMPLOYEE BENEFITS	0.00	4,165,015.02
A 878	CAPITAL RESERVE	0.00	4,508,031.11
A 909	FUND BALANCE	0.00	3,923,384.75
A 910	APPROPRIATED FUND BALANCE	0.00	2,079,419.00
A 960	APPROPRIATIONS	0.00	86,427,757.92
A 980	REVENUES	0.00	4,658,293.62
A Fund Totals:		175,776,191.99	175,776,191.99
Grand Totals:		175,776,191.99	175,776,191.99

ROCKY POINT UFSD

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAX	47,583,059.00	0.00	47,583,059.00	0.00	47,583,059.00
<u>A 1081</u>	PILOT	25,891.00	0.00	25,891.00	0.00	25,891.00
<u>A 1085</u>	STAR REIMBURSEMENT	4,900,000.00	0.00	4,900,000.00	0.00	4,900,000.00
<u>A 1315</u>	CONTINUING ED-SUMMER	20,000.00	0.00	20,000.00	835.00	19,165.00
<u>A 1315.A</u>	CONTINUING ED-FALL	2,500.00	0.00	2,500.00	12,855.00	-10,355.00
<u>A 1315.B</u>	CONTINUING ED-SPRING	2,500.00	0.00	2,500.00	0.00	2,500.00
<u>A 1316</u>	DRIVER EDUCATION-SUMMER	25,000.00	0.00	25,000.00	12,800.00	12,200.00
<u>A 1316.A</u>	DRIVERS ED-FALL	25,000.00	0.00	25,000.00	200.00	24,800.00
<u>A 1316.B</u>	DRIVERS ED-SPRING	25,000.00	0.00	25,000.00	155.62	24,844.38
<u>A 1489</u>	OTHER CHARGES-PROM, YEARBOOK	69,000.00	0.00	69,000.00	0.00	69,000.00
<u>A 2401</u>	INTEREST AND EARNINGS	90,000.00	0.00	90,000.00	3,126.12	86,873.88
<u>A 2655</u>	MINOR SALES, OTHER	0.00	0.00	0.00	385.15	-385.15
<u>A 2680</u>	INSURANCE RECOVERIES	0.00	0.00	0.00	10,439.41	-10,439.41
<u>A 2703</u>	PRIOR YEAR REFUNDS-OTHER (NOT TRANS)	350,000.00	0.00	350,000.00	113,223.32	236,776.68
<u>A 2705</u>	GIFTS AND DONATIONS	0.00	5,644.23	5,644.23	5,644.23	0.00
<u>A 2710</u>	PREMIUM ON OBLIGATIONS	0.00	0.00	0.00	21,350.00	-21,350.00
<u>A 2770</u>	OTHER UNCLASSIFIED	0.00	0.00	0.00	5,591.92	-5,591.92
<u>A 2772</u>	E-RATE REVUENE	1,000.00	0.00	1,000.00	20,700.00	-19,700.00
<u>A 3100</u>	PRIOR YEAR STATE AID	0.00	0.00	0.00	5,613.76	-5,613.76
<u>A 3101</u>	GROSS STATE AID - BASIC	16,905,998.00	0.00	16,905,998.00	783,005.00	16,122,993.00
<u>A 3101.E</u>	STATE AID EXCESS COST	6,000,000.00	0.00	6,000,000.00	0.00	6,000,000.00
<u>A 3102</u>	STATE AID LOTTERY	4,500,000.00	0.00	4,500,000.00	3,654,288.19	845,711.81
<u>A 3103</u>	STATE AID BOCES	1,868,896.00	0.00	1,868,896.00	0.00	1,868,896.00
<u>A 3260</u>	STATE AID TEXTBOOKS	175,000.00	0.00	175,000.00	0.00	175,000.00
<u>A 3262</u>	STATE AID COMPUTER SOFTWARE	80,000.00	0.00	80,000.00	0.00	80,000.00
<u>A 3263</u>	STATE AID LIBRARY LOAN PROGRAM	16,463.00	0.00	16,463.00	0.00	16,463.00
<u>A 3285</u>	STATE AID MEDICAID	75,000.00	0.00	75,000.00	0.00	75,000.00
<u>A 4285</u>	MEDICAID MANAGEMENT REIMBURSEMENT	0.00	0.00	0.00	8,080.90	-8,080.90
<u>A 5999</u>	FUND BALANCE APPLIED	873,000.00	233,712.00	1,106,712.00	0.00	1,106,712.00
A Totals:		83,613,307.00	239,356.23	83,852,663.23	4,658,293.62	79,194,369.61
Grand Totals:		83,613,307.00	239,356.23	83,852,663.23	4,658,293.62	79,194,369.61

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION *	12,150.00	0.00	12,150.00	7,359.00	1,225.00	3,566.00
1040	DISTRICT CLERK *	17,712.00	0.00	17,712.00	5,984.98	11,901.02	-174.00
1060	DISTRICT MEETING *	10,900.00	0.00	10,900.00	0.00	0.00	10,900.00
1240	CHIEF SCHOOL ADMINISTRATOR *	328,834.00	0.00	328,834.00	111,475.88	208,631.52	8,726.60
1310	BUSINESS ADMINISTRATION *	769,485.00	0.00	769,485.00	244,560.69	484,673.86	40,250.45
1320	AUDITING *	73,200.00	0.00	73,200.00	15,700.00	54,000.00	3,500.00
1325	TREASURER *	8,000.00	3,097.50	11,097.50	8,597.50	0.00	2,500.00
1345	PURCHASING *	44,121.00	0.00	44,121.00	21,951.12	22,138.88	31.00
1380	FISCAL AGENT FEE *	10,000.00	0.00	10,000.00	0.00	9,000.00	1,000.00
1420	LEGAL *	75,000.00	0.00	75,000.00	23,688.13	51,311.87	0.00
1430	PERSONNEL *	488,404.00	0.00	488,404.00	149,821.16	340,182.52	-1,599.68
1480	PUBLIC INFORMATION AND SERVICES *	39,278.00	0.00	39,278.00	0.00	39,278.00	0.00
1620	OPERATION OF PLANT *	4,766,532.00	83,656.92	4,850,188.92	1,374,565.36	2,467,586.95	1,008,036.61
1621	MAINTENANCE OF PLANT *	934,938.00	332,997.74	1,267,935.74	397,870.29	674,769.35	195,296.10
1670	CENTRAL PRINTING AND MAILING *	73,500.00	0.00	73,500.00	34,561.57	32,931.83	6,006.60
1680	CENTRAL DATA PROCESSING *	941,401.00	-37,000.00	904,401.00	15,796.11	888,604.89	0.00
1910	UNALLOCATED INSURANCE *	527,783.00	0.00	527,783.00	501,194.59	6,903.32	19,685.09
1981	ADMINISTRATIVE CHARGE-BOCES *	336,574.00	0.00	336,574.00	55,936.18	280,637.82	0.00
2010	CURRICULUM DEVELOPMENT AND SUPERVISION *	406,824.00	0.00	406,824.00	79,800.46	281,153.31	45,870.23
2020	SUPERVISION - ADMINISTRATION *	2,040,563.00	0.00	2,040,563.00	630,276.19	1,271,455.19	138,831.62
2060	RESEARCH, PLANNING AND EVALUATION *	25,000.00	0.00	25,000.00	1,078.00	0.00	23,922.00
2070	INSERVICE TRAINING - INSTRUCTION *	22,300.00	0.00	22,300.00	1,795.75	10,343.00	10,161.25
2110	TEACHING - REGULAR SCHOOL *	25,062,236.00	35,144.62	25,097,380.62	4,172,578.53	17,310,341.66	3,614,460.43
2138	MUSIC & FINE ARTS *	66,608.00	0.00	66,608.00	13,777.97	4,386.37	48,443.66
2250	PROGRAMS FOR HANDICAPPED CHILDREN *	14,404,730.00	3,690.60	14,408,420.60	1,439,432.75	11,067,577.67	1,901,410.18
2280	OCCUPATIONAL EDUCATION *	1,344,440.00	0.00	1,344,440.00	2,710.68	1,339,879.44	1,849.88
2330	COMMUNITY EDUCATION *	126,700.00	0.00	126,700.00	8,724.47	17,090.45	100,885.08
2610	SCHOOL LIBRARY AND AUDIOVISUAL *	622,432.00	17.10	622,449.10	103,366.17	463,864.84	55,218.09
2620	EDUCATIONAL TELEVISION *	18,097.00	0.00	18,097.00	0.00	18,097.00	0.00
2630	COMPUTER ASSISTED INSTRUCTION *	306,805.00	42,233.40	349,038.40	75,256.12	76,432.25	197,350.03
2805	ATTENDANCE - REGULAR SCHOOL *	51,228.00	0.00	51,228.00	15,833.13	27,418.87	7,976.00
2810	GUIDANCE - REGULAR SCHOOL *	1,446,549.00	104.36	1,446,653.36	352,844.85	1,085,323.70	8,484.81

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2815	HEALTH SERVICES - REGULAR SCHOOL *	542,371.00	7,700.00	550,071.00	91,920.95	387,237.44	70,912.61
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL *	270,927.00	0.00	270,927.00	46,164.44	226,625.56	-1,863.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL *	332,872.00	0.00	332,872.00	58,926.31	279,731.69	-5,786.00
2850	CO-CURRICULAR ACTIVITIES - REG. SCHOOL *	425,371.00	410.01	425,781.01	22,581.34	11,458.20	391,741.47
2855	INTERSCHOLASTIC ATHLETICS - REG. SCHOOL *	955,927.00	20,208.17	976,135.17	331,050.58	231,849.00	413,235.59
5510	DISTRICT TRANSPORTATION SERVICES *	41,583.00	0.00	41,583.00	13,713.55	27,869.45	0.00
5540	CONTRACT TRANSPORTATION *	5,395,935.00	9,059.50	5,404,994.50	164,406.71	5,239,640.50	947.29
9010	NYS EMPLOYEES RETIREMENT *	1,128,530.00	0.00	1,128,530.00	0.00	0.00	1,128,530.00
9020	NYS TEACHERS RETIREMENT *	3,404,838.00	0.00	3,404,838.00	0.00	0.00	3,404,838.00
9030	SOCIAL SECURITY *	3,116,364.00	0.00	3,116,364.00	627,948.17	0.00	2,488,415.83
9040	WORKERS' COMPENSATION *	600,000.00	0.00	600,000.00	37,893.08	342,772.31	219,334.61
9045	LIFE INSURANCE *	48,000.00	0.00	48,000.00	10,750.04	33,690.62	3,559.34
9050	UNEMPLOYMENT INSURANCE *	50,000.00	0.00	50,000.00	2,150.00	47,150.00	700.00
9060	HEALTH INSURANCE *	11,473,309.00	0.00	11,473,309.00	3,467,534.66	7,339,898.13	665,876.21
9760	TAX ANTICIPATION NOTES *	112,500.00	0.00	112,500.00	0.00	0.00	112,500.00
9785	Installment Purchase Debt- State Aided Computer *	86,132.00	0.00	86,132.00	0.00	0.00	86,132.00
9901	TRANSFER TO SPECIAL AID *	2,072,031.00	0.00	2,072,031.00	0.00	0.00	2,072,031.00
9950	CAPITAL IMPROVEMENTS *	233,712.00	233,712.00	467,424.00	233,712.00	0.00	233,712.00
Fund ATotals:		85,692,726.00	735,031.92	86,427,757.92	14,975,289.46	52,715,063.48	18,737,404.98
Grand Totals:		85,692,726.00	735,031.92	86,427,757.92	14,975,289.46	52,715,063.48	18,737,404.98

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2021**

CAFETERIA FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
C 207	CAPITAL ONE CHECKING	369,728.48	0.00
C 208	CHASE ACH REVENUE	377,161.63	0.00
C 380	ACCOUNTS RECEIVABLE	233.00	0.00
C 391	DUE FROM GENERAL FUND	2.28	0.00
C 445	SUPPLY INVENTORY	11,671.93	0.00
C 446	GOVT FOOD INVENTORY	19,720.79	0.00
C 447	PURCHASED FOOD INVENTORY	15,960.09	0.00
C 510	ESTIMATED REVENUES	1,115,300.00	0.00
C 521	ENCUMBRANCES	524,536.84	0.00
C 522	EXPENDITURES	230,712.11	0.00
C 599	APPROPRIATED FUND BALANCE	138,200.00	0.00
C 600	ACCOUNTS PAYABLE	0.00	83.55
C 630	DUE TO GENERAL FUND	0.00	750,331.40
C 630A	DUE TO GENERAL FUND PAYROLL	0.00	92,321.73
C 631	DUE TO OTHER GOVT.	0.00	81.38
C 691	DEFERRED REVENUE	0.00	32,825.27
C 821	RESERVE FOR ENCUMBRANCES	0.00	524,536.84
C 845	FUND BALANCE RESERVE FOR INVENTORY	0.00	47,352.81
C 909	FUND BALANCE	0.00	51,446.46
C 960	APPROPRIATIONS	0.00	1,253,500.00
C 980	REVENUES	0.00	50,747.71
C Fund Totals:		2,803,227.15	2,803,227.15
Grand Totals:		2,803,227.15	2,803,227.15

ROCKY POINT UFSD

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440</u>	SALE OF TYPE A LUNCHES	50,000.00	0.00	50,000.00	1,151.00	48,849.00
<u>C 1441</u>	ADULT ALA CARTE	6,000.00	0.00	6,000.00	282.90	5,717.10
<u>C 1445</u>	OTHER CAFETERIA SALES	305,800.00	0.00	305,800.00	48,492.50	257,307.50
<u>C 2401</u>	INTEREST AND EARNINGS	1,000.00	0.00	1,000.00	24.81	975.19
<u>C 2770</u>	MISCELLANEOUS REVENUES	2,000.00	0.00	2,000.00	796.50	1,203.50
<u>C 2771</u>	REBATES	1,500.00	0.00	1,500.00	0.00	1,500.00
<u>C 3190</u>	GOVERNMENT REIMB-STATE	17,000.00	0.00	17,000.00	0.00	17,000.00
<u>C 4109</u>	SURPLUS FOOD	75,000.00	0.00	75,000.00	0.00	75,000.00
<u>C 4191</u>	GOVERNMENT REIMB-FEDERAL	610,000.00	0.00	610,000.00	0.00	610,000.00
<u>C 5031</u>	Interfund Revenue	47,000.00	0.00	47,000.00	0.00	47,000.00
C Totals:		1,115,300.00	0.00	1,115,300.00	50,747.71	1,064,552.29
Grand Totals:		1,115,300.00	0.00	1,115,300.00	50,747.71	1,064,552.29

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	*	1,153,500.00	0.00	1,153,500.00	218,833.10	524,536.84	410,130.06
9030	*	100,000.00	0.00	100,000.00	11,879.01	0.00	88,120.99
	Fund CTotals:	1,253,500.00	0.00	1,253,500.00	230,712.11	524,536.84	498,251.05
	Grand Totals:	1,253,500.00	0.00	1,253,500.00	230,712.11	524,536.84	498,251.05

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2021**

FEDERAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
F 205	CAPITAL ONE CHECKING	328,502.34	0.00
F 410	STATE AND FEDERAL AID REC	262,265.81	0.00
F 510	ESTIMATED REVENUES	7,189,577.98	0.00
F 521	ENCUMBRANCES	2,506,145.99	0.00
F 522	EXPENDITURES	723,846.74	0.00
F 599	APPROPRIATED FUND BALANCE	0.00	74,423.00
F 630	DUE TO GENERAL FUND	0.00	251,913.00
F 630A	DUE TO GENERAL FUND PAYROLL	0.00	357,285.89
F 821	RESERVE FOR ENCUMBRANCES	0.00	2,506,145.99
F 960	APPROPRIATIONS	0.00	7,115,154.98
F 980	REVENUES	0.00	705,416.00
F Fund Totals:		11,010,338.86	11,010,338.86
Grand Totals:		11,010,338.86	11,010,338.86

ROCKY POINT UFSD

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.DEA.F</u>	Schools for Blind & Deaf Students	21,413.84	0.00	21,413.84	0.00	21,413.84
<u>F 3289.SSH.21</u>	REVENUE-SUMMER HCP 2020-2021	70,364.00	0.00	70,364.00	0.00	70,364.00
<u>F 3289.UPK.21</u>	UPK REVENUE 2021	2,361.00	0.00	2,361.00	0.00	2,361.00
<u>F 3289.UPK.22</u>	UPK REVENUE 2021 2022	197,136.00	0.00	197,136.00	0.00	197,136.00
<u>F 3289.UPK.22.2</u>	UPK REVENUE 2021 2022	380,985.00	0.00	380,985.00	0.00	380,985.00
<u>F 4126.TLI.20</u>	REVENUE TITLE I	3,598.28	0.00	3,598.28	0.00	3,598.28
<u>F 4126.TLI.21</u>	REVENUE TITLE I	3,038.00	0.00	3,038.00	0.00	3,038.00
<u>F 4256.PRE.22</u>	REVENUE PRE	0.00	0.00	0.00	8,867.00	-8,867.00
<u>F 4256.PTB.21</u>	REVENUE PTB	2,699.04	0.00	2,699.04	0.00	2,699.04
<u>F 4256.PTB.22</u>	REVENUE PTB	0.00	0.00	0.00	143,187.00	-143,187.00
<u>F 4286.ARP.A</u>	ARP PLAN ARPA	1,807,893.00	0.00	1,807,893.00	0.00	1,807,893.00
<u>F 4286.ARP.S</u>	ARP SED ARPS	1,859,130.00	0.00	1,859,130.00	0.00	1,859,130.00
<u>F 4286.ESS.ER</u>	CRRSA ESSER 2	2,461,685.00	0.00	2,461,685.00	492,337.00	1,969,348.00
<u>F 4286.GEE.R2</u>	CRRSA GEER 2	305,129.00	0.00	305,129.00	61,025.00	244,104.00
<u>F 4289.ELL.20</u>	REVENUE ELL	7,466.47	0.00	7,466.47	0.00	7,466.47
<u>F 4289.ELL.21</u>	REVENUE ELL	6,561.15	0.00	6,561.15	0.00	6,561.15
<u>F 4289.TII.20</u>	REVENUE TITLE IIA	10,974.00	0.00	10,974.00	0.00	10,974.00
<u>F 4289.TII.21</u>	REVENUE TITLE IIA	49,144.20	0.00	49,144.20	0.00	49,144.20
F Totals:		7,189,577.98	0.00	7,189,577.98	705,416.00	6,484,161.98
Grand Totals:		7,189,577.98	0.00	7,189,577.98	705,416.00	6,484,161.98

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	*	785,612.00	0.00	785,612.00	146,854.42	520,328.10	118,429.48
2110	*	3,673,907.47	3,485.63	3,677,393.10	325,238.57	1,135,460.33	2,216,694.20
2250	*	224,349.88	0.00	224,349.88	194,771.42	576,729.58	-547,151.12
2630	*	1,391,248.00	0.00	1,391,248.00	21,237.45	18,614.06	1,351,396.49
2810	*	33,210.00	0.00	33,210.00	7,410.00	0.00	25,800.00
2825	*	600,000.00	0.00	600,000.00	28,334.88	255,013.92	316,651.20
5540	*	1.00	0.00	1.00	0.00	0.00	1.00
9020	*	124,006.00	0.00	124,006.00	0.00	0.00	124,006.00
9030	*	96,799.00	0.00	96,799.00	0.00	0.00	96,799.00
9060	*	182,536.00	0.00	182,536.00	0.00	0.00	182,536.00
Fund FTotals:		7,111,669.35	3,485.63	7,115,154.98	723,846.74	2,506,145.99	3,885,162.25
Grand Totals:		7,111,669.35	3,485.63	7,115,154.98	723,846.74	2,506,145.99	3,885,162.25

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2021**

CAPITAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
H 205	CAPITAL ONE CHECKING	824,723.52	0.00
H 510	ESTIMATED REVENUES	304,697.30	0.00
H 521	ENCUMBRANCES	561,416.12	0.00
H 522	EXPENDITURES	304,362.21	0.00
H 599	APPROPRIATED FUND BALANCE	2,270,957.74	0.00
H 600	ACCOUNTS PAYABLE	0.00	39,319.88
H 821	RESERVE FOR ENCUMBRANCES	0.00	561,416.12
H 909	FUND BALANCE	161,372.09	0.00
H 960	APPROPRIATIONS	0.00	2,575,655.04
H 980	REVENUES	0.00	1,251,137.94
H Fund Totals:		4,427,528.98	4,427,528.98
Grand Totals:		4,427,528.98	4,427,528.98

ROCKY POINT UFSD

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>H.3297</u>	SMART SCHOOLS	70,985.30	1,017,425.94	1,088,411.24	1,017,425.94	70,985.30
<u>H.5031</u>	TRANFERS GENERAL FUND	0.00	233,712.00	233,712.00	233,712.00	0.00
H Totals:		70,985.30	1,251,137.94	1,322,123.24	1,251,137.94	70,985.30
Grand Totals:		70,985.30	1,251,137.94	1,322,123.24	1,251,137.94	70,985.30

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	*	-488.32	87,689.00	87,200.68	85,625.26	2,024.68	-449.26
1625	*	1,774,016.48	714,437.88	2,488,454.36	218,736.95	559,391.44	1,710,325.97
	Fund HTotals:	1,773,528.16	802,126.88	2,575,655.04	304,362.21	561,416.12	1,709,876.71
	Grand Totals:	1,773,528.16	802,126.88	2,575,655.04	304,362.21	561,416.12	1,709,876.71

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2021**

SCHOLARSHIP FUND



Account	Description	Debits	Credits
CM 200	Scholarship Cash	48,610.34	0.00
CM 200.1	DUE FROM GENERAL	0.87	0.00
CM 2000	ALLISON FISCH VERADO SCHOLARSHIP	0.00	0.51
CM 2001	RITA SULLIVAN SCHOLARSHIP	0.00	431.96
CM 2002	RYAN CAUFIELD SCHOLARSHIP	0.00	24.20
CM 2003	K EDWARDS ADMIN SCHOLARSHIP	0.00	2,102.47
CM 2004	KMART SCHOLARSHIP	0.00	83.44
CM 2005	TARGET SCHOLARSHIP HS JR	0.00	44.38
CM 2006	TARGET SCHOLARSHIP JAE	0.00	272.88
CM 2007	TARGET SCHOLARSHIP	0.00	110.65
CM 2008	FRANCIS RYAN SCHOLARSHIP	0.00	258.71
CM 2009	GENERAL SCHOLARSHIP	0.00	63.94
CM 2010	AL MAIN SCHOLARSHIP	0.00	3,922.08
CM 2011	JOSEPH FALLICA SCHOLARSHIP	0.00	853.73
CM 2012	FJC RUTH SPIEGEL MEMORIAL	0.00	100.00
CM 2015	SUFFOLK ASBO SCHOLARSHIP	0.00	0.95
CM 2016	SOUND BEACH MUSIC SCHOLARSHIP	0.00	0.95
CM 2018	LIVE LIKE SUSIE SCHOLARSHIP	0.00	27,847.20
CM 2020	INTERDIST COUNCIL OF SUP. SR SCHOLARSHIP	0.00	261.13
CM 2021	PETER MADDALENA MEMORIAL SCHOLARSHIP	0.00	8,532.09
CM 2022	JOHN HAGGERTY MEMORIAL SCHOLARSHIP	0.00	3,548.93
CM 2023	TEAM SCHOLARSHIP	0.00	46.00
CM 510	Estimated Revenue	6,800.00	0.00
CM 960	Appropriations	0.00	6,800.00
CM 980	Revenues	0.00	105.01
CM Fund Totals:		55,411.21	55,411.21
Grand Totals:		55,411.21	55,411.21

ROCKY POINT UFSD

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>CM 2000.000</u>	RITA SULLIVAN	1,000.00	0.00	1,000.00	0.00	1,000.00
<u>CM 2003.001</u>	K EDWARDS ADMIN	2,000.00	0.00	2,000.00	0.00	2,000.00
<u>CM 2009.001</u>	GENERAL	250.00	0.00	250.00	0.00	250.00
<u>CM 2010.001</u>	AL MAIN	500.00	0.00	500.00	0.00	500.00
<u>CM 2016.001</u>	SOUND BEACH MUSIC SCHOLARSHIP	500.00	0.00	500.00	0.00	500.00
<u>CM 2018.001</u>	LIVE LIKE SUSIE	1,000.00	0.00	1,000.00	100.00	900.00
<u>CM 2020.001</u>	INTERDIS COUNCIL OF SUPERINTENDENTS	300.00	0.00	300.00	0.00	300.00
<u>CM 2022.001</u>	JOHN HAGGERTY	1,000.00	0.00	1,000.00	0.00	1,000.00
<u>CM 2023.001</u>	TEAM	250.00	0.00	250.00	0.00	250.00
<u>CM 2401.000</u>	INTEREST	0.00	0.00	0.00	5.01	-5.01
CM Totals:		6,800.00	0.00	6,800.00	105.01	6,694.99
Grand Totals:		6,800.00	0.00	6,800.00	105.01	6,694.99

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2000	*	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2003	*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
2010	*	250.00	0.00	250.00	0.00	0.00	250.00
2016	*	500.00	0.00	500.00	0.00	0.00	500.00
2018	*	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2020	*	300.00	0.00	300.00	0.00	0.00	300.00
2022	*	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2023	*	250.00	0.00	250.00	0.00	0.00	250.00
Fund CMTotals:		6,800.00	0.00	6,800.00	0.00	0.00	6,800.00
Grand Totals:		6,800.00	0.00	6,800.00	0.00	0.00	6,800.00

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2021**

DEBT SERVICE FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
V 200	CASH	117,464.23	0.00
V 3911	DUE FROM GENERAL	87.51	0.00
V 510	ESTIMATED REVENUE	1,951,031.25	0.00
V 909	FUND BALANCE, UNRESERVED	0.00	117,520.06
V 960	APPROPRIATIONS	0.00	1,951,031.25
V 980	REVENUES	0.00	31.68
V Fund Totals:		2,068,582.99	2,068,582.99
Grand Totals:		2,068,582.99	2,068,582.99

ROCKY POINT UFSD

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>V 2401</u>	INTEREST EARNINGS	0.00	0.00	0.00	31.68	-31.68
<u>V 5031</u>	INTERFUND TRANSFERS	1,951,031.25	0.00	1,951,031.25	0.00	1,951,031.25
	V Totals:	1,951,031.25	0.00	1,951,031.25	31.68	1,950,999.57
	Grand Totals:	1,951,031.25	0.00	1,951,031.25	31.68	1,950,999.57

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9711	*	1,951,031.25	0.00	1,951,031.25	0.00	0.00	1,951,031.25
	Fund VTotals:	1,951,031.25	0.00	1,951,031.25	0.00	0.00	1,951,031.25
	Grand Totals:	1,951,031.25	0.00	1,951,031.25	0.00	0.00	1,951,031.25

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2021**

EXTRA CLASS FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2021 - 10/31/2021



Account	Description	Debits	Credits
CM3 200	Extraclass Checking	53,491.20	0.00
CM3 291	Due From Other Funds	7.45	0.00
CM3 301	LEADERS CLUB	0.00	43.78
CM3 302	MATH HONOR SOCIETY	0.00	57.22
CM3 303	VARSITY CLUB	0.00	876.09
CM3 304	SCIENCE CLUB	0.00	327.38
CM3 305	SPACE CLUB	0.00	748.39
CM3 306	STUDENT COUNCIL MS	0.00	3,415.84
CM3 307	YEARBOOK MS	0.00	8,215.62
CM3 308	BUSINESS CLUB	0.00	823.77
CM3 309	MS ROBOTICS CLUB	0.00	153.44
CM3 310	BE A NICER NEIGHBOR CLUB	0.00	3,070.63
CM3 311	INTERACT COMMUNITY SERVICE CLUB	0.00	4,155.04
CM3 312	SKILLS USA HS COSMOTOLOGY	0.00	953.84
CM3 313	GAY STRAIGHT ALLIANCE CLUB	0.00	0.01
CM3 314	HUMAN RIGHTS CLUB	0.00	161.68
CM3 315	S.A.D.D	0.00	1,284.26
CM3 316	THESPIAN TROUPE #696	0.00	35.69
CM3 317	YEARBOOK HS	0.00	13,630.69
CM3 318	STUDENT COUNCIL	0.00	12,335.24
CM3 319	ART CLUB	0.00	1,400.84
CM3 321	JAE STUDENT COUNCIL	0.00	2,056.09
CM3 322	ROBOTICS CLUB HS	0.00	506.48
CM3 323	HISTORY HONOR SOCIETY	0.00	175.19
CM3 324	MATH TEAM	0.00	602.73
CM3 510	Estimated Revenue	29,400.00	0.00
CM3 522	Expenditures	2,633.23	0.00
CM3 960	Appropriations	0.00	29,400.00
CM3 980	Revenues	0.00	1,101.94
CM3 Fund Totals:		85,531.88	85,531.88
Grand Totals:		85,531.88	85,531.88

ROCKY POINT UFSD

Revenue Status Report From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>CM3 1000.101</u>	LEADERS CLUB	3,000.00	0.00	3,000.00	0.00	3,000.00
<u>CM3 1000.103</u>	VARSITY CLUB	2,500.00	0.00	2,500.00	0.00	2,500.00
<u>CM3 1000.106</u>	STUDENT COUNCIL MS	1,500.00	0.00	1,500.00	0.00	1,500.00
<u>CM3 1000.107</u>	YEARBOOK MS	8,000.00	0.00	8,000.00	955.00	7,045.00
<u>CM3 1000.110</u>	BE A NICER NEIGHBOR CLUB	500.00	0.00	500.00	0.00	500.00
<u>CM3 1000.111</u>	INTERACT COMMUNITY SERVICE CLUB	1,000.00	0.00	1,000.00	0.00	1,000.00
<u>CM3 1000.112</u>	SKILLS USA HS COSMOTOLOGY	800.00	0.00	800.00	0.00	800.00
<u>CM3 1000.113</u>	GAY STRAIGHT ALLIANCE CLUB	300.00	0.00	300.00	0.00	300.00
<u>CM3 1000.114</u>	HUMAN RIGHTS CLUB	3,000.00	0.00	3,000.00	141.00	2,859.00
<u>CM3 1000.116</u>	THESPIAN TROUPE #696	1,500.00	0.00	1,500.00	0.00	1,500.00
<u>CM3 1000.117</u>	YEARBOOK HS	3,800.00	0.00	3,800.00	0.00	3,800.00
<u>CM3 1000.118</u>	STUDENT COUNCIL	3,000.00	0.00	3,000.00	0.00	3,000.00
<u>CM3 1000.121</u>	JAE STUDENT COUNCIL	500.00	0.00	500.00	0.00	500.00
<u>CM3 2401.000</u>	INTEREST	0.00	0.00	0.00	5.94	-5.94
CM3 Totals:		29,400.00	0.00	29,400.00	1,101.94	28,298.06
Grand Totals:		29,400.00	0.00	29,400.00	1,101.94	28,298.06

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2021 To 10/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
3000	*	29,400.00	0.00	29,400.00	2,633.23	0.00	26,766.77
	Fund CM3Totals:	29,400.00	0.00	29,400.00	2,633.23	0.00	26,766.77
	Grand Totals:	29,400.00	0.00	29,400.00	2,633.23	0.00	26,766.77



John F. Dennehy, Jr.
Certified Public Accountant, P.C.

November 8, 2021

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

*Re: Internal Claims Audit Report for the period
October 1, 2021 through October 31, 2021*

Board of Education:

I have completed my internal claims auditing services for the Rocky Point School District covering the period October 1, 2021 through October 31, 2021. The services I performed, as outlined within my proposal, include reviewing all claims against the District. The purpose of this report is to update the Board of Education on work performed to date, my findings, and recommendations.

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

Internal Claims Audit Services

Exhibits

INTERNAL CLAIMS AUDIT SERVICES

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

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

Board of Education
Rocky Point School District
November 8, 2021

Page 2

*Re: Internal Claims Audit Report for the time period of
October 1, 2021 through October 31, 2021*

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

Over the time period of October 1, 2021 through October 31, 2021 I have audited 357 claims against the District in the amount of **\$3,434,260.18**. (See attached Exhibit I) I made inquiries and/ or observations into 60 claims in the amount of **\$240,473.74**. I have summarized the inquiries and/or observations as well as the resolutions within Exhibit II. It should be noted that currently, there are 0 outstanding inquiries in regards to the audit of the claims made against the District for the period of October 1, 2021 through October 31, 2021. I have summarized all voided checks and notable exceptions in Exhibit III.

*****0*****

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

Very truly yours,

John F. Dennehy, Jr.
Certified Public Accountant

Rocky Point School District
Internal Claims Audit By Fund
Exhibit I

Warrant Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
10/1/2021	9/29/2021	30	A	25	577,178.42	-	-	-	-	13182-13187, 5116104-5116122
10/6/2021	10/6/2021	31	A	47	131,478.84	9	33,072.79	9	-	116545-116589
10/6/2021	10/6/2021	32	A	3	4,148.21	1	24.00	1	-	13188-13190
10/13/2021	10/13/2021	33	A	44	1,015,168.62	9	28,048.50	9	-	116590-116632
10/15/2021	10/13/2021	35	A	26	603,990.04	-	-	-	-	13191-13197, 5116123-5116141
10/20/2021	10/20/2021	36	A	60	152,268.14	11	23,273.25	11	-	116633-116691
10/27/2021	10/27/2021	38	A	67	138,647.73	19	64,258.69	19	-	116692-116758
10/27/2021	10/27/2021	40	A	27	695,965.96	-	-	-	-	13200-13206, 5116142-5116160
10/27/2021	10/27/2021	41	A	1	1,613.70	-	-	-	-	13199
10/6/2021	10/6/2021	8	C	13	15,999.05	-	-	-	-	12332-12344
10/13/2021	10/13/2021	9	C	6	5,258.91	1	2,167.53	1	-	1245-12350
10/20/2021	10/20/2021	10	C	15	17,235.83	2	5,547.03	2	-	12351-12362
10/27/2021	10/27/2021	11	C	11	10,780.28	1	259.20	1	-	12363-12373
10/13/2021	10/13/2021	5	F	3	45,028.62	2	31,512.85	2	-	4609-4611
10/20/2021	10/20/2021	6	F	4	51,109.90	4	51,109.90	4	-	4612-4615
10/27/2021	10/27/2021	7	F	2	117,185.54	1	1,200.00	1	-	4616-4617
10/13/2021	10/13/2021	8	H	1	49,467.06	-	-	-	-	1136
10/27/2021	10/27/2021	9	H	1	75,330.73	-	-	-	-	1137
10/6/2021	10/6/2021	2	T	1	(24.00)	-	-	-	-	Void 13124*
TOTAL				357	\$ 3,434,260.18	60	\$ 240,473.74	60	-	

Legend:	
A - General	P (A) - Chase General
C - Cafeteria	T - Trust & Agency
F - Federal	HB - Bond 2003
H - Capital	CM- Misc Spec Revenue
HCP - Capital Projects	TE-Expendable Trust

* T Fund Warrant #2 consists of only one void check

John F. Dennehy, Jr.
Certified Public Accountant, PC

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

2021 / 2022 YTD

Analysis by Number of Inquiries

Reason For Inquiry	Resolution	Jan-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	1 0.00%	- 0.00%	1 0.52%	5 1.60%	- #DIV/0!	- #DIV/0!
Check amount not equal to invoices	Difference <\$1; Immaterial, claim paid	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Check amount not equal to invoices	Will pay balance with next invoice	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Check amount not equal to invoices	Void & reissue	1 0.43%	- 0.00%	- 0.00%	1 0.28%	- #DIV/0!	- #DIV/0!
Check does not reflect all invoices paid	Void & reissue check to reflect all invoices paid as separate line items	-	-	-	-	-	-
Current year expense paid prior year P.O.	P.O. Funds carried over	1 0.43%	8 4.63%	5 1.62%	0.00%	#DIV/0!	#DIV/0!
Duplicate payment	Void check	- 0.00%	- 0.00%	- 0.00%	5 1.60%	- #DIV/0!	- #DIV/0!
Incorrect vendor name	Name misspelled; name corrected in system, claim paid	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Insufficient supporting backup	Hold for missing information	- 0.00%	- 0.00%	1 0.52%	2 0.56%	- #DIV/0!	- #DIV/0!
Insufficient supporting backup	Backup Provided	- 0.00%	- 0.00%	- 0.00%	2 0.56%	- #DIV/0!	- #DIV/0!
Insufficient supporting backup	Void check	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Invoice date precedes PO date	Noted by Business Office	35 16.56%	15 8.72%	31 10.03%	23 6.44%	- #DIV/0!	- #DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	7 3.42%	1 0.52%	9 2.91%	6 1.68%	- #DIV/0!	- #DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	- 0.00%	5 2.91%	- 0.00%	4 1.12%	- #DIV/0!	- #DIV/0!
Missing administrator approval signature	Received proper authorization	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Missing receiving signature on invoice or PO	Verified receipt of goods/services	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Missing second signature on check	Hold for approval of second check signer	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Not an original invoice	Copy, fax or statement accepted	6 2.91%	8 1.76%	8 2.59%	7 1.96%	- #DIV/0!	- #DIV/0!
Paid sales tax	Void & reissue	- 0.00%	- 0.00%	1 0.52%	- 0.00%	- #DIV/0!	- #DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	3 1.42%	1 0.52%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	14 6.82%	16 9.30%	7 2.27%	4 1.12%	- #DIV/0!	- #DIV/0!
Pre-dated Invoice	Hold until service date	- 0.00%	- 0.00%	- 0.00%	1 0.28%	- #DIV/0!	- #DIV/0!
Separation of Duties	Same individual signed P.O. and authorized payment; additional admin approval provided	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Xtra Class club purchased gift cards for needy family	Utilizing recipient verification procedure through school social worker	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Total Number (#) of Inquiries		68 33.01%	49 28.45%	63 30.35%	60 16.81%		
Total Claims Audited		206 100.00%	172 100.00%	209 100.00%	357 100.00%		
Total Outstanding Inquiries		0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 #DIV/0!	0 #DIV/0!

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

2021 / 2022 YTD

Analysis by Dollar Value

Reason For Inquiry	Resolution	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	7,436.32 0.18%	- 0.00%	918.00 0.03%	17,721.27 0.58%	- #DIV/0!	- #DIV/0!
Check amount not equal to invoices	Difference <\$1; Immaterial, claim paid	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Check amount not equal to invoices	Will pay balance with next invoice	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Check amount not equal to invoices	Void & reissue	10,307.14 0.25%	- 0.00%	- 0.00%	2,167.53 0.07%	- #DIV/0!	- #DIV/0!
Check does not reflect all invoices paid	Void & reissue check to reflect all invoices paid as separate line items	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Current year expense paid prior year P.O.	P.O. Funds carried over	5,020.42 0.12%	48,824.07 2.50%	213,283.85 8.02%	25,143.09 0.78%	- #DIV/0!	- #DIV/0!
Duplicate payment	Void check	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Incorrect vendor name	Name misspelled; name corrected in system, claim paid	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Insufficient supporting backup	Hold for missing information	- 0.00%	- 0.00%	3,866.12 0.15%	4,250.00 0.14%	- #DIV/0!	- #DIV/0!
Insufficient supporting backup	Backup Provided	- 0.00%	- 0.00%	- 0.00%	31,383.75 0.91%	- #DIV/0!	- #DIV/0!
Insufficient supporting backup	Void check	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Invoice date precedes PO date	Noted by Business Office	183,226.57 3.21%	71,437.60 3.22%	304,384.37 11.49%	132,279.28 3.82%	- #DIV/0!	- #DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	50,100.39 1.91%	260.00 0.01%	198,527.91 7.49%	2,652.47 0.08%	- #DIV/0!	- #DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	- 0.00%	93,186.34 4.30%	- 0.00%	5,671.03 0.17%	- #DIV/0!	- #DIV/0!
Missing administrator approval endorsement	Received proper authorization	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Missing receiving signature on invoice or PO	Verified receipt of goods/services	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Missing second signature on check	Hold for approval of second check signer	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Not an original invoice	Copy, fax or statement accepted	20,417.28 0.49%	6,492.54 0.29%	219,812.09 8.30%	14,817.05 0.43%	- #DIV/0!	- #DIV/0!
Paid sales tax	Void & reissue	- 0.00%	- 0.00%	400.14 0.02%	- 0.00%	- #DIV/0!	- #DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	46,924.67 1.12%	68,438.30 3.09%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	35,699.16 0.82%	45,602.66 2.02%	26,582.93 1.00%	2,304.27 0.07%	- #DIV/0!	- #DIV/0!
Pre-dated Invoice	Hold until service date	- 0.00%	- 0.00%	- 0.00%	2,084.00 0.06%	- #DIV/0!	- #DIV/0!
Separation of Duties	Same individual signed P.O. and authorized payment; additional admin approval provided	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Xtra Class club purchased gift cards for needy family	Utilizing recipient verification procedure through school social worker	- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!
Total Value (\$) of Inquiries		809,141.95 7.45%	384,941.51 15.07%	967,775.11 36.53%	240,473.74 7.00%	- #DIV/0!	- #DIV/0!
Total Claims Audited		4,147,621.08 100.00%	2,217,547.66 100.00%	2,649,306.78 100.00%	3,484,360.18 100.00%	- #DIV/0!	- #DIV/0!
Total Outstanding Inquiries		- 0.00%	- 0.00%	- 0.00%	- 0.00%	- #DIV/0!	- #DIV/0!

**Rocky Point School District
Internal Claim Audit
Notable Exceptions
Exhibit III**

Voided Checks - October 2021

Fund	Ck #	Amount \$	Vendor	Warrant		Reason For Inquiry	Resolution
				Warrant #	Date		
C	12350	2,167.53	Schrier, H & Co	9	10/13/2021	Warrant amount and invoices not equal	remove from warrant and void check; pay next
A	116678-116681			36	10/20/2021		Checks voided by AP due to printing error
Total	1 Void	2,167.53					

Other Notable Exceptions - October 2021

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

*John F. Dennehy, Jr.
Certified Public Accountant, PC*

**Rocky Point School District
Internal Claims Audit
Payroll Audit
Exhibit IV**

Audited Payroll Checks - October 2021

Fund	Ck #	Amount \$	Employee	Payroll Date	Exceptions
PR	306315	1,182.77	Alexa M Proffit	10/15/2021	None
PR	306335	447.32	Corinne S Autino	10/15/2021	None
PR	306376	2,859.54	Elisa DiGennaro	10/15/2021	None
PR	306462	3,731.77	Patricia A Alberti	10/15/2021	None
PR	306498	2,740.39	Leah Larson	10/15/2021	None
PR	99778	3,516.29	Annika Rhinehart	10/29/2021	None
PR	99798	3,063.08	Nickalina Sciulla	10/29/2021	None
PR	306884	529.34	Geny M Hage	10/29/2021	None
PR	306924	1,598.67	Joelle D Bottelli	10/29/2021	None
PR	307081	3,367.49	M Treewolf West	10/29/2021	None
		23,036.66			

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

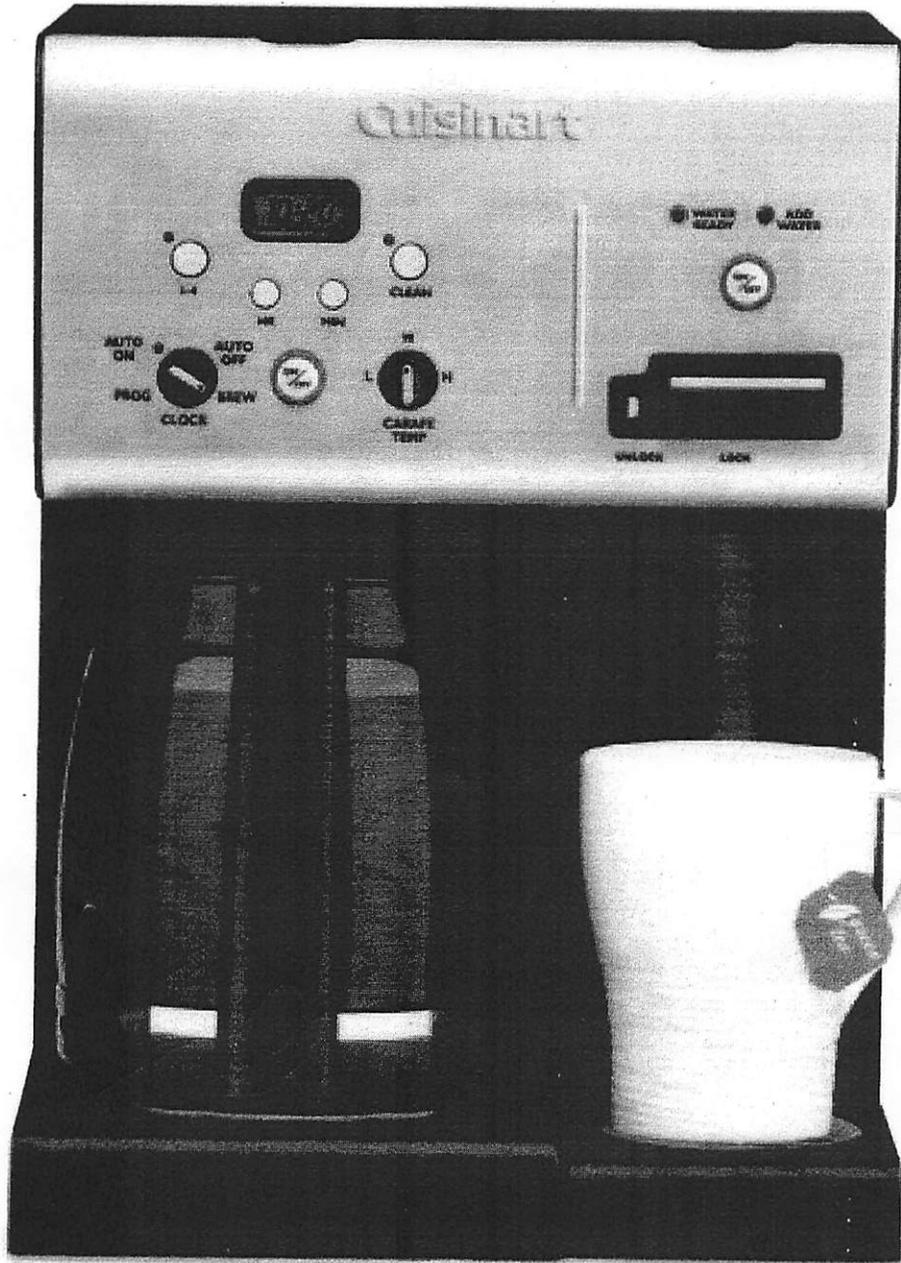
**A result of no exceptions means that the the payroll check is accurate when compared against employee contracts and renewal letters.

John F. Dennehy, Jr.
Certified Public Accountant, PC

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10/22/2021

PAY TO THE ORDER OF Rocky Point Union Free School District

\$**94.91

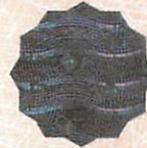
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Rocky Point Union Free School District
362484003437
Greg Hilton
90 Rocky Point Yaphak Road
Rocky Point, NY 11778



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MEMO

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ROCKY POINT UNION FREE SCHOOL DISTRICT

SURPLUS TEXTBOOK DISPOSAL

SCHOOL: Rocky Point High School

DEPARTMENT: ELA

ADMINISTRATOR: M. Brooks

Title and Author	ISBN#	Copyright Date	Number to be Disposed of	Rationale
To Kill a Mocking Bird	0923609236	1960	221	Damaged/outdated/unusable
Bridges to Literature	0618087346	2002	358	Damaged/outdated/unusable
Barron's Regents Review	110692924	1992	422	Damaged/outdated/unusable
Black like me	9780881095995	1961	288	Damaged/outdated/unusable
Lord of the Flies	978039952907	1954	183	Damaged/outdated/unusable
The Pearl	055313183	1945	356	Damaged/outdated/unusable
Tom Sayer	0870650092	1978	392	Damaged/outdated/unusable
Spring Board workbooks	0874479150	2011	652	Damaged/outdated/unusable
Our Town	0060807792	1957	449	Damaged/outdated/unusable

ASSISTANT SUPERINTENDENT:

Susan Carson

DATE:

11/3/21

ROCKY POINT UNION FREE SCHOOL DISTRICT

Bid Number: 22-05 Title: Minivan/Minibus Transportation Services Opening Date October 28, 2021, 11:30am

VENDOR NAME	Daily Round Trip Price per Minivan	Daily Round Trip Price per Minibus	Daily Price per Matron/Monitor/Aide
Developmental Disabilities, Inc. (DDI)	\$315.00	-	\$150.00
First Student	\$355.00	\$355.00	\$165.00
Suffolk Bus	NB	NB	NB

**ADVERTISEMENT
INVITATION TO BIDDERS**

The Board of Education of the Rocky Point Union Free School District at Rocky Point, Town of Brookhaven, Suffolk County, New York hereby invites sealed bid for:

Schedule: 22-05 Minivan/Minibus Transportation Services

as specified in the contract documents.

Bids will be received until **11:30am**, prevailing time on **Thursday, October 28, 2021** at the District Administrative Office, 90 Rocky Point-Yaphank Road, Rocky Point, New York, 11778, at which time and place all bids will be publicly opened and read aloud. Bid title should be clearly marked on each envelope, along with the date and time of the bid opening.

The Board of Education reserves the right to reject any and all bids or to accept that bid which in its judgment is in the best interest of the School District.

Any bid submitted will be binding for **Forty-Five (45)** days after the formal opening thereof, and no bid shall be withdrawn during that time, pending the decision of the Board of Education.

The contract documents, including specifications may be examined and obtained between the hours of **9:00 am and 3:00 PM, Monday through Friday at the District Administrative Office**, 90 Rocky Point-Yaphank Road, Rocky Point, New York beginning Thursday, October 7, 2021.

**BY ORDER OF THE:
Board of Education
Rocky Point Union Free School District
At Rocky Point, Town of Brookhaven
Suffolk County, New York**

By: Debra Hoffman
Purchasing Agent

DATED: October 7, 2021

LEGAL ADVERTISING

ROCKY POINT UNION FREE SCHOOL DISTRICT

Administrative Offices
90 Rocky Point-Yaphank Road
Rocky Point, New York 11778

BIDDERS PROPOSAL AND CERTIFICATION

The Board of Education
Rocky Point Union Free School District
Rocky Point, NY 11778

The undersigned agrees to furnish and deliver, in accordance with all specifications and general conditions contained in the attached bid information package, the item(s) and/or service(s) indicated at the price(s) entered within, and agree to enter into a contract to provide same by acceptance of a purchase order. The undersigned bidder further certifies to having read these specifications, conditions and instructions, and offers to furnish the item(s) or service(s) specified to the Rocky Point Union Free School District in exact accordance with same, as indicated on pages contained in the bid information sheets. It is understood that the Board of Education reserves the right to award this bid to the lowest acceptable bidder, or to reject any or all bids, as best serves the interests of the school district, as determined by the Board of Education.

Bid No.: 22-05 Minivan/Minibus Transportation Services

Date of Opening: October 28, 2021 11:30 AM

Developmental Disabilities
Vendor Name Institute

99 Hollywood Drive
Street

Smithtown, N.Y. 11787
Town, State, Zip Code

By: Andrew Brathwaite
Signature
Andrew Brathwaite ^{Director} of Transportation
Print Name and Title
(631) 360-4729
Telephone

Note: All communication in connection with this bid should be addressed to the Purchasing Agent, Rocky Point Union Free School District, Administrative Office, 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. Telephone number 631-849-7563.

INSTRUCTIONS TO BIDDERS

- 1) Read all documents contained in the bid specifications.
- 2) Vendors are responsible for submitting their bids to the exact location indicated on the "Notice to Bidders" prior to the time indicated in the "Notice to Bidders". No bids will be accepted after the designated time indicated in the "Notice to Bidders. **Delay in mail delivery is not an exception to the deadline for receipt of bids.**
- 3) Bidders are responsible for reporting, in writing, any errors found in the bid specifications to the Rocky Point UFSD Purchasing Agent, Administrative Office, 90 Rocky Point-Yaphank Rd, Rocky Point, New York 11778.
- 4) Questions about or clarifications to the technical specifications must be made in writing to the Purchasing Agent prior to the bid opening. Such questions must be in the possession of the Purchasing Agent three working days prior to the bid opening unless otherwise indicated.
- 5) Bidders shall indicate on the outside of their sealed bid the following information:
 1. **Title of Bid and Bid Number**
 2. **Date and Time of Bid Opening**
 3. **Company Name**
- 6) The following forms must be submitted with your bid:
 1. **Bid Proposal and Certification Form**
 2. **References Form**
 3. **Bid Submittal Form (bid price/references sheet)**
 4. **Non-Collusion Affidavit, signed and dated.**
 5. **Affidavit of Compliance**
 6. **Insurance certificates as indicated in the General Information section**
- 7) Under no circumstances is it necessary to return the technical specifications with the bid. They should be retained by the bidder for his/her records.

Failure to submit any of the above data may result in the rejection of the bid as non-responsive. Furthermore, the Rocky Point UFSD reserves the right to require the vendor to supply any additional information it deems necessary to determine the successful responsive/responsible vendor and further to waive any minor informalities it deems in its best interest.

GENERAL INFORMATION

METHOD OF AWARD:

The contract, if awarded, will be to the lowest responsive/responsible bidder in whole or in part who meets all the terms of the specifications. The District reserves the right to award multiple contracts as will best serve the needs of the District.

The Rocky Point UFSD guarantees no minimum or maximum purchases or contracts as a result of award of this bid. Rocky Point UFSD reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the Rocky Point UFSD and the vendor.

RESPONSIBILITY OF CONTRACTOR:

It is the responsibility of the contractor to comply with all rules and regulations listed in this document as well as any local, state and federal regulations inadvertently omitted. It is the responsibility of the contractor to make themselves completely versed in all aspects of the work included and required as a result of a contract being awarded as a result of this bid and to comply in all aspects during the term of the contract without exception.

GUARANTEE:

The Contractor shall guarantee that the equipment used in conjunction with this contract meets or exceeds all local, state and federal regulations as required for this type of contract as well as all conditions listed as a part of this bid. Further, the contractor guarantees that all personnel employed as a result of this bid meet or exceed all requirements stated in the bid as well as any omitted federal, state and local regulations that may apply.

QUALIFICATION OF BIDDER:

Bids shall only be considered from those vendors that meet or exceed the needs of the Rocky Point UFSD as detailed in the bid specifications.

AWARD OF BID:

The award, if any, will be made within forty-five (45) calendar days of the opening date and shall be determined as follows.

TERM OF CONTRACT:

The term of this contract is December 6, 2021 through June 30, 2022. Contract may be extended annually upon mutual agreement of the parties for a term not to exceed (60) sixty months from the date of award by resolution of the Rocky Point UFSD. In any instance where the contract is extended, same shall continue under the same terms and conditions.

NON-APPROPRIATIONS CLAUSE:

In accordance with New York State General Municipal Laws the Rocky Point UFSD will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the vendor agrees to hold the District harmless for any contracts let for which funding either does not currently exist or for which funding has been removed prior to the issuance of a purchase order by the District. Issuance of a purchase order by the District indicates that the District currently has and has set aside adequate funds to procure the goods and services indicated in the purchase order or contract.

HOLD HARMLESS

The Contractor agrees to indemnify and save harmless the Rocky Point Union Free School District against any and all liability, loss, damage, cost or expenses which the Rocky Point Union Free School District may hereafter incur, suffer, or be required to pay by the reason of injury to any person or persons through the negligent or willful act of the Contractor or sub-contractor or the servants or agents of the Contractor or sub-contractor or for any other reason whatsoever arising out of the performance of said contract.

In the event that any action suit or proceeding is brought against the Rocky Point Union Free School District upon any liability arising out of the contract hereinbefore mentioned, the said Rocky Point Union Free School District shall give notice in writing thereof to the Contractor by certified mail-return receipt requested, addressed to the Contractor at the address herein given. Upon receipt of such notice the Contractor at his or its own expense shall defend against such claim, action or proceeding and take all such steps as may be necessary or proper therein by preventing the entry of a judgment or order against the Rocky Point Union Free School District and to do whatever else may be necessary to protect the interest of the Rocky Point Union Free School District.

IRAN DIVESTMENT ACT

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, Bidder/Contractor (or any assignee) certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerers Pursuant to The New York State Iran Divestment Act of 2013" list ("Prohibited Entities List") posted on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

During the term of the Contract, should the Rocky Point UFSD receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, Rocky Point UFSD will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then Rocky Point UFSD shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, seeking compliance, recovering damages, or declaring the Contractor in default.

Rocky Point UFSD reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

JUDGMENTS/LEGAL FINDINGS:

By submitting this bid for consideration, the vendor affirms that they currently have no judgments or other legal findings nor have any pending judgments or other legal findings against the company, its executives or any other person that will be employed in any fashion as a part of this contract, with any federal, state or local governmental entities that in any way could impact or have the potential to impact their ability to legally complete any contract awarded them as a result of this bid. Failure to disclose any such judgments and/or findings will result in the termination of any contracts and other penalties as deemed legal and appropriate by the District.

NON-ASSIGNMENT:

In accordance with NYS General Municipal Law 109, at no time during the duration of any contract resulting from this bid, shall the successful vendor be allowed to assign any portion of this contract to a third party without express written approval by the Rocky Point UFSD.

TERMINATION OF CONTRACT:

Either party shall have the absolute right to cancel this agreement upon thirty (3) days written notice to the other party. All payments owed by the District at the time of cancellation shall be payable by District to vendor within 30 days of receipt of vendor's invoice.

INSURANCE:

The vendor awarded a contract resulting from this bid agrees to carry insurance in the quantity and types indicated in the specifications attached for the term of the contract. There shall be no gaps or lapses in coverage at any time. Should there be a break in coverage for any reason, the vendor must cease operations immediately and contact the District.

Insurance shall be procured and certificate delivered prior to Rocky Point UFSD Board of Education approval or issuance of purchase order. However, all bids and quotes shall include the required proof of insurance forms with the response. Failure to do so may deem the vendor non-responsive.

PAYMENT:

The vendor shall be paid for the services rendered on a monthly basis. Said payments shall only take place once an invoice has been received, approved and submitted for payment. The vendor will submit an original invoice for payment setting forth the name of each student who was transported for each day of the month. District will be financially responsible for payment of all scheduled transportation regardless of whether the student actually is transported unless vendor is notified with at least 24 hours notice of cancellation. Vendor will not bill for any transportation services that they are unable to provide due to inclement weather or other emergency.

EMPLOYEE VERIFICATION REQUIREMENTS:

All vendors providing services and/or products to the Rocky Point UFSD and all municipal entities included under any contract resulting from an award of the attached bid are required to comply with all current State, Federal and local laws, rules and regulations as they pertain to the verification of the ability of each employee to legally work in this state and country. This includes all employees, subcontractors and their employees engaged in work covered by said contract.

Insurance Requirements

The Contractor shall purchase and maintain during the life of the contract the following insurance. This insurance must be purchased from a New York State licensed, A.M. Rated "A" or "A+" carrier. The Rocky Point Union Free School District and the Rocky Point Board of Education, with the exception of Workers' Compensation and Employers Liability Insurance, shall be named as additional insured and certificate holder. An original of the certificate shall be mailed to the District, with a provision that in the event the policies are either canceled or diminished, at least 30 days prior written notice by certified mail, return receipt requested, thereof shall be given to the District. Any endorsements affecting coverage for additional insured must be attached to the certificate. The Contractor shall not commence work under this contract until they have obtained all insurance as required and such insurance has been approved by the District.

The Contractor shall require any subcontractor(s) to provide all of the requirements of this section before any work is to commence. In addition, all subcontractors must carry statutory Workers' Compensation and Employers Liability Insurance for their employees.

I. For All Coverages:

Any deductible or self-insured retentions must be declared to and approved by the District. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its Board of Education, (Board) officers, employees or volunteers.

II. Commercial General Liability Insurance:

"Occurrence" form, including Premises-Operations, Products-Completed Operations, Contractual, Personal Injury, Owner-Contractor Protective and Fire Damage Legal Liability. Coverage shall be in, at minimum, the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate.

III. Comprehensive Automobile Liability Insurance:

On owned, hired, leased, or non-owned motor vehicles in the amount of \$1,000,000 per occurrence, Combined Single Limit. Policy should include code 1-"any auto" and Insurance Services Office (I.S.O.) endorsement CA 0029 (Ed. 12/88)-Changes in Business Auto and Truckers Coverage.

With regard to Comprehensive Automobile and Commercial General Liability coverages, the policies shall be endorsed to contain the following provisions:

- Contractor's insurance coverage shall be primary insurance as respects the District, its Board, officers, employees and volunteers.
- Any insurance or self-insurance maintained by the District, its Board, officers, Employees and volunteers shall be excess of the Transportation Company's Insurance and shall not contribute to it.
- The District and its Board shall enjoy all rights and privileges of the policy contract without the responsibility to pay premiums

IV. Workers' Compensation and Employers Liability:

Statutory Workers' Compensation and Employers Liability Insurance for all of his employees to be engaged in work under the contract and if such work is sublet, the contract shall require the subcontractor to maintain similar coverage for all of his employees.

SPECIFICATIONS

Minivan/Minibus Transportation Services Bid #22-05

Provide minibus transportation services for student(s) to/from designated location(s), within thirty (30) miles of Rocky Point, NY. Present demand is for three (3) students.

Pick up student(s) from their residence and transport them to their designated location(s), and return the student to their residence based upon the student's program schedule.

The term of the contract is December 6, 2021 – June 30, 2022. Minivan/Minibus transportation services will be provided Monday through Friday, with the exception of certain holidays and vacation periods. The District will provide a copy of the work schedule or program calendar.

Vendor will ensure that the vehicle driver will wait a minimum of five (5) minutes for student to leave their living or occupational quarter to board or disembark the bus.

Routes will not exceed one and one-half (1.5) hours in length on either the morning or afternoon trips. No route will start before 7:00 A.M. or end after 6:00 P.M.

In the event that a matron/driver assistant is required on a given route, vendor will provide such matron/driver assistant and the District will be billed accordingly.

All vehicles used and drivers employed will comply with the regulations of the New York State Department of Transportation, the New York State Department of Motor Vehicles and have or be able to obtain a permit to operate in Suffolk County as required by Section 152 of the Transportation Law.

Drivers/Monitors-

- All drivers must be 19A Certified and CDL Licensed (proof required)
- All drivers must be certified in CPR and First Aid, monitors must be CPR certified and trained in First Aid
- All drivers, monitors, supervisors must have car seat training annually
- Drivers must be at least twenty-one (21) years of age, physically fit and properly qualified by experience, driving record and training to perform their duties, monitors must be at least eighteen (18) years of age.
- All drivers must carry a visible picture ID
- All drivers and monitors must be cleared through the Child Abuse Registry and have State and Federal criminal record checks completed by the vendor
- All drivers and monitors must wear face coverings while operating vehicles in accordance with New York State regulations.
- All monitors/aides must be experienced and trained to work with students with severe physical and mental disabilities

Vehicles-

- Adult size seat belts will be provided for all students as required by law.
- All car seat and/or child restraint devices must be cleaned/disinfected daily.
- All vehicles must be inspected every six (6) months per D.O.T. requirements.
- All vehicles must be reliable and serviced at least every 3000 miles.
- All vehicles shall be equipped with two-way radios or cell phones that are able to communicate effectively from any location on any route back to central dispatch.
- If the vehicle is behind schedule for pick up or drop off by more than 15 minutes, central dispatch or driver must notify parents of the delay.

Please Include the following with your Bid submission:

The vendor shall submit their Organizational Structure, Company History, and Policies and Procedures related to:

- Addressing complaints
- Communication systems
- Accident/Injury history and response
- Evacuation Drill plan
- Orientation and Ongoing Training
- Supervision structure
- Disciplinary Action Plan
- Practices in place for assuring safety of children
- Employee minimum requirements
- COVID-19 Mitigation Plan-This should include items such as:
 - Requirement of mandatory face coverings
 - Cleaning & disinfection program of all vehicles
 - Health screenings of driver instructors
 - Car windows open for improved air flow
 - How will COVID-19 positive case(s) for vendor's instructors be relayed to the District and how vendor would assist in Contract Tracing efforts.
 - COVID-19 testing program details. Weekly reporting to District attesting all unvaccinated drivers and monitors were tested; and were negative for COVID-19.
 - Other mitigations, protocols, etc.

Employee 19A Certifications for all employees that may be involved in this contract

Training Certificates for all Drivers, Monitors, and Supervisors for the following:

- Child CPR
- First Aid
- Child Passenger Safety and Restraints

ROCKY POINT UNION FREE SCHOOL DISTRICT

Minivan/Minibus Transportation Services- Bid #22-05

COVID-19 Mitigation Plan

ROCKY POINT UNION FREE SCHOOL DISTRICT
90 ROCKY POINT-YAPHANK ROAD
ROCKY POINT, NY 11778

REFERENCES

Company Name: Sachem School District
Address: 51 School St. Lake Ronkonkoma
Contact Person: Joe Cervone
Telephone: (631) 471-1380
Dates of Contract(s) 2010 - Present

Company Name: NSSA
Address: Commack N.Y.
Contact Person: Jason Watson
Telephone: (631) 462-0386
Date of Contract(s) 2010 - 2020

Company Name: Three Village CSD
Address: 100 Suffolk Ave, Stony Brook
Contact Person: Donna Presapane
Telephone: (631) 730-4557
Date of Contract(s) 2010 - 2019

BID SUBMITTAL FORM

Minivan/Minibus Transportation Services- Bid #22-05

Bids must be submitted in a sealed envelope plainly marked as to its contents (see instruction to bidders).

The District reserves the right to reject any or all bids.

The undersigned proposes to furnish **Minivan/Minibus Transportation Services**, in accordance with the attached specifications, to the Rocky Point Union Free School District at the price(s) shown. All prices are to be net complete and include no taxes.

DAILY ROUND TRIP PRICE PER MINIVAN *

\$ 315.⁰⁰/xy

DAILY ROUND TRIP PRICE PER MINIBUS*

\$ _____

DAILY PRICE PER MATRON/MONITOR/AIDE

\$ 150.⁰⁰/xy

*Please indicate minivan/minibus type (make, model) and total maximum occupancy:

Minivan Chrysler Voyager

Minibus _____

BY: Kim M Kubasek
Signature of Representative (Blue or other non-black ink required)

DATE: 10-26-21

BY: Kim M Kubasek
Signature of Representative (PRINTED)

FEDERAL OR TAX ID # 11-6077347

NOTE: By signing and submitting this Bid for consideration by the Rocky Point Union Free School District the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration.

**ROCKY POINT UNION FREE SCHOOL DISTRICT
NON-COLLUSIVE BIDDING CERTIFICATION**

Chapter 751 of the Laws of 1965 amended Section 103-d of the General Municipal Law required that every bid or proposal submitted to a political sub-division of New York State must contain the following certification properly signed and executed:

The undersigned hereby certifies that:

- a. This bid or proposal has been independently arrived at without collusion with any other bidder with any competitor or potential competitor;
- b. This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor;
- c. No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
- d. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.
- e. The attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.

Kim M. Kubasek
Signature

Chief Operating Officer
Title

RESOLUTION-for corporate bidders only

RESOLVED that Kim M. Kubasek be authorized to sign and submit the bid or proposal of this corporation for the following project, _____

and to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three-d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____ Corporation at a meeting the _____ day of _____ 20__ and is still in full force and effect on this _____ day of _____ 20__.

Seal of the Corporation

Secretary

AFFIDAVIT OF COMPLIANCE

STATE OF NY

COUNTY OF Suffolk

Kim M. Kubasek, being duly sworn, deposes and says:

- 1) That (s)he is an officer or representative of DDI and that (s)he has the authority to sign this affidavit.
- 2) This affidavit is offered as an inducement to the Rocky Point Union Free School District to award to DDI such purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with District policy.
- 3) That no Officer, Employee or Stockholder of the above referenced vendor is an Employee, in any position, Administrator or Board Member at the Rocky Point Union Free School District other than as disclosed below.
- 4) That no Officer, Employee or Stockholder of the above-referenced vendor is related to an employee in any position, administrator or Board Member, at the Rocky Point Union Free School District other than as disclosed below:

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point UFSD Employee, Administrator or Board Member Name	Relationship between parties

Kim M Kubasek

10-25-21

Signed

Date

Sworn to before me this 25th
Day of October, 2021

[Signature]
Notary Public

Seal





INTERNET VERSION

DEVELOPMENTAL DISABILITIES INSTITUTE INC.

07/12/2021

Carrier Name

99 HOLLYWOOD DRIVE

Date

11-6077347

Address (Include Number and Street)

SMITHTOWN NY 11787

Federal ID Number

17419

City

State

Zip Code

19-A Business ID Number

In accordance with Article 19-A, Section 509-j of the New York State Vehicle and Traffic Law and Part 6 of the Commissioner's Regulations, a motor carrier is required to file an Annual Affidavit of Compliance no later than July 1 each year in order to operate within the State of New York.

Please refer to the "INSTRUCTIONS FOR COMPLETING THE ARTICLE 19-A ANNUAL AFFIDAVIT OF COMPLIANCE" (form DS-3.1). After you are satisfied that all requirements have been met, complete this affidavit and sign it. Email the completed affidavit with all appropriate supporting documentation to the Bus Driver Unit.

CERTIFICATION: I hereby certify that all officers, agents, representatives and employees responsible for the management, maintenance, operation or driving of motor vehicles, or the hiring, supervising, training, assigning, or dispatching of drivers for this motor carrier have been instructed in and are in compliance with all provisions of Article 19-A including, but not limited to, the required annual and biennial procedures as outlined in Article 19-A of the New York State Vehicle and Traffic Law and Part 6 of the Commissioner's Regulations.

Submitted Electronically by: S19A17419

07/12/2021

(Authorized User ID)

(Date)

By completing this affidavit, the affiant certifies under penalty of perjury that he/she is a duly authorized agent of the motor carrier named herein; that this affidavit is completed on behalf of, and with authority to bind, such entity; and that all information contained herein is true and complete. Any false statements contained herein are punishable as a Class A Misdemeanor under Section 210.45 of the New York State Penal Law and shall be used against the carrier in DMV administrative proceedings.

Affidavits must be received in the Bus Driver Unit no later than July 1st. Failure to file an acceptable Annual Affidavit of Compliance is a violation of Section 6.22(e) of the Commissioner's Regulations. Failure to comply with Article 19-A requirements may result in the suspension of all of the carrier's registrations and/or its privilege to operate in New York State.





DEVELOPMENTAL DISABILITIES INSTITUTE INC.

07/12/2021

Carrier Name

Date

99 HOLLYWOOD DRIVE

11-6077347

Address (include Number and Street)

Federal ID Number

SMITHTOWN

NY

11787

17419

City

State

Zip Code

19-A Business ID Number

Section 509-d(7) of the New York State Vehicle and Traffic Law (VTL) requires that you complete this statistical report and file it with your Article 19-A Annual Affidavit of Compliance.

To the best of your knowledge and ability, please provide answers to the following questions. All answers must be numeric. Do not leave any answers blank.

- 1. What is the number of miles traveled by buses operated by you during the period January 1 to December 31 of last year? 107,006
2. What is the total number of convictions and accidents involving any driver employed by you that were reported to you under Section 509-f of the VTL during the period January 1 to December 31 of last year?

Convictions: 1 Accidents: 2

- 3. What are the numbers of convictions/accidents per ten thousand miles traveled?

Convictions: 0.09 Accidents: 0.19

The numbers can be found using the following formulas:

- Number of convictions per 10,000 miles = total number of convictions divided by the total number of miles traveled, and multiply that result by 10,000
• Number of accidents per 10,000 miles = total number of accidents divided by the total number of miles traveled, and multiply that result by 10,000

This report must be filed with your Article 19-A Annual Affidavit of Compliance. Failure to fully complete and file this form will result in the rejection and return of your Annual Affidavit of Compliance.

You are required by law to make a copy of this report available to anyone who requests it.



New York State DMV

Date: 10/12/2021 at: 02:42:43

19-A ROSTER OF ACTIVE DRIVERS

Business Name: DEVELOPMENTAL DISABILITIES INSTITUTE INC.

Business ID: 17419

Federal ID: 11-6077347

Address: 99 HOLLYWOOD DRIVE SMITHTOWN, NY 11787

Carrier Type: SCHOOL

Contact Person: MERVIN SANCHEZ

<u>DRIVER NAME</u>	<u>CLIENT ID</u>	<u>DOB</u>	<u>STATE</u>	<u>O/S LIC #</u>	<u>19-A STATUS</u>	<u>ACTIVATION DATE</u>
ANTONIOS, PAUL, C					ACTIVE SCHOOL QUALIFIED	09/30/2021
ARATO, ANNA, M					ACTIVE SCHOOL QUALIFIED	02/07/2018
AURICCHIO, CATHERINE					ACTIVE SCHOOL QUALIFIED	04/30/2007
BLOCK, NATALIE, A					ACTIVE SCHOOL QUALIFIED	10/30/2018
KEMPSTER, KEVIN, K					ACTIVE SCHOOL QUALIFIED	04/04/2011
LAROCHE, BARBARA, H					ACTIVE SCHOOL QUALIFIED	09/27/2021
LECORRE, PAUL, L					ACTIVE SCHOOL QUALIFIED	04/06/2016
MCCRAY, LISSETT, M					ACTIVE SCHOOL QUALIFIED	11/28/2018
MORRIS, WEBSTER, G					ACTIVE SCHOOL QUALIFIED	03/15/2006
SATTER, RICHARD, A					ACTIVE SCHOOL QUALIFIED	08/26/2021
VARGAS, LUDVARDO, A					ACTIVE SCHOOL QUALIFIED	04/26/2013
WILSON, LOUIS, C					ACTIVE SCHOOL QUALIFIED	10/19/2007

**DDI
Fleet
Safety
Policy**

Developmental Disabilities Institute Transportation Services

General Orientation

- 1) DDI's Fleet Safety Policy (review key parts of policy)**
 - a) Driver responsibilities**
 - b) DDI's driving criteria**
 - c) L.E.N.S. program**
 - d) Wheelchair procedures**
 - e) Accident procedures**
 - f) Vehicle breakdown procedures**
 - g) Fueling Procedures**
 - h) Parking**
 - i) Cell Phone**

- 2) Driven to Distraction (film)**

- 3) DDI's Vehicle Forms (review vehicle forms)**
 - a) Vehicle trip log**
 - b) Vehicle pre-trip inspection form**
 - c) Vehicle defect form**

- 4) DDI's Personal use policy (review vehicle personal use policy) s**
 - a) Company Vehicles**
 - b) Personal Vehicles**

Safety Responsibility

Each employee will be held accountable for the safety performance of his or her respective departments.

Supervisors are responsible for providing safety training, setting a good safety example, encouraging employee participation in safety activities and correcting unsafe acts and conditions.

The Division Director has the ultimate responsibility for the safety performance of the division by ensuring that this responsibility is fully accepted by all administrative, supervisory and direct care staff.

Safety performance will be evaluated on all employees through DDI's regular performance appraisal system. Employees who drive agency vehicles will be specifically evaluated on this facet of their job.

The chairpersons of the Safety Committee and the Fleet Safety Committee are responsible for implementing and monitoring the safety program at DDI.

Assignment of Responsibility

Employees who drive are responsible for the following:

- Never use agency vehicles for personal use.
- Fueling vehicle if gauge reads less than ½ tank.
- Obey all traffic laws and follow all DDI vehicle operation procedures.
- Wear a seatbelt at all times and make sure all your passengers are properly secured. In vehicles equipped with passenger side air bags, children should not be seated in the front seat (**see DDI seatbelt policy #558**)
- Management will ensure that there is a sufficient number of staff on the vehicle to ensure the driver is not distracted during travel.
- Beware of any passengers that may present a danger to the driver (hair pulling, biting, hitting or elopement behaviors.)
- Perform a vehicle pre-trip inspection before each trip.
- Report any defects that you find during your pre-trip inspection.
- Drive defensively at all times.
- Pay attention to the road and road conditions at all times.
- Do not take chances. To arrive safely should be your first priority.
- Speed shall never be faster than a rate consistent with existing speed laws, road, traffic and weather conditions. Posted speed limits must be obeyed.
- Never attempt to exercise the right of way; always let the other driver go first.
- Never pass a stop school bus with the red lights flashing and or the stop arm is extended.
- Always maintain a safe following distance. Never follow another vehicle so closely that you will not be able to make a safe stop under any conditions.
- Always keep to the right except when over taking a slow-moving vehicle, or when getting into to position to make a left turn.
- No backing or U-turns unless absolutely necessary.
- Turn signals must be used to show where you are heading, while going in to traffic, while turning and before entering into a turning lane.
- Always park agency vehicles in a legal parking spot.
- If you receive a ticket in an agency vehicle you must report it to your supervisor immediately.
- When you exit your vehicle, put the vehicle in park and take the keys with you.
- Never leave a running vehicle unattended.
- There is no eating or drinking while in an agency vehicle.
- There is absolutely no smoking while in an agency vehicle.
- Always maintain a clean vehicle. A clean vehicle is a safe vehicle.
- Company vehicles are to be driven by authorized drivers only (see personal use policy).
- Drivers should be mentally and physically alert prior to each trip.
- Drinking alcoholic beverages while driving or driving while under the influence or alcohol or restricted drugs is prohibited.
- Report any traffic violations or accidents to your immediate supervisor and Transportation Department immediately (on or off the job). Approval to drive will be re-evaluated.
- Take time to learn and improve your driving skills.

- All routes should arrive at program no later than 9:00 am. Start your route early enough to accomplish this.
- Always report to work in a presentable manner Remember you are a representative of DDI.

Supervisors are responsible for the Following:

- Monitor vehicle pre-trip and preventive maintenance schedules.
- Arrange for preventive maintenance for all vehicles assigned to your site as set forth by the Transportation Services Department.
- Ensure that each vehicle has the required paperwork on board including: Registration, Insurance card, accidents kits, and vehicle defect sheets.
- Coordinate vehicle repairs with Transportation Services.
- Inspect vehicles for cleanliness and monitor any consumer/resident work program engaged to clean vehicles.
- Ensure that all staff is trained in DDI vehicle operation procedures.
- Managers will conduct driver performance observation of approved drivers to evaluate driving skills and behaviors at least once a year.
- Contact Transportation Department if an agency vehicle is scheduled to leave Long Island. This will ensure that vehicle has been serviced and has all updated paperwork.
- Contact Transportation Services office if any of your staff exhibits any poor defensive driving skills, lack of knowledge of the rules of the road and/ or poor driving skills maneuvering.

The Division Director is Responsible for the Following:

- Ensure that the agency's Fleet Safety Program is adhered to at all levels.
- Coordinate transportation needs with the Transportation Services Department.
- Implement and monitor all the policies developed by Senior Management.
- Offer feedback on the effectiveness of the Fleet Safety Program to the Director of Transportation.

The Transportation Department is responsible for the following:

- Implement and monitor Fleet on Safety Program.
- Coordinate Fleet Safety Committee meetings and activities.
- Maintain the driver approval process via DMV checks and evaluation.
- Develop training curriculum for employees including new employee orientation and levels of training based on job position.
- Collect analyze data on vehicle maintenance, repairs and fuel.
- Perform accident investigation and maintain records, interview driver, conduct road tests and recommend corrective action to supervisor.
- File all MV104's and supporting documentation with insurance brokers and monitor any legal actions.
- Conduct road observations of driving performance and forward to supervisor.

The Director of Transportation Services is Responsible for the following:

- Overall responsibility for the Fleet Safety Program.
- Monitor loss control efforts and outcomes.
- Communicate safety practices to employees through monthly newsletters.

Employee Selection

Virtually all employees of DDI are hired primarily in positions that provide direct services to persons with disabilities such as teachers, counselors, instructors, therapists, etc. While driving may be required as an essential component of the job it is by no means the sole function of most employees. All DDI employees are covered by the following procedures:

The Transportation Department will obtain and review the Department of Motor Vehicle accident and violations history on all employees prior to hire and for specific job titles thereafter. New employees are not permitted to drive an agency vehicle until the Transportation Department has advised the supervisor of the employee's clearance to drive.

The transportation Department will send each Division Director a list of employees who are approved to drive and those that are disqualified from driving in their department.

Written exams and road tests are required for persons applying for a "Driver" position.

Employee Training

An essential component of our Fleet Safety Program is training that is designed and implemented to protect employees as well as the people we serve. We believe a combination of training modalities is the most effective way of training staff in new behaviors. Our Programs range from a more formal lecture and/or video format to individual coaching. The following training opportunities are available to staff.

New employee orientation, which is required for all staff, includes a module on transportation, which a Transportation Services representative conducts. This combination lecture/video presentation covers the following points, DDI's Fleet Safety Policy, defensive driving, accident reporting procedures and agency forms.

Each supervisor follows up with an individual walk-through of the division's policies and procedures regarding transportation at the time of the divisional orientation.

Employees who are hired as "Drivers" have a specific mandatory curriculum they follow which includes vehicle pre-trip, DOT review, backing basics, lane

changing, following distance, driving in inclement weather and driver performance written test.

An employee who is involved in an accident will be evaluated and an individualized training program will be designed to deal with any preventable issues.

The Transportation Services Department has a video library covering various transportation and safety topics.

Employee Supervision

Driving will be evaluated in a number of ways. An employee's direct supervisor is the person most likely to observe and correct driving behaviors on an ongoing basis. The supervisor performs formal performance appraisals on an ongoing basis; this appraisal should cover the following areas:

- ✓ Adheres to Fleet Safety Policies and Procedures.
- ✓ Completes vehicle trip log, inspection form and defect form.
- ✓ Reports unsafe conditions.
- ✓ Maintains a clean vehicle.
- ✓ Drives in a safe manner observing all traffic laws.

Road observations are conducted on a periodic basis. The supervisor, the division designee and the Transportation Services department are responsible for conducting road observations and following up on recommendations. A copy of the "Observation Form" is maintained in the employee's personnel file. Both positive and negative evaluations are communicated to the employee.

The Transportation Services Department will advise supervisors of any behavior, which may require disciplinary action up to and including termination.

Vehicle inspection and maintenance

The primary purpose for safety inspection is the identification and the elimination or control of hazards. Vehicle inspections will be conducted on a regular basis.

Each employee who drives an agency vehicle is responsible to perform a vehicle pre-trip check and will immediately report any mechanical problems that could affect safety (**see DDI's vehicle Inspection policy #556**). Each DDI vehicle is inspected according to D.O.T. regulations.

Records will be maintained in the Transportation Service on all vehicle repairs, preventive, and Mileage and insurance information.

Driving Privileges
(See DDI's Driving Approval Policy # 561)

To establish DDI driving privileges all new employee must:

1. Meet DDI's driving criteria.
2. Attend DDI's General Orientation.
3. Receive road test by DDI's Transportation staff.

DDI Driving Criteria:

(See DDI's Driving Standards Policy # 553)

- ✓ All employees must be approved by Transportation Services before they can drive a DDI vehicle.
- ✓ Must have valid NYS Driver's License.
- ✓ No Junior License or Learners Permit.
- ✓ No out of state license, Restricted License or Probationary License.
- ✓ Employees with more than (6) points will not be approved to drive a DDI vehicle.
- ✓ Employees with (4) or more points must take a defensive driving course.
- ✓ Must have a Commercial Driver's License and be article 19A certified to drive for the Children's Day Services & Integrated Transportation Services.
- ✓ Must be at least 18 years old to drive a DDI vehicle.
- ✓ Must have at least 18 months experience as a licensed driver.
- ✓ Cannot have DWI or DUI within the past (3) years.
- ✓ Any staff with any preventable accidents and any moving violations, which total (3) in a one year period will be disqualified from driving an agency vehicle.
- ✓ Approved drivers must notify Transportation Services of any suspensions, DWI's or tickets received immediately.
- ✓ Vehicles are to be used for DDI business only Personal use of a DDI vehicle is prohibited (see unauthorized use of vehicle policy).
- ✓ Every staff member that is required to drive any 12 or 15 passenger vehicles must complete an enhanced driver training that includes a road test in that vehicle.

In addition to DWI within three years, the following violations will immediately disqualify a person from driving an agency vehicle.

- Hit and run.
- Failure to report an accident.
- Negligent homicide arising out of the use of a vehicle.
- Using a motor vehicle for the committing of a felony.
- Reckless Driving.
- Speed contest.

L.E.N .S. (License Event Notification Service)

LENS offers DDI a way to monitor the N.Y.S driving records of its employees.

- 1) It ensures that any employee that drives has a valid license.
- 2) Minimizes DDI's liability for staff driving behaviors
- 3) Reveals problems quickly.
- 4) Improves everyone's highway safety.

Education and Integrated Employment Drivers

1. Must have a valid CDL license.
2. Must be 19A certified which includes a 19A physical exam.
3. Headlight must be on at all times.
4. School Busses must stop at Rail Road Crossings and cannot make a right on red.
5. Must complete DOT Trip Sheets.
6. Vehicles must be kept clean.

Utilizing Wheelchair vehicles (See DDI's wheel chair safety policy # 445)

1. Staff should be fully trained in the automatic and manual operation of the wheelchair lift.
2. Wheelchair seatbelts and brakes should be checked prior to transporting the consumer in a van
3. No consumer should be transported in a vehicle unless all wheelchair seatbelts and brakes are functioning properly and used.
4. Staff operating lifts must use safe operating procedures.
5. Vehicle should be parked on a level surface that is free from obstructions, away from traffic, with the vehicle in park and the emergency brake engaged.
6. Both wheelchair brakes should be locked whenever wheelchair is on the lift
7. The roll stop mechanism must be in the upright position before the lift is operated.
8. Staff should check the consumer's head, arms and leg clearance as he/she enters and exits the van.
9. The entire wheelchair must fit on the lift.
10. The safest procedure for loading unloading wheelchairs may require two or more staff.
11. It is not a safe practice for staff to ride on the lift with a consumer. Be aware that staff should not overload the lift.
12. All tie downs must be used even on short trips.

Accident Procedure

(See DDI policy # 554 & DDI policy # 147 Substance abuse)

- ✓ Pull over to the side of the road in a safe location.
- ✓ Check all passengers on board for injuries.
- ✓ An agency nurse must be notified to evaluate if the individuals need to go to the hospital emergency room for treatment.
- ✓ If any passenger is seriously hurt then they must be taken to the emergency room immediately.
- ✓ Call 911 (get police report).
- ✓ Exchange all pertinent information:
 - a) Pull over to the side of the road in a safe location.
 - b) Check all passengers on board for injuries.
 - c) An agency nurse must be notified to evaluate if the individuals need to go to the hospital emergency room for treatment.

- ✓ The driver must report accident to supervisor and Transportation Services immediately.
- ✓ Following an accident which results in someone claiming injury, needing to be taken to a hospital emergency room or the vehicle needs to be towed then the driver is subject to post-accident drug testing.
- ✓ The driver must report to Transportation Services within 48 hour to complete accident report (MV1O4).
- ✓ The driver cannot resume driving until you are interviewed by DDI's Safety Manager or (or designee) and road tested by Transportation Services.
- ✓ Recommendations of DDI's Safety Manager (or agency designee) will be forwarded to supervisor.

Vehicle Breakdown Procedures

- 1) Pull over to the side of the road.
- 2) Put out safety equipment and/or engage emergency flashers.
- 3) Contact your supervisor and the Transportation Department As soon as possible (refer to emergency numbers if off hours).
- 4) Provide for the safety off all the occupants of the vehicle.

Transportation Office Numbers: (631) 360-4731 or (631) 360-4730

TRANSPORTATION EMERGENCY NUMBERS

Name	Cell Number
Transportation Office	631-360-4731
Louis Wilson	631-241-9117
Webster Morris	631-241-9115
Merv Sanchez	631-241-9114

Accident Reporting, Investigation and Analysis
(See DDI's Vehicular Accident investigation Policy # 559 & Vehicle
Accidents and driver Discipline 562)

Accident Reporting:

During normal business hours the Transportation Services office, a supervisor and an agency nurse are to be notified immediately. During non-office hours Transportation Services can be reached via emergency numbers. (See page 10).

Transportation Services staff will report to scene, when it is possible and feasible. During non-office hours Transportation staff report to accident scene geographically.

Following an accident which results in someone claiming an injury, the need to be taken to a hospital emergency room or the vehicle needs to be towed then the driver is subject to post-accident drug testing.

Investigation:

Statements are taken at the accident scene from DDI staff, other driver, witnesses and a police field report is obtained.

Accident scene is examined and photos are taken.

Within 48 hours Transportation Services interviews staff involved in accident, fills out MV104 and a DMV check is performed.

DDI's Safety Manager (or agency designee) will conduct an accident investigation interview to determine if accident was preventable or non-preventable.

Analysis:

Once all information and facts have been obtained the DDI's Safety Manager (or agency designee) evaluates the accident and recommends safety training or disciplinary actions depending upon the facts surrounding the accident.

Accident is then compared with previous accidents to determine any pattern or trends. Recommendations are made to division.

Note:

- Staffs driving privileges are **immediately suspended** pending outcome of investigation.
- Driving privileges are not restored until staff receives a road test. Driver's that have been in an accident that is deemed preventable must complete all recommended driver trainings which may include a Defensive Driving Course before they resume regular driving duties.

Fueling Procedures

Gas card Fueling Procedures:

Only the authorized stations listed below may be used. Obtaining fuel from any location other than the ones listed below is prohibited.

- 1) Driver insert gas card into slot indicated on the pump.
- 2) Follow instructions displayed on the pump monitor .
- 3) Driver enters odometer reading on keypad (do not include tenths of mile). Press “Enter” button.
- 4) Driver enters 6-digit PIN on keypad.(Do not give PIN to anyone) Press “ Enter “ button
- 5) Driver removes nozzle from pump.
- 6) Driver selects fuel type number assigned to the authorized grade of fuel being purchased (87 octane-Unleaded Regular Fuel) press “Enter” button
- 7) Driver fuels vehicle.
- 8) After fueling, driver replaces nozzle, gets a copy of receipt.
- 9) Driver returns gas card to gas card holder on key.

AUTHORIZED FUELING STATIONS

When it becomes necessary to use the gas card, please remember:

- Your Personal Identification Number (PIN) may not be shared with other staff.
- Only Regular fuel purchases are permitted using the gas card.
- Accurate vehicle odometer readings must be entered at the time of each fuel purchase.

VEHICLE PARKING TRAFFIC VIOLATIONS
(Replace with revised policy #550)

It is the policy of DDI to operate its vehicles in a lawful manner. Any violations, parking tickets or other fines relating to the neglect of traffic rules will be the responsibility of the driver.

The operator of the vehicle is responsible for submitting any ticket placed on the vehicle to their supervisor the same day it was received. The supervisor will notify the Fleet Services Department.

Operators receiving a summons must notify their supervisor of the summons. The supervisor will take appropriate action depending upon the severity | frequency of violation(s), which may include progressive discipline or discharge.

Employees utilizing their own vehicles on agency business are responsible for paying any traffic summons received. DDI will not pay or reimburse the employee.

Cellular phone operation
(See DDI's cell phone policy # 302)

- 1. Vehicle must be parked when operating cellular phone.**
- 2. Any misuse of phone may result in disciplinary actions up to and including termination.**
- 3. Personal use of cellular phone is strictly prohibited.**
- 4. If you should receive a call that is not business related, direct the individual to call you at another number.**

DRIVERS POLICIES AND PROCEDURES

Passengers

- 1) Your passenger's safety is priority #1.
- 2) When dropping off passengers, always receive acknowledgement that a parent or guardian is present. The only exception to this policy is when there is a signed release stating that it is acceptable to leave the individual alone. If this is not possible please call Transportation Office.
- 3) Individuals are NEVER to be left unattended in the vehicle. If an emergency arises contact your supervisor or Transportation Services for back up staffing.
- 4) In cases where (2) staff are assigned to a vehicle, (1) staff must ride in the back of the vehicle with the individuals.
- 5) In cases where (2) staff are assigned to a route, (1) staff will remain with vehicle while the other staff assists with escorts during bus duty hours.
- 6) Before parking the vehicle, the driver is responsible to check the entire vehicle to assure that all the passengers and their belongings have exited the vehicle (remember to take keys with you).

Vehicles

- 1) Vehicles are to be used for DDI business only. Unauthorized use is forbidden.
- 2) When parking an agency vehicle it must be backed into parking space. Second staff member should guide you back. If there is not a second staff available then the driver must get out of the vehicle and make sure that there are no obstacles in the way. (See vehicle checkmate procedures)
- 3) Pre-trip Logs, Vehicle Trip Logs and Defect Reports must be completed on a daily basis for any and every vehicle that you drive.
- 4) Always keep the vehicle that you are assigned in a clean presentable manner. The vehicle is also a representative of DDI.
- 5) When covering a route, a route sheet must be completed on a daily basis. (Check sheet to ensure you have all individuals before you leave program).
- 6) All mini vans equipped with dual sliding doors MUST have the child safety lock engaged on the driver's side sliding door at all time.
- 7) Vehicle must be fueled if it has less than Y2 tank of gas.
- 8) Absolutely NO SMOKING on vehicle at any time.

Procedures for operating 12 & 15 passenger vans

Loading capacity

- 12 passenger vehicles should never carry more than 10 individuals at any given time.
- 15 passenger vehicles should never carry more than 12 individuals at any given time.
- Employees that are required to drive any 12 or 15 passenger vehicles must complete an enhanced driver training that includes a road test in that vehicle.

Safety Checkmate

The "Safety Checkmate" was installed in all agency 12 & 15 passenger vehicles to assist in ensuring that no individuals are left unattended in the vehicle. This system forces the driver to go to the back of the vehicle to disengage the system.

- 1) Once vehicle is parked turn off the ignition and turn the key to the auxiliary position.
- 2) Walk through the vehicle to the back checking all seats for sleeping individuals.
- 3) To the left of the rear seat you will find a red button.
- 4) Press and hold the button for approximately 10-15 seconds until the buzzer tone changes.
- 5) Go to front of vehicle.
- 6) Remove key from ignition.

Please note if this procedure is not followed the vehicles horn will sound repeatedly until the correct disengage procedure has been performed.

Backing sensor system

Backing sensor systems are installed in the agency's vehicle to aid drivers in situations where it is absolutely necessary to back up.

- 1) Once the vehicle is shifted into the reverse position you will hear a beeping sound & a number on the systems screen.
- 2) As you continue to reverse the beeps get louder & the number on the screen decreases.
- 3) When you cannot reverse any further, you will hear a steady beep and the screen will have counted down to (0).
- 4) When steady beep and (0) appears on screen stop reversing.
- 5) Remember to always back slowly.

Please note that tampering with any of these devices will result in disciplinary actions that may include termination.

GPS

(See DDI's Policy # 563)

DDI agency vehicles are equipped with GPS (global positions system) which report to the agency among other data vehicle speed and location. GPS speed and location information for each vehicle is continuously transmitted. A GPS alert is transmitted from the vehicle when a predetermined speed threshold has been reached or exceeded by that vehicle. All alert information will be reported and monitored by management.

Personal Use Policy

(See DDI's Use of Agency Vehicle Policy 552)

It is the policy of Developmental Disabilities Institute that the company vehicles provided to our employees are to be used **FOR COMPANY BUSINESS ONLY.**

The use of company vehicles is restricted to DDI employees only. Non-Employee's such as spouses, children, other relatives or friends are **NOT AUTHORIZED TO DRIVE OR BE IN A COMPANY VEHICLE AT ANYTIME.**

It is the policy of DDI to not allow program related transport of agency individuals in staff members' personal vehicle. All program related transportation is to be performed in an agency vehicle.

The company may allow its employees to drive the company vehicle home at night and on weekends for its convenience and/or security purposes. This may also be in case of client/project emergencies that these employees may be called upon to handle.

The use of any company vehicle must be authorized by the employee's division director. The use of company vehicles is restricted to employees of the company only.

Employees who drive company vehicles will be observed on a random basis. The company will consider any unauthorized use of vehicles as the equivalent of theft and he/she driving may be held responsible (liable) for consequences of any negative results or accidents.

Vehicle sign out procedures

- **A vehicle sign out/sign in log sheet has been created for each site at which vehicles are used to transport DDI individuals.**
- **Drivers will complete the required information on the log sheet prior to departing with the vehicle.**
- **Management will monitor the log sheets to ensure that correct documentation requirements are being followed.**
- **Failure to follow vehicle sign out procedure may result in corrective / disciplinary actions.**

Weekly Vehicle Trip Log/ Inspection & Defect Form

*****Transportation Services*****

Weekly Vehicle Trip Log / Inspection & Defect Form

Location: _____ Vehicle # D _____

Week of: _____

Date	Name (first & Last)	Destination (Location Name & Town)	Start Mileage	End Mileage	No Individuals remain on vehicle Please Initial	Fuel level			
						1/4	1/2	3/4	F
						Circle one			
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F
						1/4	1/2	3/4	F

----- To be completed by Manager or Supervisor or

Designee -----

Place the date next to the defective item/s, if there is no defect leave blank. If there is a defect fax this form to Transportation Services immediately. Fax # (631) 360-4657

Item to be checked	Date	Details of defect
Dash-board Camera		
Turn Signals, All Lights		
Windshield wipers, Washer fluid		
Seatbelts, Seat condition		
Spare tire, Jack & handle		
Oil level, Fluid Leak		
Gauges, Horn / Safety Checkmate		
Body damage / Back up Sensors		
Brakes		
Emergency equipment		
Current Inspection Sticker		
Current Registration & Insurance card		

Comments:

Name of Manager: _____ Date _____

Completed: _____

-----TRANSPORTATION SERVICES-----

Date defect corrected: _____ Repair Shop _____

Transportation Staff Initial _____

*** All agency vehicles are monitored by GPS ***

**Developmental Disabilities Institute
Transportation Services**

Personal Use Policy

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FOR COMPANY BUSINESS ONLY.

The use of company vehicles is restricted to DDI employees only. Non-employees such as spouses, children, other relatives or friends are
NOT AUTHORIZED To DRIVE OR BE IN A COMPANY VEHICLE AT ANY TIME.

It is the policy of DDI to not allow program related transport of agency individuals in staff members' personal vehicle. All program related transportation is to be performed in an agency vehicle.

The company may allow its employees to drive the company vehicle home at night and on weekends for its convenience and or security purposes. This may also be in case of client project emergencies that these employees may be called upon to handle.

The use of any company vehicle must be authorized by the employee's division director. The use of company vehicles is restricted to employees of the company only.

Employees who drive company vehicles will be observed on a random basis. The company will consider any unauthorized use of vehicles as the equivalent of theft and he/she driving may be held responsible (liable) for consequences of any negative results or accidents.

I acknowledge that I have read and understand DDI's Personal Usage Policy.

Print Staff Name: _____

Staff Signature: _____

Date: _____

ACKNOWLEDGEMENT FORM

I acknowledge that the information contained in DDI's Fleet Safety Policy has been reviewed with me and a copy of the policy and driver rules have been furnished to me. As a driver of an agency vehicle, I understand that it is my responsibility to operate agency vehicles in a safe manner and to drive defensively, to prevent injuries and property damage at all times.

I also understand that my employer will periodically review my Motor Vehicle Record to determine continued eligibility to drive an agency vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purposes.

I acknowledge the receipt of the above disclosure and authorize my employer to obtain a Motor Vehicle Record Report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

PRINT NAME: _____

MOTORIST I.D. NUMBER: _____

PROGRAM: _____ **DIVISION:** _____

EMPLOYEE SIGNATURE: _____

REVIEWER'S NAME: _____

REVIEWER'S SIGNATURE: _____

Developmental Disabilities Institute Transportation Services Orientation

Please Initial items 1 through 5 acknowledging that you have received instruction on that particular topic.

1. DDI's Fleet safety policy 1. _____
 - a) Driver responsibilities
 - b) DDI's driving criteria
 - c) Wheelchair Procedures
 - d) Rules of the road
 - e) Accident procedures
 - f) Vehicle breakdown procedures
 - g) Fueling procedures
 - h) Parking
 - i) Cellular phone I Nextel operation

2. Driven to Distraction (Film) 2. _____

3. DDI's Vehicle Forms (review vehicle forms) 3. _____
 - a) Vehicle trip log
 - b) Vehicle pro-trip inspection form
 - c) Vehicle Defect Form

4. DDI's Personal Use Policy (review vehicle use policy) 4. _____

5. I understand that I must make an appointment with Transportation Services to receive a written test and Road test. I also understand that I may not drive an Agency vehicle until these tests are successfully completed. 5. _____

I acknowledge that I have received the above training. I also understand that it is the policy of DDI to not allow program related transport of agency individuals in my personal vehicle. All program related transportation is to be performed in an agency vehicle.

Name: _____ Division: _____ Date: _____

COV-19 Pickup / Drop off Procedures Signoff

1. When you arrive at the house the parents are required to bring out their child, **you are not to walk them out to the van.**
2. The individual cannot get on the vehicle until their temperature has been taken and is 99 degrees or less. If it is **100 degrees or higher they do not get on the van and you must call the office immediately.**
3. The temperature of each individual must be documented on the route sheet once it is taken.
4. The parent will have to either hand you a health questionnaire filled out, or fill one out at the van stating their child has no symptoms.
5. The parent cannot return to their home until they have handed over the questionnaire and their child's temperature has been taken and approved to enter the vehicle.
6. The individual will be assigned a seat ahead of time based on their spot on the route sheet. The van is to be loaded back to front, the first pick up goes to the very last seat and the last pick up is to sit in furthest seat to the front seat that is allowed.
7. When unloading at the Day Hab only one individual may leave the vehicle at a time, starting with the front most seat working your way towards the back.
8. The van must be wiped down as per cleaning/ sanitizing procedures.
9. For the afternoon drop offs the units will bring down the individuals to the van, we are not to assist in bringing individuals to the van.
10. You must take the temperatures of each individual before they get on. Just like the morning, if they test 100 degrees or higher they do not get on the van.
11. The individuals should be loaded on the van just like the morning, the last drop off should be loaded first in the last seat and so on.
12. When you arrive at the house the parents are required to come out and take their child off the van, **you are not to walk them to their house.**
13. At the end of the route you must follow all cleaning/ sanitizing procedures.

Print Name

Signature

Program

Divison

Date

DDI Vehicle Sanitizing/Cleaning Protocol

*** ALL VEHICLES MUST BE SANITIZED AFTER EACH USE/TRIP***

1. Ensure that you have the proper cleaning products, EPA certified products preferred.
2. Have soap and water and a rag to clean areas with visible dirt before sanitizing.
3. Please wear gloves and mask when sanitizing the vehicles.
4. Start by sanitizing the outside door handle(s).
5. Open the door and sanitize (wipe down) the entire inside of the door .pay close attention to all the controls on the door along with the inside door handle, cup holder and storage space.
6. Sanitize the driver's seat, seatbelt and connectors.
7. Sanitize the steering wheel and all buttons on the steering wheel.
8. Sanitize the entire dashboard area, this includes the directional switch, the gear shift. All vents, the radio and all nobs and buttons, the climate control, all nobs and buttons and the top of the dashboard.
9. Sanitize the center console, the cup holder's storage beneath the cup holders and the cigarette lighters (vehicles with a console between the front seats this must also be sanitized)
10. Sanitize the windows, take care not to leave streaks.
11. Sanitize all the passenger seats front and back, seatbelts and connectors and the armrest.
12. Sanitize any cup holders in the passenger areas.
13. Any hard (nonporous) areas must also be sanitized.
14. After sanitizing the vehicle, leave it open (if possible) until all the areas are dry. Leave the windows front windows cracked open and the rear windows open.

****Please remember that after each trip the vehicle must be sanitized before other individuals/ passengers enter the vehicle.**

I have reviewed the above DDI Vehicle Sanitizing/Cleaning Protocol as well as viewed the training video and understand what is required of me regarding Sanitizing/Cleaning of vehicles.

Print Name

Signature

Program

Divison

Date

DDI Transportation Vehicle Sanitizing/Cleaning Protocol

*** ALL VEHICLES MUST BE SANITIZED AFTER EACH USE/TRIP***

1. Ensure that you have the proper cleaning products, EPA certified products preferred.
2. Have soap and water and a rag to clean areas with visible dirt before sanitizing.
3. Please wear gloves and mask when sanitizing the vehicles.
4. Start by sanitizing the outside door handle(s).
5. Open the door and sanitize (wipe down) the entire inside of the door .pay close attention to all the controls on the door along with the inside door handle, cup holder and storage space.
6. Sanitize the driver's seat, seatbelt and connectors.
7. Sanitize the steering wheel and all buttons on the steering wheel.
8. Sanitize the entire dashboard area, this includes the directional switch, the gear shift. All vents, the radio and all nobs and buttons, the climate control, all nobs and buttons and the top of the dashboard.
9. Sanitize the center console, the cup holder's storage beneath the cup holders and the cigarette lighters (vehicles with a console between the front seats this must also be sanitized)
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14. After sanitizing the vehicle, leave it open (if possible) until all the areas are dry. Leave the windows front windows cracked open and the rear windows open.



ROCKY POINT UNION FREE SCHOOL DISTRICT
OFFICE OF THE SUPERINTENDENT

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

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Scott O'Brien
Superintendent of Schools

Christopher A. Van Cott
Assistant Superintendent for Business

November 15, 2021

New York State Education Department
Office of Audit Services
89 Washington Avenue
Room 524 EB
Albany, NY 12234

To Whom It May Concern:

The Rocky Point Union Free School District hereby submits a **Corrective Action Plan for a cycle audit on Cybersecurity** as conducted by Nawrocki Smith, LLC. As required under Section 170.12 of the Regulations of the Commissioner of Education, the corrective actions below are intended to ensure the District properly accounts for the findings contained in the report entitled *Rocky Point Union Free School District, Report on the Internal Controls of the Cybersecurity Cycle, June 2021*.

Auditor Recommendation #1:

We noted that the District has a procedure in place to request deactivation of accounts for terminated employees. However, we noted that the deactivation request was not processed as the applications contained active accounts for employees that were no longer with the District as follows:

- IEP Direct – five (5) accounts
- eSchool – two (2) accounts

We recommend that the District develop a procedure to review the status of deactivation requests to ensure that access to all applicable applications is revoked upon termination. This will prevent terminated employees from gaining access to District information.

District Corrective Action(s):

In addition to utilizing deactivation forms to initiate and track account deactivations, the district technology team will schedule additional monthly meetings for the sole purpose of reviewing and confirming deactivations. Effective 9/1/2021.

Auditor Recommendation #2:

We noted that the District has not conducted a penetration test of its infrastructure. It should be noted that the District is in the process of reviewing vendors that could perform testing for the 2021/2022 school year. We recommend that the District conduct a penetration test of its infrastructure to identify vulnerabilities and manage threats. The penetration test will inform the District of any issues that need to be addressed to properly secure its data.

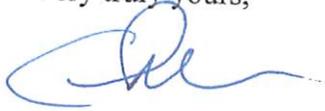
District Corrective Action(s):

The District will review the types of penetration tests available and associated costs with our contracted information technology vendor. This would be an unbudgeted expense; therefore,

the District will provide an allocation for this service in the 2022-23 operating budget.
Effective 9/1/2022.

If there are any questions, please feel free to contact me.

Very truly yours,



Christopher A. Van Cott
Assistant Superintendent for Business

Cc: Dr. Scott O'Brien, Superintendent of Schools
Virginia Holloway, Treasurer



SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT

631-821-8100

250B Route 25A, Shoreham, New York 11786

www.swrschools.org

Gerard W. Poole, Superintendent
Glen Arcuri, Asst. Supt. for Finance & Operations
Brian K. Heyward, Asst. Supt. For Human Resources
Alan Meinster, Asst. Supt. For Curriculum, Instruction & Assessment

October 29, 2021

Ms. Kristen White
Executive Director of Pupil Personnel Services
Rocky Point Union Free School District
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

Dear Ms. White:

Enclosed please find two original contracts between Shoreham-Wading River Central School District and Rocky Point UFSD for the education of one Shoreham Wading River CSD student who is cross-contracted with Rocky Point UFSD, for the 2021-2022 school year.

Please have the contract signed by your school's board representative and return one original to me at *Shoreham-Wading River Central School District, 250B Route 25A, Shoreham, NY 11786* for our records.

If you have any questions, please feel free to call me at (631) 821-8114.

Sincerely,

Tracy Von Eschen

Tracy Von Eschen
Director of Special Education & Pupil Personnel Services

Enclosures
TV/ch

Board of Education

• Katie Andersen, President • Robert Rose, Vice-President
• Michael Lewis, Trustee • Henry Perez, Trustee • Thomas Sheridan, Trustee • James Smith, Trustee • Meghan Tepfenhardt, Trustee

RECEIVED

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

SHOREHAM-WADING RIVER CSD
Special Education Office

**2021-2022
INSTRUCTIONAL SERVICES AGREEMENT**

Agreement entered into this 26th day of October 2021, by and between the Board of Education of the Rocky Point Union Free School District (hereinafter "RECEIVING DISTRICT"), having its principal place of business at 90 Rocky Point-Yaphank Road, Rocky Point, NY 11778 and the Board of Education of the SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT (hereinafter "SENDING DISTRICT"), having its principal place of business at 250B Route 25A, Shoreham, NY 11786.

WITNESSETH

WHEREAS, the SENDING DISTRICT is authorized under the New York Education Law to contract on a tuition basis with educational institutions within the State of New York for the instruction of students where the SENDING DISTRICT is unable to provide for the education of students; and

WHEREAS, the RECEIVING DISTRICT is an education corporation chartered by the New York State Board of Regents, operating a school program approved by the New York State Education Department to provide educational services, and

WHEREAS, the SENDING DISTRICT desires to "tuition-contract" with the RECEIVING DISTRICT to provide education instruction to the student identified in the attached Schedule A, incorporated by reference herein and made a part of this Agreement, for whom the SENDING DISTRICT has legal responsibility for providing a free, appropriate, public education.

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

A. TERM

The term of this Agreement shall be from September 1, 2021 through June 30, 2022, inclusive, unless terminated earlier as provided for in this Agreement. It is understood that neither party is under any obligation to renew this Agreement upon its expiration.

B. CONDITIONS

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

2. The 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 attorney's 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.

3. The 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 attorney's 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.

C. SERVICES AND RESPONSIBILITIES

1. The RECEIVING DISTRICT shall provide the educational services provided to in-district peer students, excluding any and all transportation services, to the student specified in the attached Schedule A.
 - a. The SENDING DISTRICT shall obtain and provide to the RECEIVING DISTRICT such legal documents as necessary for the RECEIVING DISTRICT to provide such services and to fulfill its obligations under this Agreement.
 - b. The SENDING DISTRICT shall provide prompt written notice to the RECEIVING DISTRICT of any modifications to the student's status as they may relate to the RECEIVING District meeting the terms of the Agreement.
2. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, gender, gender identity or expression, national origin, religion, age, disability or sponsorship.
3. The SENDING DISTRICT shall give written notice to the RECEIVING DISTRICT as soon as the SENDING DISTRICT becomes aware of the election of the student terminating attendance in the RECEIVING DISTRICT's program. In the event that the student is disenrolled during the term of this Agreement, the payment amount owed by the SENDING DISTRICT is to remain forthcoming for the balance of the school year term of this Agreement.
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 guidances from the New York State Education Department.
5. 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 of 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 the same.

6. 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, as applicable.
7. 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/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 the applicable law, rule, or regulation including but not limited to the Family Educational Rights and Privacy Act (FERPA) and Education Law Section 2-d.
8. The SENDING DISTRICT shall obtain releases or other legal documents necessary for the RECEIVING DISTRICT to render full and complete reports concerning the education and progress of the student(s) covered by the terms of this Agreement. The RECEIVING DISTRICT will render such reports to the SENDING DISTRICT at the same time that such reports are made to the parent(s) of the student(s) covered by the terms of this Agreement.
9. The RECEIVING DISTRICT shall comply with the provisions of the Safe Schools Against Violence in Education (SAVE) Act including background checks and fingerprinting of all staff directly providing services to students.

D. COMPENSATION

1. The RECEIVING DISTRICT shall be entitled to recover tuition from the SENDING DISTRICT for the 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 formulas 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.

a. Tuition Charge for Regular Education Students as per the most current NRT EST State Report:

10-Month 2021-2022 Program	Full Day K-6 Regular Education Pupil	\$13,544
10-Month 2021-2022 Program	Full Day 7-12 Regular Education Pupil	\$11,080

Rates are per student

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 for 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.

E. INSURANCE

1. 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 additionally insured, against any claim for liability, bodily injury and personal injury, death and property damage 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) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).
2. The insurance is to be written by a licensed and/or admitted New York State Insurer with a minimum Bests rating of A-minus.
3. 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.
4. Upon request, the RECEIVING DISTRICT shall supply the SENDING DISTRICT with a copy of said policy/policies.

F. TERMINATION

1. 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.
2. 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 that violated the Agreement.
3. 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.

G. NOTICES

1. 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 the SENDING DISTRICT: Shoreham-Wading River Central School District
250B Route 25A
Shoreham, New York 11786
Attn: Director of Special Education and Pupil
Personnel Services

To the RECEIVING DISTRICT: Rocky Point Union Free School District
90 Rocky Point-Yaphank Road
Rocky Point, New York 11778
Attn: Executive Director of PPS

H. MISCELLANEOUS

1. **Assignment:** It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
2. **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 any other provision of this Agreement.
3. **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.

4. **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.
5. **Venue:** Any dispute arising under this Agreement shall be litigated in the Courts of Suffolk County, New York.
6. **Entire Agreement:** This Agreement, together with the attached "Schedule A," and Education Law 2-d rider is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: proposals, understanding, representations, conditions, or covenants between the parties relating to the subject matter of the agreement.
7. **Amendment:** This Agreement may not be changed orally, but only by an agreement, in writing, signed by authorized representatives of both parties.
8. **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.

Shoreham-Wading River CSD

By: 

President Board of Education
Katie Andersen

Date: 10/24/21

ROCKY POINT UFSD

By: _____
President Board of Education

Date: _____

Confidential Schedule A

Student to whom services shall be provided pursuant to this AGREEMENT

Name of Student(s)	Date of Birth

EDUCATION LAW 2-d RIDER

New York State Education Law 2-d was enacted in 2014 to address concerns relative to securing certain personally identifiable information. In order to comply with the requirements of Education Law 2-d, educational agencies and certain third-party contractors who contract with educational agencies must take certain additional steps to secure such data. These steps include enacting and complying with a Parents' "Bill of Rights" relative to protected data, ensuring that each third-party contractor has a detailed data privacy plan in place to ensure the security of such data, and that each third-party contractor sign a copy of the educational agency's Parents' Bill of Rights, thereby signifying that the third-party contractor will comply with such Parents' Bill of Rights. This Agreement is subject to the requirements of Education Law 2-d and

_____ Rocky Point UFSD ___ (the "Contractor") is a covered third-party contractor.

In order to comply with the mandates of Education Law 2-d, and notwithstanding any provision of the Agreement between the **Shoreham-Wading River Central School District** and Contractor to the contrary, Contractor agrees as follows:

Contractor will treat "Protected Data" (as defined below) as confidential and shall protect the nature of the Protected Data by using the same degree of care, but not less than a reasonable degree of care, as the Contractor uses to protect its own confidential data, so as to prevent the unauthorized dissemination or publication of Protected Data to third parties. Contractor shall not disclose Protected Data other than to those of its employees or agents who have a need to know such Protected Data under this Agreement. Contractor shall not use Protected Data for any other purposes than those explicitly provided for in this Agreement. All Protected Data shall remain the property of the disclosing party. As more fully discussed below, Contractor shall have in place sufficient internal controls to ensure that the District's Protected Data is safeguarded in accordance with all applicable laws and regulations, including, but not limited to, the Children's Internet Protection Act ("CIPA"), the Family Educational Rights and Privacy Act ("FERPA"), and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and Part 121 of the Regulations of the Commissioner of Education, as it may be amended from time-to-time if applicable.

"Protected Data" includes any information rendered confidential by State or federal law, including, but not limited to student data, student demographics, scheduling, attendance, grades, health and discipline tracking, and all other data reasonably considered to be sensitive or confidential data by the District. Protected Data also includes any information protected under Education Law 2-d including, but not limited to:

"Personally identifiable information" from student records of the District as that term is defined in § 99.3 of FERPA,

-AND-

Personally identifiable information from the records of the District relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law §§3012-c and 3012-d.

Contractor and/or any subcontractor, affiliate, or entity that may receive, collect, store, record or display any Protected Data shall comply with New York State Education Law § 2-d. As applicable, Contractor agrees to comply with District policy(ies) on data security and privacy. Contractor shall promptly reimburse the District for the full cost of notifying a parent, eligible student, teacher, or principal of an unauthorized release of Protected Data by Contractor, its subcontractors, and/or assignees. In the event this Agreement expires, is not renewed or is terminated, Contractor shall return all of the District's data unless otherwise provided, including any and all Protected Data, in its possession by secure transmission.

Data Security and Privacy Plan

Contractor and/or any subcontractor, affiliate, or entity that may receive, collect, store, record or display any of the District's Protected Data, shall maintain a Data Security and Privacy Plan which includes the following elements:

1. Specifies the administrative, operational and technical safeguards and practices in place to protect personally identifiable information that Contractor will receive under the contract;
2. Demonstrates Contractor's compliance with the requirements of Section 121.3 of Part 121;
3. Specifies how officers or employees of the Contractor and its assignees who have access to student data, or teacher or principal data receive or will receive training on the federal and state laws governing confidentiality of such data prior to receiving access;
4. Specifies how Contractor will utilize sub-contractors and how it will manage those relationships and contracts to ensure personally identifiable information is protected;
5. Specifies how Contractor will manage data security and privacy incidents that implicate personally identifiable information including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the educational agency;
6. Specifies whether Protected Data will be returned to the District, transitioned to a successor contractor, at the District's option and direction, deleted or destroyed by the Contractor when the contract is terminated or expires.

Pursuant to the Plan Contractor will:

1. Have adopted technologies, safeguards and practices that align with the NIST Cybersecurity Framework referred to in Part 121.5(a);
2. Comply with the data security and privacy policy of the District; Education Law § 2-d; and Part 121;
3. Have limited internal access to personally identifiable information to only those employees or sub-contractors that need access to provide the contracted services;

4. Have prohibited the use of personally identifiable information for any purpose not explicitly authorized in this contract;
5. Have prohibited the disclosure of personally identifiable information to any other party without the prior written consent of the parent or eligible student:
 - a. except for authorized representatives such as a subcontractor or assignee to the extent they are carrying out the contract and in compliance with state and federal law, regulations and its contract with the educational agency; or
 - b. unless required by statute or court order and Contractor has provided a notice of disclosure to the department, district board of education, or institution that provided the information no later than the time the information is disclosed, unless providing notice of disclosure is expressly prohibited by the statute or court order.
6. Maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of personally identifiable information in our custody;
7. Use encryption to protect personally identifiable information in its custody while in motion or at rest; and
8. Not sell personally identifiable information nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

In the event Contractor engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the third-party contractor by state and federal law and contract shall apply to the subcontractor.

Where a parent or eligible student requests a service or product from a third-party contractor and provides express consent to the use or disclosure of personally identifiable information by the third-party contractor for purposes of providing the requested product or service, such use by the third-party contractor shall not be deemed a marketing or commercial purpose prohibited by the Plan.

Contractor's signature below shall also constitute an acknowledgement, acceptance, and signature of the District's Parent Bill of Rights.

NAME OF PROVIDER: Rocky Point UFSD

BY: _____ **DATED:** _____
 Susan Y. Sullivan, BOE President

DATA PRIVACY AND SECURITY PLAN

CONTRACTOR'S DATA PRIVACY AND SECURITY PLAN IS ATTACHED HERETO AND INCORPORATED HEREIN.



Houghton Mifflin Harcourt

Proposal

Prepared For

Rocky Point Union Free SD

90 Rocky Point-Yaphank Rd
Rocky Point NY 11778

Attention:

Melinda Brooks

mbrooks@rockypoint.k12.ny.us

For the Purchase of:

Read 180 Stage B - Upgrade/Transition 3 Year

Prepared By

Heather Herrero

heather.herrero@hnhco.com

Please submit this proposal with your purchase order.

Purchase orders or duly executed service agreements for **Professional Services** purchased, must be submitted at least 30 days before the service event date.

Attention:
Melinda Brooks
mbrooks@rockypoint.k12.ny.us

Intervention Solutions Group
255 38th Avenue, Suite L
St. Charles, IL 60174
FAX: 877-287-8199

HMH Confidential and Proprietary

InterventionSolutionsOrders@hnhco.com

Proposal for Rocky Point Union Free SD

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
<u>R180 U Stage B</u>						
Upgrade and Transition Student Subscription Package						
6003361 9781328030313	READ 180 Universal Stage B EE/ NG Upgrade/Transition Student Subscription Package, 3 Year Includes Literacy Intervention License (R180U Stage B / S44 Secondary), Reading Inventory, and Phonics Inventory student software subscription and R180U Stage B ReaL Book for 1 student. Software to be hosted by HMH.	\$240.00	85	\$20,400.00	\$3,060.00	\$17,340.00
Total for Upgrade and Transition Student Subscription Package		\$17,340.00				
Upgrade and Transition Teacher Subscription						
9781328019943	Literacy Intervention License (R180 U Stage B / S44 Secondary) TeacherSubscription	\$799.00	5	\$3,995.00	\$3,995.00	
Total for Upgrade and Transition Teacher Subscription						
<u>Total for R180 U Stage B</u>		\$17,340.00				
<u>Professional Development Services</u>						
Implementation Services						
3026609 9780545899482	READ 180 Universal Getting Started 2-Hour Webinar	\$800.00	1	\$800.00	\$120.00	\$680.00
Total for Implementation Services		\$680.00				
Coaching						
6003081 9781328026392	READ 180 Universal Online Coaching Membership Strengthen your teaching practice through Online Coaching Membership. Online coaching helps teachers and instructional coaches integrate new skills immediately into their practice. Our online coaching powered by HMH Coaching Studio can include lesson modeling, lesson planning, and data analysis. This annual online coaching membership includes 8 online sessions, available through the membership term, that are designed for a team of up to 5 educators. Additional sessions and HMH Coaching Studio licenses may be purchased and added to this annual membership as needed.	\$4,200.00	1	\$4,200.00	\$630.00	\$3,570.00
Total for Coaching		\$3,570.00				
<u>Total for Professional Development Services</u>		\$4,250.00				

Attention:
Melinda Brooks
mbrooks@rockypoint.k12.ny.us

Intervention Solutions Group
255 38th Avenue, Suite L
St. Charles, IL 60174
FAX: 877-287-8199

HMH Confidential and Proprietary

InterventionSolutionsOrders@hnhco.com

Proposal for
Rocky Point Union Free SD

ISBN	Title	Price	Quantity	Value of all Materials	Value of Free Materials	Value of Charged Materials
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Total Savings:				\$7,805.00		
Subtotal Purchase Amount:				\$21,590.00		
Shipping & Handling:				\$1,820.70		
Total Cost of Proposal (PO Amount):				\$23,410.70		

Please add proper sales tax to your order

Attention:
 Melinda Brooks
 mbrooks@rockypoint.k12.ny.us

Intervention Solutions Group
 255 38th Avenue, Suite L
 St. Charles, IL 60174
 FAX: 877-287-8199

HMH Confidential and Proprietary

InterventionSolutionsOrders@hnhco.com

Total Cost of Proposal (PO Amount): \$23,410.70

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
 - o Point of Contact for Print materials
 - o Point of Contact for Digital materials
 - o Point of Contact for Scheduling Professional Development
- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

Ship to: Rocky Point Union Free SD 90 Rocky Point Yaphank Rd Rocky Point, NY 11778-8423	Sold to: Rocky Point Union Free SD 90 Rocky Point Yaphank Rd Rocky Point, NY 11778-8423
---	---
- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our shipping terms are FOB shipping point. The shipping term for your proposal is Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

Date of Proposal: 10/19/2021

Proposal Expiration Date: 12/3/2021



Houghton Mifflin Harcourt

Attention:
 Melinda Brooks
 mbrooks@rockypoint.k12.ny.us

Intervention Solutions Group
 255 38th Avenue, Suite L
 St. Charles, IL 60174
 FAX: 877-287-8199

HMH Confidential and Proprietary

InterventionSolutionsOrders@hnhco.com



60 RAYNOR AVE
 RONKONKOMA NY 11779
 PHONE: (631) 964-8900
 FAX: (631) 964-8901
 EMAIL: Katherine.OHalloran@us.belfor.com
 TAX ID NO: 263526799

INVOICE

INVOICE NO. 1599757
 INVOICE DATE 10/22/2021
 CUSTOMER NO. 1683517

BILL TO:

ROCKY POINT MIDDLE SCH-MOLD 17
 76 ROCKY POINT YAPHANK RD
 ROCKY POINT NY 11778

JOB SITE:

ROCKY POINT MIDDLE SCH-MOLD 17
 76 ROCKY POINT YAPHANK RD
 ROCKY POINT NY 11778

JOB NUMBER	ESTIMATOR	CLAIM NO.	INSURANCE CO.	PAYMENT TERMS	PURCHASE/WORK ORDER
106931665	David Grajko	OMONIA# R200101	* No Insurance / Self Pay	Due Upon Receipt	PO#

DESCRIPTION	AMOUNT
Remediation Services	\$11,428.88
(tax exempt entity)	
Non-Taxable Amount	\$11,428.88
Taxable Amount	\$0.00
Sales Tax - 8.625%	
TOTAL DUE THIS INVOICE	USD \$11,428.88

Any inquiries regarding this invoice should be submitted to us within 10 days of the receipt of this invoice.
 Please note contractual interest applies, accrues and is payable in addition to this balance due on this invoice.

Please include the invoice number on your check,
 make all checks payable to BELFOR Long Island, LLC and remit to:
 60 Raynor Avenue
 Ronkonkoma NY 11779

THANK YOU FOR CHOOSING BELFOR!
www.BELFOR.com

Non-Instructional/Business
Operations**SUBJECT: FUND BALANCE**

Fund Balance is an important component in the District's financial planning for future projects, acquisitions, and other lawful purposes. The Board of Education recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the school district and is fiscally advantageous to the district and the taxpayer. To this end, the District may establish and maintain various fund balances in accordance with New York State Laws, Commissioner's Regulations, opinions issued by the Office of New York State Comptroller and/or GASB as applicable.

Fund Balance Classifications: GASB Statement 54 classified fund balance based on the relative strength of constraints placed upon how the resources can be spent. There are five classifications of fund balance. They are:

- **Nonspendable** – consists of assets that are inherently nonexpendable; e.g., inventory in the current period either because of their form or they must be maintained intact.
- **Restricted** – consists of amounts that are subject to externally enforceable legal restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation (e.g., grants and/or donations).
- **Committed** – consists of amounts that are subject to a constraint imposed by the Board of Education before the end of the fiscal year and that require the same level of formal action to remove the constraint.
- **Assigned** – consists of amounts that are subject to a constraint that represents an intended use established by the Board of Education or their designated official. The purpose of the assignment must be narrower than the purpose of the fund in the general fund, and in funds other than the general fund, assigned fund balance represents the residual fund balance component.
- **Unassigned** – represents the residual classification for the District's general fund and could report a surplus or deficit. In other funds, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, or committed, or assigned.

The Superintendent shall develop any necessary and/or appropriate regulations to implement the terms of the Board's policy.

SUBJECT: DISTRICT WELLNESS POLICY

The purpose of a Wellness Policy is to assist the Board of Education, Administration, and District Staff to support student achievement by creating a healthy school environment, as well as encourage students to make healthy choices.

In 2004 the United States Congress passed The Child Nutrition and WIC (Women, Infants, and Children) Reauthorization Act. This Federal Public Law (Pl 108.265 Section 204) requires school districts with federally funded food service programs to develop and adopt a Wellness Policy that addresses the nutritional and physical activities of their students. School districts must comply with this mandate by the start of the 2006-2007 school year beginning July 1. As districts develop their own specifically tailored Wellness Policy, they should receive input from their stakeholders, parents, students, school board members, school food service professionals, school administrators, licensed professionals, and the community. The law requires each school district to develop a Wellness Policy that includes references to nutrition and childhood obesity.

It is understood that children should have access to healthy foods, the opportunity to be physically active, and the opportunity to achieve personal success so that they can strive to become responsible citizens of our communities. It is commonly accepted that overall wellness improves student attendance, which in turn can improve a child's ability to learn.

Through the legislation cited above, the school community has been charged with aiding parents in being responsible for the overall health and well-being of their children. It is now predicted that the current generation of students will be the first to see a decline in their life expectancies compared to that of their parents. It has been reported that obesity rates are on the rise. It appears that physical inactivity and increased calorie intake are the predominant causes for this alarming trend. At the current time, it has been reported that heart disease, cancer, stroke, and diabetes are responsible for two-thirds of the deaths in the United States. The major risk factors for these diseases – unhealthy eating habits, physical inactivity, and obesity – are often established in a child's formative school years.

Whereas, children need access to an environment that encourages the practice of eating healthy foods and participating in life-long physical activities in order to grow, learn and thrive;

Whereas, health eating, adequate physical activity and better health enhances optimal student attendance and learning;

Thus, the Rocky Point Union Free School District is committed to providing school environments that educate and protect children's health, well-being, and ability to learn through healthy eating and physical activity. Therefore, it is the policy of the Rocky Point Union Free School District that:

(Continued)

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

- a) The District will engage students, parents, teachers, school administrators, food service professionals, health professionals, Board of Education members, and other interested community members in developing, implementing, monitoring and reviewing the District-wide Wellness Policy on Nutrition and Physical Activity.
- b) All students in grades PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- c) Foods and beverages sold or provided by schools will meet or exceed the minimum nutrient standards established by the USDA School Food Service Program. This is to be reviewed on a regular basis by the Superintendent, Board of Education, and Wellness Committee.
- d) The School Food Service Program will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritional needs of students; and will provide clean, safe, pleasant settings and adequate time for students to eat. The School Food Service Program will be supervised by a director in accordance with the USDA Professional Standards for School Nutrition Professionals.
- e) All schools in the school District will participate in available Federal Meals Programs including the School Breakfast Program and National School Lunch Program.
- f) The District will continue to provide nutrition, health, and physical education that promotes health eating choices, encourages physical activity, and supports overall student wellness.
- g) Schools will establish linkages between health education and school meal programs.
- h) Schools will provide education to foster lifelong habits of healthful eating and physical activity.
- i) All school-based activities will be consistent with the District's Wellness Policy goals.
- j) To promote hydration, potable water will be available to all students and staff throughout the school day in each school. Potable water will also be available to all students and staff during meals.

Federal Regulation:

Part 210.11 of the National School Lunch Program and Part 220.12 of the School Breakfast Program regulations prohibit certain foods from being sold in food service areas during the breakfast or lunch period.

Foods of Minimal Nutritional Value:

All food will meet the USDA guidelines.

(Continued)

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

The prohibited foods specifically include soda water, water ices (excluding ices containing fruit or fruit juice), chewing gum, hard candy, jellies and gums, marshmallow candies, fondants (soft mints, candy corn), licorice, spun candy (cotton candy) and candy-coated popcorn.

New York State Law:

This law regarding the sale of non-nutritious foods is even more stringent. Chapter 647 of the Laws of 1987 prohibits the sale of the above-mentioned items, including all candy, from the beginning of the school day until the end of the last scheduled meal period in all parts of the building, in all public schools, regardless of whether or not the school participates in the Federal Child Nutrition Programs.

A public school cannot sell or serve soda or candy of any type in the student store or from a machine located **anywhere there is student access** in the building before the school day officially ends.

Nutrition Guidelines for Competitive Foods:

The sale of competitive foods may be allowed in the food service area during the lunch period only if all income from the sale of such foods accrues to the benefit of the nonprofit school food service or the school or student organizations approved by the school and follow the Smart Snacks Guidelines. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day and create an environment that reinforces the development of healthy eating habits.

AdministrativePolicy Regulations and Guidelines

- a) The Rocky Point School District will create a Wellness Committee to develop, monitor, and review the School Food Service Program, and any Physical Activity Policies adopted by the District. The District will actively seek members for the Wellness Committee through the District website. The District will post a membership form which community members can submit to join the Wellness Committee. The Director of Child Nutrition will oversee the Wellness Committee which will convene a minimum of four times per year.
- b) The Wellness Committee may serve as a resource for schools while the Wellness Policy is being implemented.
- c) The Wellness Committee will research various communication tools, events and support programs to provide to parents, students and the community, along with information regarding the positive impact that healthy choices can have on their child's education and life.

(Continued)

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)**Nutrition, Health, and Physical Education**
Policy Regulations and Guidelines

Health Education will continue to:

- a) Teach, encourage, and support healthy choices by students.
- b) Integrate nutritional concepts into various subject areas.
- c) Promote nutritional education to students.
- d) Encourage students to start each day with a healthy breakfast.
- e) Share information with the community and parents to help encourage families to teach children about health and nutrition.

Implementation

Nutrition, Health, and Physical Education Programs, which include Health Education, Physical Education, and Family and Consumer Service courses, will meet the following New York State Learning Standards:

- a) Standard 1 – Personal Health and Fitness
- b) Standard 2 – A Safe and Healthy Environment
- c) Standard 3 – Resource Management 1, 2, and 3

Physical ActivityPolicy Regulations and Guidelines

- a) Teachers will be encouraged to develop lesson plans and opportunities that promote physical education, physical activities and nutrition education.
- b) Elementary students will continue to receive supervised recess periods during the day, preferably outdoors, during which the District will encourage physical activity. When possible, recess may be scheduled before a student's lunch period.
- c) In accordance with National and State recommended guidelines, the District recognizes the benefits of providing students with at least sixty minutes of physical activity per day. Opportunities for physical activity may include: physical education classes, recess periods, interscholastic athletics, intramural sports, physical activity programs, as well as the opportunities for physical activity programs that parents provide for their children outside of the school day.
- d) Physical activity equipment will continue to be maintained and safe for student use.
- e) The District will research methods of providing information and assisting parents to incorporate physical activity into their children's lives.

Other School Based Activities

- a) Students will be encouraged to adopt their own personal fitness plans and goals to create an environment that supports wellness.
- b) The District's Wellness Policy goals should be considered when planning school-based activities such as school events, field trips, dances, and assemblies.
- c) In the effort to support student wellness, to the extent possible, the District will encourage fundraising activities that promote students making healthy choices and consider food allergies.

(Continued)

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)Implementation

- a) All students in grades K-12, including students with disabilities and students with special health care needs and students in alternative educational settings, shall receive physical education or its equivalent for the entire school year. Grades K-5 will receive physical education daily and grades 6-12 will receive physical education every other day.
- b) A certified physical education teacher will teach all physical education classes. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement.
- c) Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
- d) All elementary school students will have 20 minutes each day of supervised recess (weather permitting and preferably outdoors) during which school personnel should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Use of Food During the School DayPolicy Regulations and Guidelines

- a) Food and beverages sold by the Food Service Program will offer a variety of healthy choices and should include selections that fall under the NYS/ USDA guidelines. This includes vending machines and a la carte sales.
- b) The Food Service Program will take every measure to ensure that the foods and beverages they serve meet the nutrition requirements established by local, State and Federal regulation guidelines.
- c) Teachers will continue to promote healthy choices for students' classroom snacks which will be brought from home for individual consumption only.
- d) K-8th grade Cultural Celebrations/ Events: Cultural foods will not be permitted as part of a celebration of ethnic diversity. Other forms of recognition of the event can be used.
- e) In an effort to create a safer and more inclusive learning environment for all students, teachers are encouraged to use non- food items for instructional purposes. If food is to be used for a specific instructional purpose, it is subject to the following guidelines:
 1. Prior to the lesson including food, teachers are to check student allergies, 504 plans, IEP's and consent to participate forms. All efforts should be taken to omit specific foods students may be allergic to. Prior to implementing a lesson plan that includes food, written parental consent for all students must be received.
 2. Modifications should be made if parental consent is not given for a particular student ensuring that the student can participate in the lesson plan.
 3. Foods of minimal nutritional value (cake, candy, cookies, etc.) are not to be used for instructional purposes (excluding grades 6-12 classes in Family Consumer Science, Life Skills and Science).
 4. Due to severe allergic reactions, peanuts/peanut products and tree nuts/ tree nut products will not be used for instructional purposes.

(Continued)

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)Implementation

**No food shall be used for birthday celebrations, seasonal celebrations or as an incentive or reward during the school day. Food used for instruction will take into consideration student allergies/restrictions as per the policy regulations and guidelines.

Teachers may recommend snacks to parents on their e Board pages at the start of each school year. Food shall **not** be used or distributed during the school day (excluding grades 9-12) (or otherwise during the school day with respect to subsections “a” & “c” below) for the following reasons:

- a) As an incentive or reward
- b) For instructional purposes (except for those previously mentioned)
- c) As part of holiday, cultural or seasonal celebration

** Celebrating holidays and seasons with special privileges, activities, songs, games, etc. shall be encouraged as an alternative to food-based celebrations.

Fundraising:

a) Food cannot be sold as a fundraiser on campus during the school day up to ½ hour after the last class ends.

b) Building use forms will be filled out each time the school is used for an outside event. There will be a section on the form for allergy awareness information. In such section, groups will be encouraged to use allergy- friendly and nut- free snacks and foods in their sales and meals. In connection therewith, groups will be encouraged to read food labels to help in selecting snacks and foods that are allergy- friendly and do not include peanuts or tree nuts as ingredients. Visit the district website at <http://www.rockypointufsd.org/resources/links> for additional food allergy information. All areas where food is consumed by groups should be sanitized and safe for students to use the next day.

(Continued)

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)**Nutrient Standards**Policy Regulations and Guidelines

Food Safety and Environment

- a) Food and beverages sold by the Food Service Program should comply with the Local, State and Federal food safety and sanitation regulations.
- b) To the extent possible, the District will provide students adequate time, 15 minutes from the time the student is seated, for lunch.
- c) The District will continue to:
 1. Encourage children to eat breakfast.
 2. Operate, if supported by the community a School Breakfast Program.
 3. If applicable, notify parents and students of the availability of healthy breakfast items.
- d) If possible, lunch periods may be scheduled in the middle of the student's school day.
- e) When possible, schools should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may be permitted to eat during such activities.
- f) Dining areas should be clean and have comfortable space for seating students.
- g) Students will be reminded and encouraged to wash their hands before and after eating.
- h) Food should not be used as a reward or a punishment for student behaviors, unless it is detailed in a student's Individualized Education Plan (IEP).
- i) Given concerns about sanitation, allergies and other restrictions on some children's diets, students will be discouraged from sharing their foods or beverages with one another during meal or snack times.
- j) The District will continue to promote and encourage access to complete lunch meal for students.
- k) The District will replace or update equipment, when it is able to, that markets or advertises foods/ beverages that do not promote good nutrition and health.

(Continued)

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

Food Service Program

- a) Continues to be an educational support activity and remain financially self-supporting.
- b) Will continue in its attempt to provide affordable access to a variety of nutritious foods that support healthy choices for student wellness.
- c) The District will continue to employ a Food Service Director, who is properly qualified, certified and/or credentialed, to manage the School Food Service Program.
- d) School food service personnel shall have adequate training in food service operations, and are considered an integral part of the school community.
- e) The District will prevent the overt identification of students eligible for free and reduced price school meals by using electronic identification and payment systems.
- f) For safety and security of the food and facility, access to the food service operations are limited to food service staff and authorized persons.

Implementation

During the school day (the period from midnight before to 30 min. after the end of the official school day), all food sold or provided to children within the Rocky Point Union Free School District will meet USDA guidelines including all meals, snacks and beverages.

Monitoring/Review of Policy

- a) The Superintendent (or designee) will ensure compliance with established District-wide Nutrition and Physical Activity Wellness Policy. All of the Wellness information can be downloaded and printed by community members. Contact information will also be on the website.
- b) Nutrition education goals will be set, assessed and reported on annually.
- c) Allergy education for staff and students will be encouraged.
- d) School Food Service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the Superintendent or designee.
- e) This policy will be reviewed annually, or a minimum of every three years, to determine compliance with the policy and progress in attaining policy goals. The School Food Service Program operates on a self-sufficient, not-for-profit basis, and must remain financially solvent.

(Continued)

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

Note:

A resource binder to facilitate the implementation of this policy shall be available in the following locations:

- ~~a) Library/Media Center in each school building.~~
- ~~b) HS Nurse's Office~~
- ~~e) a) Child Nutrition Office (HS)~~
- ~~d) b) District Office~~
- c) Café Manager's Office (FJC, JAE, MS)**

Resource information and links will be available to all on the district website.

Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265 Section 204
Richard B. Russell National School Lunch Act, 42 United States Code (USC) Section 1751 et seq.
Child Nutrition Act of 1966, 42 United States Code (USC) Section 1771 et seq.
7 Code of Federal Regulations (CFR) Section 210.10
Healthy Hunger Free Kids Act of 2010, Federal Register, Vol. 78, No. 36

Adoption Date 3/23/09

Revision Date 3/20/17, 7/12/18, **11/15/21**

Review Date

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/15/2021

11/15/2021 Schedule-A Classified Staff

Last	First	Position	Building	Rate	BOE Date	Amount	Effective Date	Description/Comments
Pitcher	Andrea	Guard	DW	N/A	11/15/2021	N/A	11/2/2021	Continuation of unpaid leave of absence for medical reasons commencing 11/2/2021 through 12/1/2021
Fitzpatrick	Lorraine	School Lunch Monitor	DW	N/A	11/15/2021	N/A	10/21/2021	Resignation for personal reasons
Ilardi	Darren	Guard	DW	Hourly, Step 0	11/15/2021	18.90	11/17/2021	Part-Time (5 days per week, 3 hours per day) ten-month contractual appointment. Replaces A. Coles.
Johnson	Shaniese	School Lunch Monitor	DW	Hourly, Step 0	11/15/2021	N/A	10/20/2021	Inactivation of appointment
Krepil	Patricia	School Nurse	DW	N/A	11/15/2021	N/A	12/10/2021	Resignation for personal reasons
Gravinese	Ellissa	Food Service Worker	DW	N/A	11/15/2021	N/A	11/12/2021	Resignation for personal reasons
Burton	Travis	Part-Time Weekend Custodial Worker I	DW	Hourly, Step 0	11/15/2021	15.75	11/20/2021	Part-time ten-month contractual appointment. Two seven and one-half (7.5) hour shifts 6:30 AM to 2:45 PM. Replaces T. Vatter
Rau	Janis	School Attendance Aide	HS	Hourly, Step 0	11/15/2021	15.00	11/17/21	Part-time (5 days per week, 4 hours per day) ten-month appointment. Replaces D. Steets
Farruggio	Gina	School Hall Monitor	HS	Hourly, Step 0	11/15/2021	15.00	11/17/21	Part-time (5 days per week, 4 hours per day) ten-month contractual appointment. Replaces L. Salyer
Ginocchio	David	Custodial Worker I	JAE	Annual, Step 0	11/15/2021	34,125	11/29/2021	Full-time, twelve-month probationary contractual appointment. Replaces R. Graeff. Salary pro-rated.

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/15/2021

11/15/2021 Schedule-B Certified Staff

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Damadeo	Mallory	Teaching Assistant Level III	DW	Annual, Step 1	11/15/2021	24,831	11/2/2021	Full-time ten-month probationary appointment commencing 11/2/2021 through 11/1/2025. New Position. Salary pro-rated.
Moeller	James	Principal	MS	N/A	11/15/2021	N/A	7/3/2019	Amended probationary period commencing 7/3/2019 and ending 7/2/2022.
Meyers	Dawn	Assistant Principal	MS	N/A	11/15/2021	N/A	7/3/2019	Amended probationary period commencing 7/3/2019 and ending 7/2/2022.
Diament	Lauren	ELA 7-12 Teacher	HS	N/A	11/15/2021	N/A	11/2/2021	Unpaid FMLA leave of absence for the purpose of childcare commencing 11/2/2021 through 11/22/2021.
Diament	Lauren	ELA 7-12 Teacher	HS	N/A	11/15/2021	N/A	11/23/2021	Unpaid leave of absence for the purpose of childcare commencing 11/23/2021 through 1/28/2022. Return 1/31/2022
Kent	Nenagh	Speech Language Teacher	FJC	Annual, M Step 4	11/15/2021	64,916	12/1/2021	Full-time ten-month probationary appointment commencing 12/1/2021 through 11/30/2025. Replaces K. Kastings. Salary pro-rated.
Mascia	Brianna	Speech Language Teacher	FJC	Annual, M Step 1	11/15/2021	57,622	12/1/2021	Full-time ten-month probationary appointment commencing 12/1/2021 through 11/30/2025. New Position. Salary pro-rated.

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/15/2021

11/15/2021 Schedule-C Non-Teaching Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Graeff	Robert	Substitute Custodian	DW	Hourly	11/15/2021	15.00	11/27/2021	2021-2022 school year
Holt	Alexander	Substitute Guard	DW	Hourly	11/15/2021	18.30	11/17/2021	2021-2022 school year
Denicola	Nicholas	Substitute Custodian	DW	Hourly	11/15/2021	15.00	11/17/2021	2021-2022 school year
Gravinese	Ellissa	Substitute Food Service Worker	DW	Hourly	11/15/2021	15.00	1/18/2022	2021-2022 school year
Cummings	Kelly	Substitute Food Service Worker	DW	Hourly	11/15/2021	15.00	11/17/2021	2021-2022 school year
Rau	Janis	Substitute Clerical	DW	N/A	11/15/2021	N/A	11/16/2021	Inactivation of 2021-2022 appointment.
Farruggio	Gina	Substitute Teacher Aide/Monitor	DW	N/A	11/15/2021	N/A	11/16/2021	Inactivation of 2021-2022 appointment.
Ginocchio	David	Substitute Custodian	DW	N/A	11/15/2021	N/A	11/28/2021	Inactivation of 2021-2022 appointment.
Gempel	Nicholas	Substitute Guard	DW	Hourly	11/15/2021	18.30	11/16/2021	2021-2022 school year

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/15/2021

11/15/2021 Schedule-D Teaching/Certified Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Accardi	Gaetano	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	11/15/2021	125.00 non preferred; 150.00 preferred	11/16/2021	2021-2022 school year
Novellino	Frank	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	11/15/2021	125.00 non preferred; 150.00 preferred	11/17/2021	2021-2022 school year
Grindle	Troy	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	11/15/2021	125.00 non preferred; 150.00 preferred	11/17/2021	2021-2022 school year
Mitchko	Nicholas	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	11/15/2021	125.00 non preferred; 150.00 preferred	11/17/2021	2021-2022 school year
Damadeo	Mallory	Per Diem Substitute Teacher/Teaching Assistant	DW	N/A	11/15/2021	N/A	11/1/2021	Inactivation of 2021-2022 appointment.
Purkis	Claudia	Per Diem Substitute Teacher/Teaching Assistant	DW	N/A	11/15/2021	N/A	10/26/2021	Inactivation of 2021-2022 appointment.
Governale	Lisa	Per Diem Substitute Teacher/Teaching Assistant	DW	N/A	11/15/2021	N/A	11/12/2021	Inactivation of 2021-2022 appointment.

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/15/2021

11/15/2021 Schedule-E Co-Curricular Positions 2021/2022

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Alemaghides	Erica	8th Grade Advisor	MS	N/A	11/15/2021	N/A	7/1/2021	Resignation of 2021-2022 appointment
Strovink	Eric	Varsity Asst. Baseball (Year 9)	DW	Annual	11/15/2021	5,331	3/14/2022	Amended stipend amount for 2021-2022 school year
Amoscato	Maria	Varsity Head Softball (Year 21)	DW	Annual	11/15/2021	7,577	3/14/2022	Amended stipend amount for 2021-2022 school year
Elcik	Deborah	MS Softball (Year 2)	DW	Annual	11/15/2021	3,927	3/28/2022	Amended stipend amount for 2021-2022 school year
Lindsay	Scott	MS Boys Tennis (Year 11)	DW	Annual	11/15/2021	5,051	3/28/2022	Amended year and stipend amount for 2021-2022 school year
Camarda	Joseph	Varsity Asst. Girls Track - Spring (Year 14)	DW	Annual	11/15/2021	5,893	3/14/2022	Amended stipend amount for 2021-2022 school year
Camarda	Joseph	Varsity Asst Girls Indoor Track & Field (Year 14)	DW	N/A	11/15/2021	N/A	11/15/2021	Resignation from coaching position
Rhinehart	Annika	Varsity Asst Girls Indoor Track & Field (Year 1)	DW	Annual	11/15/2021	5,050	11/15/2021	Coaching appointment 2021-2022 school year. Stipend may be pro-rated in the event of COVID related impacts.
Acritelli	Richard	Social Studies Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Nardiello	Cynthia	Special Education Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Havranek	Gregory	Social Studies Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
DiScala	George	LOTE Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Pina	Nancy	Special Education Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Hludzinski	Rachel	English Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Nobre	Anthony	Science Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Cox	Jessica	Elementary Education Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC for the 2021-2022 school year; RPSSS as per RPTA contract
Parker	James	English Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract

Engellau	Jennifer	Math Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Serpico	Gabriella	ENL Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Tillinghast	Kent	Science Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Gennari	Steven	Physical Education/ Health Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Tsavos	Jonathan	English Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Settepani	Joseph	English Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Madigan	Jennifer	Science Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Burns	Dorothy	Business Education Teacher	DW	Hourly	11/15/2021	69.00	11/8/2021	Virtual ALC & Virtual Credit Recovery for the 2021-2022 school year; RPSSS as per RPTA contract
Mood	Melissa	Chaperone	DW	Hourly	11/15/2021	See below*	11/16/2021	2021-2022 school year
Amalfitano	Jacqueline	Chaperone	DW	Hourly	11/15/2021	See below*	11/16/2021	2021-2022 school year
Quinlivan	Margaret	Chaperone	DW	Hourly	11/15/2021	See below*	11/16/2021	2021-2022 school year
Barber	Marianne	Chaperone	DW	Hourly	11/15/2021	See below*	11/16/2021	2021-2022 school year
Giammarella	Lisa	Chaperone	DW	Hourly	11/15/2021	See below*	11/16/2021	2021-2022 school year

*Up to two hours: \$56.00; in excess of two hours: \$84.00; Junior/Senior Prom: \$56.00 per hour 2021/2022 school year

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/15/2021

11/15/2021 Schedule-F Community Education

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
None								