

**AGENDA**  
**ROCKY POINT PUBLIC SCHOOLS**  
**BOARD OF EDUCATION MEETING**  
**November 14, 2022**

**Reminder Regarding Public Comment:**

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

**I Meeting called to Order:**

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

Absent:

**II Executive Session**

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

Motion \_\_\_\_\_<sup>2<sup>nd</sup></sup> \_\_\_\_\_ Vote \_\_\_\_\_

**The Board returned to Open Session at \_\_\_\_\_ p.m.**

**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. On the following page the Consent Agenda items are listed in their regular order within a group. Before an actual vote is taken, any Consent Agenda item may be removed by a Board member without a formal motion or second. If this occurs, the indicated resolution will be discussed during its regular order on the agenda and voted on individually.

**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 17, 2022
- IV: Budget Transfer Summary** – October 2022
- V: Treasurer’s Reports** – October 2022
- VI: Extra-Classroom Activity Account Treasurer’s Report** – October 2022
- VII: Financials** - October 2022
- VIII: Internal Claims Audit Report** – October 2022
- IX: Committees on Special Education Schedules** 11-14-22-A and 11-14-22-B as recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**X PTA Donation of Items for Stem Lab at JAE**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the two (2) Electronic Snap Circuits, two (2) Snap Circuit Lights, two (2) Stackable Base Plates for Big Bricks, two (2) Strictly Briks 1008 Piece Translucent Brick Set, two (2) Strictly Briks 1008 Piece Set-12 Colors, 9 Shapes, Keva Maple 1,000 Planks in Wood Roller Bin, and two (2) Element Tables, valued at approximately \$179.98, \$217.98, \$25.98, \$89.98, \$77.98, \$499.99 and \$1,151.98 respectively, totaling \$2,243.87, from the Rocky Point PTA, as attached.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XI Donation from Ohiopyle Prints, Inc**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approve and accept 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 \$116.61 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 \$116.61

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XII Surplus Equipment**

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

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XIII Board of Education Review and Re-adoption of Board of Education Policy Number 2330 (first reading)**

**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):

- 2330 - Expense Reimbursement

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XIV Board of Education review and re-adoption of Board of Education Policy Number 6121 (first reading)**

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

- 6121 Sexual Harassment in the Workplace

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XV Board of Education Review and Re-adoption of Board of Education Policy Number 7530 (first reading)**

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

- 7530 Child Abuse and Maltreatment

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XVI Re-adoption of the 2021-2026 Rocky Point UFSD Professional Development Plan**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education re-adopts the 2021-2026 Professional Development Plan.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XVII Special Education Parent Choice Contract-West Islip Union Free School District**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to enter into a contract with West Islip Union Free School District for special education students' services at St. John the Baptist High School for the 2022-23 school year, as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XVIII Special Education Contract 2022/2023-Devereux**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to enter into a contract with Devereux Advanced Behavioral Health for special education students' instructional services for the 2022-23 school year, as required under applicable Individual Educational Programs, applicable law, and/or District Policy, as per the attached.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XIX Pandemic-Related Federal Grant Contract Addendums**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the President of the Board of Education is authorized to execute the following addendums related to services funded by COVID-19 federal grant programs. Said addendums address how the District will monitor the provision of services contracted using federal funds.

- Family Integrated Consulting & Resources
- Education Elements
- North Shore Council 2021-22 & 2022-23
- SCOPE Education Services
- Paper Education Company, Inc.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XX 2021-2022 Independent Audit Corrective Action Plan**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the Independent Audit Corrective Action Plan, responding to Current Year Comments from the District's external auditors, R.S. Abrams.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XXI Acceptance of Audit Report and Corrective Action Plan-Purchasing and Related Expenditures Audit Report, September 2022**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the following audit report as completed by the Internal Auditing firm, Nawrocki Srnith,LLC.

- *Report on the Internal Controls of Purchasing and Related Expenditures, September 2022.*

**BE IT FURTHER RESOLVED**, that upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the attached Corrective Action Plan as prepared by the Business Office in response to the audit report listed above. As required under Section 170.12 of the Regulations of the Commissioner of Education, said audit report and related Corrective Action Plan will be submitted to the New York State Education Department, Office of Audit Services.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XXII Resolution to Approve the 2022-2023 Reserve Plan**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby adopts the 2022-2023 Reserve Fund Plan ("Plan") which includes all reserve funds maintained by the Rocky Point Union Free School District. Said Plan to be posted on the District website.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XXIII Temporary appointments for the Interim Executive Director for Curriculum, Technology and Innovation**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes Susan Wilson, Interim Executive Director for Curriculum, Technology, and Innovation to serve in the roles of; FERPA, Chief Privacy Officer, Data Protection Officer, Residence Determination Designee, ESSA, Migrant Point of Contact, Neglected/Delinquent Transition Liaison commencing November 14, 2022 through March 10, 2023.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XXIV Personnel**

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

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XXV New Business**

**XXVI Executive Session (if necessary)**

At \_\_\_\_\_ PM, a motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to go into Executive Session to discuss \_\_\_\_\_.

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**XXVII Adjournment**

I move that the Board of Education adjourns the meeting at \_\_\_\_\_ PM

Motion \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ Vote \_\_\_\_\_

**AGENDA**  
**ROCKY POINT PUBLIC SCHOOLS**  
**BOARD OF EDUCATION MEETING**  
**October 17, 2022**

Ms. Ward called the meeting to order at 6 pm. in the library of Rocky Point High School.

Present:        Jessica Ward, President  
                  Michael Lisa, Vice President  
                  Edward Casswell, Trustee  
                  Susan Sullivan, Trustee  
                  Erin Walsh, 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:

**EXECUTIVE SESSION**

At 6 p.m. a motion was made by Michael Lisa, and seconded by Susan Sullivan, to adjourn to Executive Session to discuss legal and personnel issues.

All in favor – Motion carried 5-0

The Board returned to Open Session at 7:05 p.m.

**PLEDGE OF ALLEGIANCE**

Ms. Ward reminded the meeting attendees of the public comment procedures.

**SUPERINTENDENT'S REPORT**

Dr. O'Brien announced that this week is School Board Recognition Week and spoke about the hard work, dedication and commitment of our Board members to the education of children in our district. He stressed the difficult decisions they make, the many hours spent researching education issues, regulations and developing budgets in order to provide the best outcome for the community. Dr. O'Brien thanked the RPUFSD Board of Education members: Board President Ms. Jessica Ward, Vice President Mr. Michael Lisa, and Board Trustees Mrs. Susan Sullivan, Mr. Ed Casswell and Mrs. Erin Walsh. He presented each of them with a gift of appreciation.

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

There were no questions/comments.

## **CONSENT AGENDA**

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

### **III-IX CONSENT AGENDA ITEMS**

Upon a motion by Michael Lisa, and seconded by Susan Sullivan, 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 19, 2022
- IV: Budget Transfer Summary** – September 2022
- V: Treasurer’s Reports** – September 2022
- VI: Extra-Classroom Activity Account Treasurer’s Report** – September 2022
- VII: Financials** - September 2022
- VIII: Internal Claims Audit Report** - September 2022
- IX: Committees on Special Education Schedules 10-17-22-A** as recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.

All in favor – Motion carried 5-0

### **X DONATION OF DEI SIGNAGE**

Upon a motion by Susan Sullivan, and seconded by Erin Walsh, the following resolution was offered:

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the nineteen (19) diversity-equity-inclusion posters from Rocky Point resident, Ernestine Franco, valued at approximately \$130.00.

All in favor – Motion carried 5-0

Ms. Ward thanked Ms. Franco for her generous donation.

**XI                    LIVE LIKE SUSIE DONATION**

Upon a motion by Erin Walsh, and seconded by Ed Casswell, the following resolution was offered:

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation on behalf of the Live Like Susie Scholarship, totaling \$400.00, as follows:

Eric Barbee \$400.00.

All in favor – Motion carried 5-0

Ms. Ward thanked Mr. Barbee for his generous donation.

**XII                    SURPLUS EQUIPMENT**

Upon a motion by Ed Casswell, 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 approve for surplus the following attached lists of equipment.

All in favor – Motion carried 5-0

**XIII                    ADOPTION OF ROCKY POINT UFSD CODE OF CONDUCT  
(SECOND READING)**

Upon a motion by Michael Lisa, and seconded by Susan Sullivan, the following resolution was offered:

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

Rocky Point UFSD Code of Conduct

All in favor – Motion carried 5-0

**XIV                    2021-2022 INDEPENDENT AUDITORS' REPORT**

Upon a motion by Susan Sullivan, and seconded by Erin Walsh, 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, 2022 as well as the Independent Auditors' Report on Extra-Classroom Activity Funds with accompanying statements and schedules for the fiscal year ending June 30, 2022, which have been submitted by the Board's external auditors, R.S. Abrams.

All in favor – Motion carried 5-0

**XV SPECIAL EDUCATION TUITION CONTRACT SUMMER 2022 AND 2022-2023 SCHOOL YEAR - DDI**

Upon a motion by Erin Walsh, and seconded by Ed Casswell, the following resolution was offered:

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a tuition contract with Developmental Disabilities Institute (DDI) for special education students' instructional services for Summer 2022 and the 2022-23 school year, under applicable Individual Educational Programs, applicable law, and/or District Policy.

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

All in favor – Motion carried 5-0

**XVI AGREEMENT BETWEEN THE BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT AND THE ROCKY POINT ADMINISTRATORS' ASSOCIATION**

Upon a motion by Ed Casswell, 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 authorizes the President of the Board of Education to execute an Agreement between the Board of Education of the Rocky Point Union Free School District and the Rocky Point Administrators' Association for the purpose of modifying the March 21, 2016, Stipulation of Settlement (PERB Case No. U-34442 & U-34 789 - Rocky Point UFSD.)

All in favor – Motion carried 5-0

**XVII CERTIFICATION OF QUALIFIED LEAD EVALUATOR AND EVALUATOR FOR TEACHERS AND PRINCIPALS**

Upon a motion by Michael Lisa, and seconded by Susan Sullivan, the following resolution was offered:

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

All in favor – Motion carried 5-0

## **XVIII PERSONNEL**

Upon a motion by Susan Sullivan, and seconded by Erin Walsh, 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 5-0

Ms. Ward congratulated the following employees on their appointments:

- Deidre Carroll – School Teacher Aide
- Ashli Gervasi – School Teacher Aide
- Nicole Dweck – School Teacher Aide
- Anastasia Nieves – School Teacher Aide
- Susan Connolly – School Teacher Aide
- John Giwojna – School Lunch Monitor
- Robert Richardson – School Lunch Monitor
- Erin Fichera – Food Service Worker
- Susan Wilson – Interim Executive Director for Curriculum, Technology and Innovation
- Michael Caggiano – Substitute Teacher

## **XX NEW BUSINESS**

Ms. Ward inquired of the trustees if there was any new business they wished to discuss.

There was no new business at this time.

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

- Ms. Ruberto, President of the Sound Beach Civic Association, shared that they have created a short film documenting the history of Sound Beach for the community to enjoy. She presented the Board with a copy of the film. Ms. Ruberto also spoke of Ms. Ann Moran, the former Treasurer of the Sound Beach Civic Association, who recently passed away. She described her as a valued member of the community and a force to be reckoned with. Ms. Ruberto announced that they would holding a celebration of her lift on Saturday at 1p.m. at Veterans Memorial Park.
- Ms. Baldi spoke regarding the strategic planning virtual Town Hall meeting. She inquired as to how the company that participated was chosen. Dr. O'Brien explained that after researching several companies they were hired as part of grant funding. He clarified that they facilitate the process and provide unbiased data but that the District then decides on what areas to prioritize. Dr. O'Brien added that updates on the strategic plan will be shared at the upcoming November Board meeting.

There were no further questions/comments.

**XXI            ADJOURNMENT**

At 7:22 p.m. Jessica Ward made a motion, and Michael Lisa seconded, to adjourn the meeting.

All in favor – Motion carried 5-0

Respectfully submitted,

Kelly White  
District Clerk

DRAFT

**ROCKY POINT UNION FREE SCHOOL DISTRICT  
FINANCE REPORTS  
FOR THE MONTH ENDED OCTOBER 2022**

**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, 2022**

Rocky Point Union Free School District  
Treasurer's Report  
Trust and Agency Checking - A204  
As of October 31, 2022

Reconciled Balance as of:	9/30/2022		2,071,531.33
Receipts:			
	Payroll Deductions	<u>1,486,854.90</u>	1,486,854.90
Disbursements:			
	ERS	16,476.14	
	OMNI Retirement	33,615.27	
	Cash Disbursements	<u>1,293,243.22</u>	
			<u>(1,343,334.63)</u>
Total available balance per General Ledger as of:	10/31/2022		<u><u>2,215,051.60</u></u>
Bank Balance as of:	10/31/2022		2,241,624.29
Less:	Outstanding Checks		<u>(26,572.69)</u>
Adjusted Bank Balance as of:	10/31/2022		<u><u>2,215,051.60</u></u>

Prepared by: Linda Bilski  
Date: 11/1/2022

Reviewed by: Virginia H. Murray  
Date: 11/1/2022

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/22	\$2,104,198.43	Number of Days in Cycle	31
2 Deposits/Credits	\$1,486,854.90	Minimum Balance This Cycle	\$2,073,270.62
31 Checks/Debits	(\$1,349,429.04)	Average Collected Balance	\$2,225,000.57
Service Charges	\$0.00		
Ending Balance 10/31/22	\$2,241,624.29		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/03	Check 13406		\$4,652.50	\$2,099,545.93
10/03	Check 13408		\$1,258.24	\$2,098,287.69
10/04	Check 13409		\$1,560.07	\$2,096,727.62
10/07	Check 13407		\$23,457.00	\$2,073,270.62
10/12	Book transfer credit FROM ...5277	\$712,505.99		\$2,785,776.61
10/12	Check 13412		\$170.29	\$2,785,606.32
10/14	Wire transfer withdrawal The OMNI Group 101422 USD0010601594		\$402.40	\$2,785,203.92
10/14	Wire transfer withdrawal The OMNI Group 101422 USD0010601598		\$33,212.87	\$2,751,991.05
10/14	Wire transfer withdrawal The OMNI Group 101422 USD0010607125		\$95,200.49	\$2,656,790.56
10/14	ACH Withdrawal IRS USATAXPYMT 101422 ROCKY POINT SCHOOL DIS 270268XXXXX3215		\$416,755.58	\$2,240,034.98
10/14	ACH Withdrawal NYS DTF PROMPT WT Tax Paymnt 101422 ROCKY POINT UFSD 000000XXXXX2278		\$73,618.54	\$2,166,416.44

Thank you for banking with us.



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

Ending Bank Balance:		2,241,624.29
Outstanding Checks (See listing below):	-	26,572.69
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	2,215,051.60
Cash Account Balance:	2,215,051.60

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
10/12/2022	13423	VOTE COPE	164.00
10/26/2022	13425	N.Y.S.TEACHERS RETIRE.SYS	23,961.00
10/26/2022	13427	NYSUT MEMBER BENEFITS TRUST	1,560.60
10/26/2022	13428	ROCKY POINT ADMIN ASSOCIATION	600.00
10/26/2022	13431	SHERIFF OF SUFFOLK COUNTY	123.09
10/26/2022	13432	VOTE COPE	164.00
<b>Outstanding Check Total:</b>			<b>26,572.69</b>

Prepared By \_\_\_\_\_

Approved By \_\_\_\_\_

Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 204	TRUST & AGENCY DEDUCTIONS							
				BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	2,071,531.33
10/12/2022				See Cash Disbursement Schedule 31	CD-31	0.00	14,015.29	2,057,516.04
10/12/2022	1029675			Trust & Agency Deductions 10/14/22	CR-4	712,505.99	0.00	2,770,022.03
10/14/2022		81		ERS September 2022	JE-6	0.00	16,476.14	2,753,545.89
10/14/2022		91		OMNI Retirement	JE-6	0.00	33,615.27	2,719,930.62
10/19/2022				See Cash Disbursement Schedule 35	CD-35	0.00	4,615.00	2,715,315.62
10/26/2022	1029702			Trust & Agency Deductions 10/28/22	CR-4	774,348.91	0.00	3,489,664.53
10/31/2022				See Cash Disbursement Schedule 34	CD-34	0.00	594,489.97	2,895,174.56
10/31/2022				See Cash Disbursement Schedule 39	CD-39	0.00	680,122.96	2,215,051.60
<b>Grand Totals:</b>						<b>1,486,854.90</b>	<b>1,343,334.63</b>	<b>2,215,051.60</b>

Rocky Point Union Free School District  
Treasurer's Report  
Net Payroll Checking - A205  
As of October 31, 2022

Reconciled Balance as of:	9/30/2022		47,143.77
Receipts:			
	Payroll Return	1,223.25	
	Payroll	<u>2,208,209.93</u>	
			2,209,433.18
Disbursements:			
	Disburse Net Payroll	<u>2,208,209.93</u>	<u>(2,208,209.93)</u>
Total available balance per General Ledger as of:	10/31/2022		<u>48,367.02</u>
Bank Balance as of:	10/31/2022		62,431.24
Less:	Outstanding Checks		<u>(14,064.22)</u>
Adjusted Bank Balance as of:	10/31/2022		<u>48,367.02</u>

Prepared by  
Date:

Linda Bilski  
11/1/2022

Reviewed by:  
Date:

Virginia Holley  
11/1/2022

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/22	\$67,165.52	Number of Days in Cycle	31
5 Deposits/Credits	\$2,209,433.18	Minimum Balance This Cycle	\$49,806.86
19 Checks/Debits	(\$2,214,167.46)	Average Collected Balance	\$198,127.63
Service Charges	\$0.00		
Ending Balance 10/31/22	\$62,431.24		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/03	ACH deposit RETURN SETTLE RETURN 100322 RETURN SETTLE -SETT-DIAUTO	\$407.75		\$67,573.27
10/03	Check 99902		\$2,211.35	\$65,361.92
10/03	Check 99898		\$1,976.25	\$63,385.67
10/03	Check 99900		\$1,815.62	\$61,570.05
10/05	Check 99896		\$5,509.25	\$56,060.80
10/07	Check 99904		\$2,389.19	\$53,671.61
10/11	Check 99899		\$2,181.21	\$51,490.40
10/11	Check 99903		\$1,683.54	\$49,806.86
10/12	Book transfer credit FROM ...5277	\$1,071,088.13		\$1,120,894.99
10/14	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 101422 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$1,069,507.86	\$51,387.13
10/14	Check 99897		\$375.17	\$51,011.96
10/17	ACH deposit RETURN SETTLE RETURN 101722 RETURN SETTLE -SETT-DIAUTO	\$407.75		\$51,419.71
10/19	Check 99906		\$740.62	\$50,679.09
10/26	Book transfer credit FROM ...5277	\$1,137,121.80		\$1,187,800.89

Thank you for banking with us.

PAGE 1 OF 2

**ROCKY POINT UFSD  
OUTSTANDING CHECK LIST  
AS OF OCTOBER 31, 2022**

<u>Check #</u>	<u>Check Date</u>	<u>Check Amt.</u>
99894	09/30/2022	398.17
99901	09/30/2022	1,482.00
99905	10/14/2022	305.45
99907	10/14/2022	534.20
99908	10/28/2022	386.94
99911	10/28/2022	477.94
99912	10/28/2022	1,528.21
99913	10/28/2022	625.58
99915	10/28/2022	2,978.98
99918	10/28/2022	2,181.21
99920	10/28/2022	1,482.00
99922	10/28/2022	1,683.54
		<hr/>
		14,064.22



Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
A 205	PAYROLL							
				BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	47,143.77
10/03/2022		90		Payroll Return 10/3/22	JE-6	407.75	0.00	47,551.52
10/12/2022	1029674			Funding Net Payroll 10/14/22	CR-4	1,071,088.13	0.00	1,118,639.65
10/14/2022		80		Release Net Payroll 10/14/22	JE-6	0.00	1,071,088.13	47,551.52
10/17/2022		89		Payroll Return 10/17/22	JE-6	407.75	0.00	47,959.27
10/26/2022	1029701			Funding Net Payroll 10/28/22	CR-4	1,137,121.80	0.00	1,185,081.07
10/28/2022		87		Release Net Payroll 10/28/22	JE-6	0.00	1,137,121.80	47,959.27
10/31/2022		88		Payroll Return 10/31/22	JE-6	407.75	0.00	48,367.02
<b>Grand Totals:</b>						<b>2,209,433.18</b>	<b>2,208,209.93</b>	<b>48,367.02</b>

Rocky Point Union Free School District  
Treasurer's Report  
General Fund - Investment A2008  
As of October 31, 2022

Reconciled Balance as of: 9/30/2022 16,522,285.60

Receipts:

Interest Revenue	17,254.49	
PEBT Grant Revenue 2021-2022	2,512.00	
Homeless Revenue 2020-2021	105,708.37	
State Breakfast Revenue September 2022	376.00	
State Lunch Revenue September 2022	1,350.00	
VLT Lottery Revenue 2022-2023	<u>171,884.96</u>	
		299,085.82

Disbursements:

Interfund Transfer	250,400.00	
Funding Transfer: AP Warrants	2,029,130.14	
Funding Transfer: Net Payroll	2,208,209.93	
Funding Transfer: Payroll Deductions	<u>1,486,854.90</u>	
		<u>(5,974,594.97)</u>

Total available balance per General Ledger as of: 10/31/2022 10,846,776.45

Bank Balance as of: 10/31/2022 10,846,776.45

Prepared by:  
Date:

Linda Bilski  
11/2/2022

Reviewed by:  
Date:

Virginia Holliday  
11/2/2022

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/22	\$16,522,285.60	Number of Days in Cycle	31
4 Deposits/Credits	\$299,085.82	Minimum Balance This Cycle	\$10,846,776.45
Interest Paid	\$0.00	Average Collected Balance	\$14,280,533.60
9 Checks/Debits	(\$5,974,594.97)	Interest Earned During this Cycle	\$0.00
Service Charges	\$0.00	Interest Paid Year-To-Date	\$52,057.11
Ending Balance 10/31/22	\$10,846,776.45		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/06	ACH deposit NYS OSC ACH 100622 ROCKY POINT SCHOOL DIS AP00069000345	\$2,512.00		\$16,524,797.60
10/07	ACH deposit NYS OSC ACH 100722 ROCKY POINT SCHOOL DIS AP00069003213	\$105,708.37		\$16,630,505.97
10/12	Book transfer debit TO ...3946		\$1,071,088.13	\$15,559,417.84
10/12	Book transfer debit TO ...3954		\$712,505.99	\$14,846,911.85
10/13	Book transfer debit TO ...9588		\$250,000.00	\$14,596,911.85
10/13	Book transfer debit TO ...9596		\$443,492.42	\$14,153,419.43
10/14	ACH deposit NYS OSC ACH 101422 ROCKY POINT SCHOOL DIS AP00069025917	\$173,610.96		\$14,327,030.39
10/17	Blended Checking Interest XSECR BAL INT	\$17,254.49		\$14,344,284.88
10/21	Book transfer debit TO ...9596		\$1,223,082.77	\$13,121,202.11
10/26	Book transfer debit TO ...7766		\$400.00	\$13,120,802.11
10/26	Book transfer debit TO ...3954		\$774,348.91	\$12,346,453.20
10/26	Book transfer debit TO ...3946		\$1,137,121.80	\$11,209,331.40

Thank you for banking with us.

PAGE 1 OF 2



Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number Invoice #						
A 2008	CAPITAL ONE INVESTMENT						
			BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	16,522,285.60
10/06/2022	1029665		PEBT Grant Revenue 2021-2022	CR-4	2,512.00	0.00	16,524,797.60
10/07/2022	1029667		Homeless Revenue 2020-2021	CR-4	105,708.37	0.00	16,630,505.97
10/12/2022	1029674		Funding Net Payroll 10/14/22	CR-4	0.00	1,071,088.13	15,559,417.84
10/12/2022	1029675		Trust & Agency Deductions 10/14/22	CR-4	0.00	712,505.99	14,846,911.85
10/13/2022	1029681		Interfund Transfer	CR-4	0.00	250,000.00	14,596,911.85
10/13/2022	1029682		Funding Warrant #32	CR-4	0.00	443,492.42	14,153,419.43
10/14/2022	1029678		VLT Lottery Revenue 2022-2023	CR-4	171,884.96	0.00	14,325,304.39
10/14/2022	1029679		State B'fast Revenue Sept. 2022	CR-4	376.00	0.00	14,325,680.39
10/14/2022	1029680		State Lunch Revenue Sept.2022	CR-4	1,350.00	0.00	14,327,030.39
10/17/2022	1029683		Interest Revenue	CR-4	17,254.49	0.00	14,344,284.88
10/21/2022	1029694		Funding Warrant #36	CR-4	0.00	1,223,082.77	13,121,202.11
10/26/2022	86		Interfund Transfer	JE-6	0.00	400.00	13,120,802.11
10/26/2022	1029701		Funding Net Payroll 10/28/22	CR-4	0.00	1,137,121.80	11,983,680.31
10/26/2022	1029702		Trust & Agency Deductions 10/28/22	CR-4	0.00	774,348.91	11,209,331.40
10/27/2022	1029703		Funding Warrant #37	CR-4	0.00	362,554.95	10,846,776.45
<b>Grand Totals:</b>					<b>299,085.82</b>	<b>5,974,594.97</b>	<b>10,846,776.45</b>

Rocky Point Union Free School District  
Treasurer's Report  
General Fund - AP Checking A2010  
As of October 31, 2022

Reconciled Balance as of: 9/30/2022 1,400,950.75

Receipts:

NYS DOH ACH	44,543.44	
State Aid 2021-2022	657,763.65	
Field Trip	295.00	
Miscellaneous Revenue	15.00	
Donations	400.00	
Drivers Education	600.00	
Chromebook Fees	40.00	
Metal Recycling	45.05	
Health, Dental, Life	11,065.20	
Funding Transfer	<u>2,029,130.14</u>	
		2,743,897.48

Disbursements:

NSF Checks		
Cash Disbursements	<u>2,028,730.14</u>	<u>(2,028,730.14)</u>

Total available balance per General Ledger as of: 10/31/2022 2,116,118.09

Bank Balance as of: 10/31/2022 2,449,961.85

Less: Outstanding Checks (333,843.76)

Adjusted Bank Balance as of: 10/31/2022 2,116,118.09

Prepared by: Linda Bilski  
Date: 11/2/2022

Reviewed by:  
Date: 11/2/2022

Virginia Holloway

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, 2022 - OCTOBER 31, 2022

**Govt Banking Blended Chking**

Previous Balance 09/30/22	\$1,478,176.50
18 Deposits/Credits	\$2,748,625.68
219 Checks/Debits	(\$1,776,840.33)
Service Charges	\$0.00
Ending Balance 10/31/22	\$2,449,961.85

**ROCKY POINT UFSD**

Number of Days in Cycle	31
Minimum Balance This Cycle	\$1,429,196.89
Average Collected Balance	\$2,161,464.28

**ACCOUNT DETAIL** FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

**Govt Banking Blended Chking**

**ROCKY POINT UFSD**

<u>Date</u>	<u>Description</u>	<u>Deposits/Credits</u>	<u>Withdrawals/Debits</u>	<u>Resulting Balance</u>
10/03	Customer Deposit	\$3,728.20		\$1,481,904.70
10/03	Customer Deposit	\$1,000.00		\$1,482,904.70
10/03	Check 118295		\$100.00	\$1,482,804.70
10/03	Check 118337		\$100.00	\$1,482,704.70
10/03	Check 118588		\$100.00	\$1,482,604.70
10/03	Check 118718		\$9,441.84	\$1,473,162.86
10/03	Check 118766		\$3,040.00	\$1,470,122.86
10/03	Check 118764		\$1,599.49	\$1,468,523.37
10/03	Check 118736		\$1,589.24	\$1,466,934.13
10/03	Check 118743		\$797.50	\$1,466,136.63
10/03	Check 118770		\$546.26	\$1,465,590.37
10/03	Check 118773		\$509.87	\$1,465,080.50
10/03	Check 118671		\$321.64	\$1,464,758.86
10/03	Check 118687		\$226.36	\$1,464,532.50
10/03	Check 118758		\$184.59	\$1,464,347.91
10/03	Check 118739		\$71.76	\$1,464,276.15
10/03	Check 118747		\$15.15	\$1,464,261.00
10/04	Check 118752		\$3,016.00	\$1,461,245.00
10/04	Check 118768		\$3,000.00	\$1,458,245.00

*Thank you for banking with us.*

ROCKY POINT UFSD  
 OUTSTANDING CHECK LIST  
 AS OF OCTOBER 31, 2022

CHECK#	CHECK DATE	CHECK AMOUNT
118106	06/14/2022	57.00
118483	08/16/2022	60.00
118540	08/30/2022	639.28
118546	08/30/2022	360.00
118601	09/07/2022	179.42
118663	09/13/2022	98.94
118751	09/23/2022	200.00
118765	09/23/2022	240.00
118771	09/23/2022	43.67
118794	10/11/2022	400.00
118802	10/11/2022	1,073.00
118806	10/11/2022	200.00
118826	10/11/2022	200.00
118846	10/11/2022	80.00
118847	10/11/2022	35.00
118853	10/11/2022	200.00
118856	10/11/2022	250.00
118882	10/18/2022	13,502.97
118902	10/18/2022	804.52
118907	10/18/2022	39.00
118918	10/18/2022	200.00
118922	10/18/2022	125.32
118927	10/18/2022	6,078.37
118928	10/25/2022	5,790.00
118929	10/25/2022	1,185.00
118931	10/25/2022	34.88
118932	10/25/2022	1,000.00
118933	10/25/2022	172.56
118935	10/25/2022	16.80
118936	10/25/2022	2,848.14
118938	10/25/2022	256.46
118939	10/25/2022	76,046.66
118940	10/25/2022	3,900.00
118942	10/25/2022	59,190.00
118943	10/25/2022	3,379.40
118944	10/25/2022	7,500.00
118945	10/25/2022	224.69
118949	10/25/2022	10.97
118951	10/25/2022	2,841.00
118952	10/25/2022	2,084.00
118953	10/25/2022	68,707.47
118954	10/25/2022	750.00
118955	10/25/2022	1,850.99
118958	10/25/2022	10,235.58
118959	10/25/2022	150.00
118961	10/25/2022	80.00

118962	10/25/2022	44.65
118966	10/25/2022	8,331.86
118967	10/25/2022	51.20
118968	10/25/2022	40.00
118969	10/25/2022	2,030.90
118972	10/25/2022	450.00
118973	10/25/2022	38,269.80
118974	10/25/2022	659.78
118975	10/25/2022	405.00
118976	10/25/2022	33.20
118977	10/25/2022	3,299.04
118978	10/25/2022	3,607.24
118980	10/25/2022	649.84
118981	10/25/2022	603.14
118982	10/28/2022	2,047.02
	Total	333,843.76



Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Account Name							
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
A 2010	CAPITAL ONE AP CHECKING							
			BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	1,400,950.75	
10/07/2022	1029666		Chromebook Fee	CR-4	40.00	0.00	1,400,990.75	
10/12/2022			See Cash Disbursement Schedule 32	CD-32	0.00	443,492.42	957,498.33	
10/13/2022	1029668		2021-2022 STATE AID	CR-4	657,763.65	0.00	1,615,261.98	
10/13/2022	1029669		HEALTH	CR-4	5,330.72	0.00	1,620,592.70	
10/13/2022	1029670		DEIVERS ED	CR-4	400.00	0.00	1,620,992.70	
10/13/2022	1029671		NYS DOH ACH	CR-4	40,522.48	0.00	1,661,515.18	
10/13/2022	1029682		Funding Warrant #32	CR-4	443,492.42	0.00	2,105,007.60	
10/19/2022			See Cash Disbursement Schedule 36	CD-36	0.00	1,223,082.77	881,924.83	
10/20/2022	1029688		HEALTH, DENTAL	CR-4	1,293.71	0.00	883,218.54	
10/20/2022	1029689		DEIVERS ED	CR-4	200.00	0.00	883,418.54	
10/20/2022	1029690		METAL RECYCLING	CR-4	45.05	0.00	883,463.59	
10/20/2022	1029692		NYS DOH ACH	CR-4	4,020.96	0.00	887,484.55	
10/21/2022	1029694		Funding Warrant #36	CR-4	1,223,082.77	0.00	2,110,567.32	
10/21/2022	1029695		DONATION LIVE LIKE SUSIE MEMORIAL SCHOLARSHIP	CR-4	400.00	0.00	2,110,967.32	
10/26/2022			See Cash Disbursement Schedule 37	CD-37	0.00	362,554.95	1,748,412.37	
10/27/2022	1029703		Funding Warrant #37	CR-4	362,554.95	0.00	2,110,967.32	
10/28/2022			See Cash Disbursement Schedule 40	CD-40	0.00	-400.00	2,111,367.32	
10/28/2022	1029704		HEALTH	CR-4	4,440.77	0.00	2,115,808.09	
10/28/2022	1029705		4103 PLAINTIFF DISBURSEMENTS	CR-4	15.00	0.00	2,115,823.09	
10/28/2022	1029706		FIELD TRIP	CR-4	295.00	0.00	2,116,118.09	
<b>Grand Totals:</b>					<b>2,743,897.48</b>	<b>2,028,730.14</b>	<b>2,116,118.09</b>	

Rocky Point Union Free School District  
Treasurer's Report  
General Fund - Investment A2011  
As of October 31, 2022

Reconciled Balance as of:	9/30/2022		2,234,514.93
Receipts:			
	Interest Revenue	<u>1,765.67</u>	1,765.67
Disbursements:			<u>0.00</u>
Total available balance per General Ledger as of:	10/31/2022		<u><u>2,236,280.60</u></u>
Bank Balance as of:	10/31/2022		<u><u>2,236,280.60</u></u> 0.00

Prepared by: Linda Bilski  
Date: 11/1/2022

Reviewed by: Virginia Holley  
Date: 11/1/2022

A2011



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

October 01, 2022 through October 31, 2022

**Customer Service Information**

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

00061941 WBS 802 211 30522 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		\$2,234,514.93	
Deposits and Credits	1	\$1,765.67	
Withdrawals and Debits	0	\$0.00	
Checks Paid	0	\$0.00	
Ending Ledger Balance		\$2,236,280.60	
Average Ledger Balance	\$2,234,571	Annual Percentage Yield Earned*	0.93%
Interest Credited This Period	\$1,765.67	Interest Credited Year-to-Date	\$4,968.29
Rate(s):	10/01 to 10/02 at 0.65%		
	10/03 to 10/31 at 0.95%		

**Deposits and Credits**

Ledger Date	Description	Amount
10/01	Interest Payment	\$1,765.67
Total		\$1,765.67

**Daily Balance**

Date	Ledger Balance	Date	Ledger Balance
10/31	\$2,236,280.60		

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.



Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2011		CHASE GENERAL FUND MM								
						BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	2,234,514.93
	10/31/2022		1029707			Interest Revenue	CR-4	1,765.67	0.00	2,236,280.60
<b>Grand Totals:</b>								<b>1,765.67</b>	<b>0.00</b>	<b>2,236,280.60</b>

Rocky Point Union Free School District  
Treasurer's Report  
Cafeteria Checking - C207  
As of October 31, 2022

Reconciled Balance as of:	9/30/2022	201,467.84
Receipts:		0.00
Disbursements:		
	Cash Disbursements	<u>48,179.80</u>
		<u>(48,179.80)</u>
Total available balance per General Ledger as of:	10/31/2022	<u>153,288.04</u>
Bank Balance as of:	10/31/2022	157,793.62
Less:	Outstanding Checks	<u>(4,505.58)</u>
Adjusted Bank Balance as of:	10/31/2022	<u>153,288.04</u>
		0.00

Prepared by: Linda Bilski  
Date: 11/2/2022

Reviewed by:  
Date: 11/2/2022

Virginia Kelly

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/22	\$206,739.17	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$157,793.62
38 Checks/Debits	(\$48,945.55)	Average Collected Balance	\$185,267.01
Service Charges	\$0.00		
Ending Balance 10/31/22	\$157,793.62		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking			ROCKY POINT UFSD	
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/03	Check 12725		\$1,980.93	\$204,758.24
10/03	Check 12727		\$993.60	\$203,764.64
10/03	Check 12730		\$776.16	\$202,988.48
10/03	Check 12729		\$669.89	\$202,318.59
10/03	Check 12731		\$392.00	\$201,926.59
10/04	Check 12726		\$258.75	\$201,667.84
10/14	Check 12728		\$200.00	\$201,467.84
10/17	Check 12732		\$14,507.78	\$186,960.06
10/17	Check 12738		\$3,295.48	\$183,664.58
10/17	Check 12740		\$2,701.82	\$180,962.76
10/17	Check 12739		\$2,364.78	\$178,597.98
10/17	Check 12735		\$1,504.31	\$177,093.67
10/17	Check 12736		\$1,001.30	\$176,092.37
10/17	Check 12742		\$773.07	\$175,319.30
10/17	Check 12737		\$396.00	\$174,923.30
10/17	Check 12743		\$180.00	\$174,743.30
10/18	Check 12734		\$668.80	\$174,074.50
10/19	Check 12733		\$869.81	\$173,204.69
10/24	Check 12756		\$3,944.12	\$169,260.57

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ROCKY POINT UFSD

Bank Reconciliation for period ending on 10/31/2022



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

Ending Bank Balance:		157,793.62
Outstanding Checks (See listing below):	-	4,505.58
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	153,288.04
Cash Account Balance:	153,288.04

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/18/2022	12749	SHAKIA HALL	27.16
10/25/2022	12757	BIG GEYSER INC.	869.35
10/25/2022	12760	JAY BEE DISTRIBUTORS	2,898.74
10/25/2022	12761	JTM PROVISIONS CO.	710.33
Outstanding Check Total:			4,505.58

Prepared By

Approved By



Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Date	Account Name	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
C 207		CAPITAL ONE CHECKING							
					BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	201,467.84
	10/12/2022				See Cash Disbursement Schedule 9	CD-9	0:00	28,328.15	173,139.69
	10/19/2022				See Cash Disbursement Schedule 10	CD-10	0.00	11,466.42	161,673.27
	10/26/2022				See Cash Disbursement Schedule 11	CD-11	0.00	8,385.23	153,288.04
<b>Grand Totals:</b>							<b>0.00</b>	<b>48,179.80</b>	<b>153,288.04</b>

Rocky Point Union Free School District  
Treasurer's Report  
Cafeteria Fund ACH C208  
As of October 31, 2022

Reconciled Balance as of: 9/30/2022 553,966.94

Receipts:

Cafeteria Deposits	17,119.91	
Café ACH Deposits	48,241.10	
Interest	<u>459.71</u>	
		65,820.72

Disbursements:

0.00

Total available balance per General Ledger as of: 10/31/2022 619,787.66

Bank Balance as of: 10/31/2022 617,118.63

Add: Deposits in Transit 2,669.03

Adjusted Bank Balance as of: 10/31/2022 619,787.66  
0.00

Prepared by: Linda Bilski  
Date: 11/2/2022

Reviewed by: Virginia Holmgren  
Date: 11/2/2022

C208



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

October 01, 2022 through October 31, 2022

**CUSTOMER SERVICE INFORMATION**

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



00047291 DDA 802 212 3052: NNNNNNNNNN 1 00000000 C1 0000

ROCKY POINT UFSD  
SCHOOL LUNCH ACH  
90 ROCKY POINT YAFHANK RD  
ROCKY POINT NY 11778-8423

**CHECKING SUMMARY**

Commercial Checking With Interest

	INSTANCES	AMOUNT
Beginning Balance		\$550,778.56
Deposits and Additions	275	66,340.07
<b>Ending Balance</b>	<b>275</b>	<b>\$617,118.63</b>
Annual Percentage Yield Earned This Period		0.94%
Interest Paid This Period		\$459.71
Interest Paid Year-to-Date		\$1,228.32

**DEPOSITS AND ADDITIONS**

DATE	DESCRIPTION	AMOUNT
10/03	Deposit	\$215.75
10/03	Deposit	100.75
10/03	Deposit	83.00
10/03	Deposit	76.85
10/03	Deposit	67.85
10/03	Deposit	65.75
10/03	Deposit	56.25
10/03	Deposit	35.75
10/03	Deposit	16.00
10/03	Deposit	6.25
10/03	Deposit	4.00
10/03	Orig CO Name:Hrtland Pmt Sys    Orig ID:Wfbehps001 Desc Date: CO Entry Descr:Txns/Fees Sec:CCD    Trace#:091000019047449 Eed:221003 Ind ID:650000007830113    Ind Name:Rocky Point Ufsd Tr: 2769047449Tc	1,778.79
10/03		1,451.60

Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Per

Account	Account Name							
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
C 208	CHASE ACH REVENUE							
			BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	553,966.94	
10/03/2022	1029672		CAFT RECEIPTS	CR-3	1,027.56	0.00	554,994.50	
10/04/2022	1029673		CAFT RECEIPTS	CR-3	947.65	0.00	555,942.15	
10/06/2022	1029676		CAFT RECEIPTS	CR-3	621.42	0.00	556,563.57	
10/07/2022	1029677		CAFT RECEIPTS	CR-3	960.00	0.00	557,523.57	
10/11/2022	1029684		CAFT RECEIPTS	CR-3	845.43	0.00	558,369.00	
10/12/2022	1029685		CAFT RECEIPTS	CR-3	814.29	0.00	559,183.29	
10/13/2022	1029686		CAFT RECEIPTS	CR-3	646.05	0.00	559,829.34	
10/14/2022	1029687		CAFT RECEIPTS	CR-3	795.61	0.00	560,624.95	
10/17/2022	1029696		CAFT RECEIPTS	CR-3	1,000.34	0.00	561,625.29	
10/18/2022	1029697		CAFT RECEIPTS	CR-3	1,278.26	0.00	562,903.55	
10/19/2022	1029698		CAFT RECEIPTS	CR-3	669.30	0.00	563,572.85	
10/20/2022	1029699		CAFT RECEIPTS	CR-3	876.10	0.00	564,448.95	
10/21/2022	1029700		CAFT RECEIPTS	CR-3	1,007.80	0.00	565,456.75	
10/24/2022	1029713		CAFT RECEIPTS	CR-3	1,012.98	0.00	566,469.73	
10/25/2022	1029714		CAFT RECEIPTS	CR-3	1,061.54	0.00	567,531.27	
10/26/2022	1029715		CAFT RECEIPTS	CR-3	825.20	0.00	568,356.47	
10/27/2022	1029716		CAFT RECEIPTS	CR-3	699.30	0.00	569,055.77	
10/28/2022	1029717		CAFT RECEIPTS	CR-3	1,165.53	0.00	570,221.30	
10/31/2022	92		Miscellaneous Revenue	JE-6	3.05	0.00	570,224.35	
10/31/2022	1029708		Interest Revenue	CR-4	459.71	0.00	570,684.06	
10/31/2022	1029709		FJC ACH	CR-4	10,926.93	0.00	581,610.99	
10/31/2022	1029710		JAE ACH	CR-4	10,755.41	0.00	592,366.40	
10/31/2022	1029711		RPHS ACH	CR-4	15,622.75	0.00	607,989.15	
10/31/2022	1029712		RPMS ACH	CR-4	10,936.01	0.00	618,925.16	
10/31/2022	1029718		CAFT RECEIPTS	CR-3	862.50	0.00	619,787.66	
<b>Grand Totals:</b>					<b>65,820.72</b>	<b>0.00</b>	<b>619,787.66</b>	

Rocky Point Union Free School District  
Treasurer's Report  
Scholarship Fund Checking - CM200  
As of October 31, 2022

Reconciled Balance as of:	9/30/2022	48,225.95
Receipts:		
	Interfund Transfer	<u>400.00</u>
		400.00
Disbursements:		<u>0.00</u>
Total available balance per General Ledger as of:	10/31/2022	<u>48,625.95</u>
Bank Balance as of:	10/31/2022	48,825.95
Less:	Outstanding Checks	<u>(200.00)</u>
Adjusted Bank Balance as of:	10/31/2022	<u>48,625.95</u>

Prepared by: Linda Bilski  
Date: 11/2/2022

Reviewed by: Virginia Kelly  
Date: 11/2/2022

CM200

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/22	\$48,425.95	Number of Days in Cycle	31
1 Deposits/Credits	\$400.00	Minimum Balance This Cycle	\$48,425.95
0 Checks/Debits	\$0.00	Average Collected Balance	\$48,503.36
Service Charges	\$0.00		
Ending Balance 10/31/22	\$48,825.95		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/26	Book transfer credit FROM ...5277	\$400.00		\$48,825.95
<b>Total</b>		\$400.00	\$0.00	

Thank you for banking with us.



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

Ending Bank Balance:		48,825.95
Outstanding Checks (See listing below):	-	200.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 48,625.95

Cash Account Balance: 48,625.95

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/28/2022	439	JASMINE PINKENBURG	200.00
<b>Outstanding Check Total:</b>			<b>200.00</b>

Prepared By

Approved By



Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Date	Account Name	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
CM 200		Scholarship Cash							
					BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	48,225.95
	10/26/2022		86		Interfund Transfer	JE-6	400.00	0.00	48,625.95
	10/28/2022				See Cash Disbursement Schedule 1	CD-1	0.00	0.00	48,625.95
<b>Grand Totals:</b>							<b>400.00</b>	<b>0.00</b>	<b>48,625.95</b>

Rocky Point Union Free School District  
Treasurer's Report  
Extra Class Checking - CM3200  
As of October 31, 2022

Reconciled Balance as of:	9/30/2022		49,964.11
Receipts:			
	MS Yearbook Sales	<u>1,435.00</u>	1,435.00
Disbursements:			
	Cash Disbursements	<u>229.00</u>	<u>(229.00)</u>
Total available balance per General Ledger as of:	10/31/2022		<u>51,170.11</u>
Bank Balance as of:	10/31/2022		51,470.11
Less:	Outstanding Checks		<u>(300.00)</u>
Adjusted Bank Balance as of:	10/31/2022		<u>51,170.11</u> 0.00

Prepared by: Linda Bilski  
Date: 11/2/2022

Reviewed by: Virginia Bell  
Date: 11/2/2022

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/22	\$50,164.11	Number of Days in Cycle	31
1 Deposits/Credits	\$1,435.00	Minimum Balance This Cycle	\$50,164.11
1 Checks/Debits	(\$129.00)	Average Collected Balance	\$50,719.94
Service Charges	\$0.00		
Ending Balance 10/31/22	\$51,470.11		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/19	Customer Deposit	\$1,435.00		\$51,599.11
10/31	Check 11441		\$129.00	\$51,470.11
<b>Total</b>		\$1,435.00	\$129.00	

Govt Banking Blended Chking ROCKY POINT UFSD

Checks \* designates gap in check sequence

Check No.	Date	Amount	Check No.	Date	Amount	Check No.	Date	Amount
11441	10/31	\$129.00						

Thank you for banking with us.

**ROCKY POINT UFSD**

Bank Reconciliation for period ending on 10/31/2022



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

Ending Bank Balance:		51,470.11
Outstanding Checks (See listing below):	-	300.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 51,170.11

Cash Account Balance: 51,170.11

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
06/07/2022	11424	REAGAN LANE	200.00
10/26/2022	11440	AHOLD USA, INC	100.00
Outstanding Check Total:			300.00

Prepared By

Approved By



Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Date	Account Name	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
CM3 200		Extraclass Checking							
					BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	49,964.11
	10/19/2022		1029693		MS Yearbook Sales	CR-4	1,435.00	0.00	51,399.11
	10/31/2022				See Cash Disbursement Schedule 3	CD-3	0.00	229.00	51,170.11
<b>Grand Totals:</b>							<b>1,435.00</b>	<b>229.00</b>	<b>51,170.11</b>

Rocky Point Union Free School District  
Treasurer's Report  
Federal Fund Checking - F205  
As of October 31, 2022

Reconciled Balance as of:	9/30/2022		101,534.68
Receipts:			
	Interfund Transfer	<u>250,000.00</u>	250,000.00
Disbursements:			
	Cash Disbursements	<u>126,274.38</u>	<u>(126,274.38)</u>
Total available balance per General Ledger as of:	10/31/2022		<u>225,260.30</u>

Bank Balance as of:	10/31/2022		265,439.54
Less:	Outstanding Checks		<u>(40,179.24)</u>
Adjusted Bank Balance as of:	10/31/2022		<u>225,260.30</u> 0.00

Prepared by: Linda Bilski  
Date: 11/2/2022

Reviewed by: Virginia Holly  
Date: 11/2/2022

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/22	\$101,534.68	Number of Days in Cycle	31
1 Deposits/Credits	\$250,000.00	Minimum Balance This Cycle	\$101,534.68
15 Checks/Debits	(\$86,095.14)	Average Collected Balance	\$224,994.31
Service Charges	\$0.00		
Ending Balance 10/31/22	\$265,439.54		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/13	Book transfer credit FROM ...5277	\$250,000.00		\$351,534.68
10/17	Check 4728		\$1,780.85	\$349,753.83
10/18	Check 4735		\$3,598.00	\$346,155.83
10/18	Check 4727		\$1,796.00	\$344,359.83
10/18	Check 4729		\$1,572.00	\$342,787.83
10/19	Check 4733		\$20,781.00	\$322,006.83
10/19	Check 4730		\$17,315.50	\$304,691.33
10/19	Check 4724		\$3,598.00	\$301,093.33
10/19	Check 4736		\$514.00	\$300,579.33
10/19	Check 4731		\$172.00	\$300,407.33
10/20	Check 4723		\$3,598.00	\$296,809.33
10/21	Check 4725		\$4,777.63	\$292,031.70
10/21	Check 4732		\$254.00	\$291,777.70
10/26	Check 4737		\$12,541.20	\$279,236.50
10/26	Check 4738		\$12,000.00	\$267,236.50
10/31	Check 4742		\$1,796.96	\$265,439.54
<b>Total</b>		<b>\$250,000.00</b>	<b>\$86,095.14</b>	

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

Ending Bank Balance:		265,439.54
Outstanding Checks (See listing below):	-	40,179.24
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	225,260.30
Cash Account Balance:	225,260.30

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
10/11/2022	4726	CLEARY SCHOOL FOR THE DEAF	254.00
10/11/2022	4734	SUFFOLK COUNTY DEPT. OF HEALTH	6,168.00
10/18/2022	4739	NORTH SHORE YOUTH COUNCIL	28,334.88
10/25/2022	4740	CDW-G	2,449.15
10/25/2022	4741	CRISIS PREVENTION INSTITUTE INC.	2,643.26
10/25/2022	4743	SCHOOL SPECIALTY	329.95
<b>Outstanding Check Total:</b>			<b>40,179.24</b>

Prepared By

Approved By



Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
F 205		CAPITAL ONE CHECKING								
						BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	101,534.68
	10/12/2022					See Cash Disbursement Schedule 8	CD-8	0.00	78,720.18	22,814.50
	10/13/2022		1029681			Interfund Transfer	CR-4	250,000.00	0.00	272,814.50
	10/19/2022					See Cash Disbursement Schedule 9	CD-9	0.00	40,334.88	232,479.62
	10/26/2022					See Cash Disbursement Schedule 10	CD-10	0.00	7,219.32	225,260.30
						<b>Grand Totals:</b>		<b>250,000.00</b>	<b>126,274.38</b>	<b>225,260.30</b>

Rocky Point Union Free School District  
Treasurer's Report  
Capital Fund Checking - H205  
As of October 31, 2022

Reconciled Balance as of:	9/30/2022		2,567,071.96
Receipts:			0.00
Disbursements:			
	Cash Disbursements	<u>6,384.68</u>	<u>(6,384.68)</u>
Total available balance per General Ledger as of:	10/31/2022		<u><u>2,560,687.28</u></u>
Bank Balance as of:	10/31/2022		<u><u>2,560,687.28</u></u>

Prepared by: Linda Bilski  
Date: 11/2/2022

Reviewed by: Virginia Kelly  
Date: 11/2/2022

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking			ROCKY POINT UFSD	
Previous Balance 09/30/22	\$2,567,071.96	Number of Days in Cycle	31	
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$2,560,687.28	
2 Checks/Debits	(\$6,384.68)	Average Collected Balance	\$2,565,254.94	
Service Charges	\$0.00			
Ending Balance 10/31/22	\$2,560,687.28			

**ACCOUNT DETAIL** FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking			ROCKY POINT UFSD		
Date	Description		Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/17	Check 1159			\$750.00	\$2,566,321.96
10/24	Check 1160			\$5,634.68	\$2,560,687.28
<b>Total</b>			\$0.00	\$6,384.68	

Govt Banking Blended Chking			ROCKY POINT UFSD					
<b>Checks</b> * designates gap in check sequence								
Check No.	Date	Amount	Check No.	Date	Amount	Check No.	Date	Amount
1159	10/17	\$750.00	1160	10/24	\$5,634.68			

Thank you for banking with us.



Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
H 205	CAPITAL ONE CHECKING							
				BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	2,567,071.96
10/12/2022				See Cash Disbursement Schedule 6	CD-6	0.00	750.00	2,566,321.96
10/19/2022				See Cash Disbursement Schedule 7	CD-7	0.00	5,634.68	2,560,687.28
<b>Grand Totals:</b>						<b>0.00</b>	<b>6,384.68</b>	<b>2,560,687.28</b>

Rocky Point Union Free School District  
Treasurer's Report  
Debt Service Fund Checking - V200  
As of October 31, 2022

Reconciled Balance as of: 9/30/2022 117,655.23

Receipts: 0.00

Disbursements: 0.00

Total available balance per General Ledger as of: 10/31/2022 117,655.23

Bank Balance as of: 10/31/2022 117,655.23

Prepared by: Linda Beliski  
Date: 11/2/2022

Reviewed by: Virginia Hall  
Date: 11/2/2022

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, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/22	\$117,655.23	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$117,655.23
0 Checks/Debits	\$0.00	Average Collected Balance	\$117,655.23
Service Charges	\$0.00		
Ending Balance 10/31/22	\$117,655.23		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2022 - OCTOBER 31, 2022

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/01				\$117,655.23
	No Account Activity this Statement Period			
10/31				\$117,655.23
<b>Total</b>		\$0.00	\$0.00	
No Items Processed				

Thank you for banking with us.

Cash Account Transactions Report From 10/1/2022 To 10/31/2022

Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
V 200		CASH				BALANCE 07/01/2022 - 09/30/2022		0.00	0.00	117,655.23
<b>Grand Totals:</b>								<b>0.00</b>	<b>0.00</b>	<b>117,655.23</b>

**CASH REPORT  
FOR THE MONTH ENDED  
October 31, 2022**

GENERAL FUND

A204	Capital One Trust & Agency	\$	2,215,051.60
A205	Capital One Payroll	\$	48,367.02
A210	Petty Cash	\$	600.00
A2008	Capital One Investment	\$	10,846,776.45
A2010	Capital One AP Checking	\$	2,116,118.09
A2011	JP Morgan Chase-Money Market	\$	2,236,280.60

Total General Fund: \$ 17,463,193.76

SCHOOL LUNCH FUND

C207	Capital One Lunch Fund Checking	\$	153,288.04
C208	JP Morgan Chase-Lunch ACH	\$	619,787.66

Total School Lunch Fund: \$ 773,075.70

SPECIAL AID FUND

F205	Capital One Federal Checking	\$	225,260.30
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Total Special Aid Fund: \$ 225,260.30

CAPITAL FUND

H205	Capital One - Checking	\$	2,560,687.28
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Total Capital Fund: \$ 2,560,687.28

SCHOLARSHIP FUND

CM200	Capital One - Checking	\$	48,625.95
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Total Scholarship Fund \$ 48,625.95

DEBT SERVICE FUND

V200	Capital One - Money Market	\$	117,655.23
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Total Debt Service Fund \$ 117,655.23

EXTRA CLASS FUND

CM3200	Capital One - Checking	\$	51,170.11
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Total Extra Class Fund \$ 51,170.11

Total All Funds: \$ 21,239,668.33



**ROCKY POINT UNION FREE SCHOOL DISTRICT  
FOR THE MONTH ENDED OCTOBER 2022**

**GENERAL FUND**

ROCKY POINT UFSD

Trial Balance Report From 7/1/2022 - 10/31/2022



Account	Description	Debits	Credits
A 2008	CAPITAL ONE INVESTMENT	10,846,776.45	0.00
A 2010	CAPITAL ONE AP CHECKING	2,116,118.09	0.00
A 2011	CHASE GENERAL FUND MM	2,236,280.60	0.00
A 204	TRUST & AGENCY DEDUCTIONS	2,215,051.60	0.00
A 205	PAYROLL	48,367.02	0.00
A 210	PETTY CASH	600.00	0.00
A-391	DUE FROM FEDERAL FUND	250,000.00	0.00
A 3912	DUE FROM SCHOOL LUNCH	11,045.79	0.00
A 3912C	DUE FROM SCHOOL LUNCH PAYROLL	669,955.63	0.00
A 3917	DUE FROM DEBT SERVICE	23,000.00	0.00
A 531F	DUE FROM FEDERAL FUND PAYROLL	1,234,573.18	0.00
A 4805	PREPAID INSURANCE	60,000.00	0.00
A 510	ESTIMATED REVENUES	86,712,258.58	0.00
A 521	ENCUMBRANCES	53,356,477.50	0.00
A 522	EXPENDITURES	16,424,756.07	0.00
A 599	APPROPRIATED FUND BALANCE	1,866,919.98	0.00
A 600	ACCOUNTS PAYABLE	0.00	279,341.72
A 601	ACCRUED LIABILITIES	0.00	1,223.25
A 620	TAX ANTICIP NOTES PAYABLE	0.00	3,000,000.00
A 630	DUE TO OTHER FUNDS	0.00	107.36
A 6301	DUE TO SCHOOL LUNCH FUND	0.00	239,812.29
A 6302	DUE TO CAPITAL FUND	0.00	612,500.00
A 6305	DUE TO DEBT SERVICE	0.00	5,832.70
A 6306	DUE TO SCHOLARSHIP FUND	0.00	102.87
A 632	DUE TO STATE TEACHERS' RETIREMENT	0.00	3,520,156.37
A 637	DUE EMPLOYEES' RETIREMENT	0.00	265,873.30
A 691	DEFERRED REVENUES	0.00	9,400.00
A 738A	SCHOOL ACTIVITES FJC	0.00	1,973.06
A 738B	SCHOOL ACTIVITES JAE	0.00	3,435.26
A 738C	SCHOOL ACTIVITES MS	0.00	4,560.62
A 738D	TESTING HS	0.00	8,884.80
A 755	ADMIN KEN EDWARDS SCHOLARSHIP	0.00	285.00
A 761	VISION	0.00	1,753.15
A 762	ERS	0.00	9,616.95
A 763	ERS LOANS	0.00	5,898.77
A 764	ERSAR and ERSAR414 ERS ARREARS	0.00	1,385.12
A 771	OTHER-TEA. RETIRE.	0.00	21.40
A 777	MUSIC DEPT HIGH SCHOOL	0.00	344.78
A 778	MARK TWAIN DINNER	0.00	3,198.00
A 779	AP TEST DEPOSITS	0.00	19,214.66
A 780	NYSSMA	0.00	145.00
A 781	FLEX PLAN HEALTH CARE	0.00	3,365.00
A 782	FLEX PLAN DEPENDENT CARE	0.00	1,250.00
A 787	LONG TERM DISABILITY	460.08	0.00
A 789	OTHER VOTE COPE	0.00	564.00
A 790	AFLAC -CPP	0.00	4,014.42



Account	Description	Debits	Credits
A 791	AFLAC - STD	0.00	1,400.45
A 792	AFLAC - ACC	0.00	1,277.02
A 793	AFLAC - HSP	0.00	688.45
A 797	SCHOOL ACTIVITES HS	0.00	12,915.37
A 806	NONSPENDABLE FUND BALANCE	0.00	60,000.00
A 814	WORKER'S COMPENSATION RESERVE	0.00	1,905,036.12
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	460,514.53
A 821	RESERVE FOR ENCUMBRANCES	0.00	53,357,000.45
A 825	ERS RESERVE	0.00	4,492,200.06
A 826	TRS SUB FUND RESERVE	0.00	2,592,106.91
A 861	PROPERTY LOSS RESERVE	0.00	29,487.91
A 862	LIABILITY LOSS RESERVE	0.00	42,936.12
A 867	RESERVE FOR EMPLOYEE BENEFITS	0.00	4,068,268.85
A 878	CAPITAL RESERVE	0.00	3,434,851.61
A 909	FUND BALANCE	0.00	3,059,566.79
A 910	APPROPRIATED FUND BALANCE	0.00	2,050,473.00
A 911	UNAPPROPRIATED FUND BALANCE	0.00	1,020,669.13
A 960	APPROPRIATIONS	0.00	88,579,178.56
A 980	REVENUES	0.00	4,899,809.39
<b>A Fund Totals:</b>		<b>178,072,640.57</b>	<b>178,072,640.57</b>
<b>Grand Totals:</b>		<b>178,072,640.57</b>	<b>178,072,640.57</b>

**ROCKY POINT UFSD**

Revenue Status Report By Function From 7/1/2022 To 10/31/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAX	53,608,209.00	0.00	53,608,209.00	0.00	53,608,209.00
<u>A 1081</u>	PILOT	25,891.00	0.00	25,891.00	0.00	25,891.00
<u>A 1315</u>	CONTINUING ED-SUMMER	10,000.00	0.00	10,000.00	5,165.00	4,835.00
<u>A 1315.A</u>	CONTINUING ED-FALL	2,500.00	0.00	2,500.00	0.00	2,500.00
<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	20,000.00	0.00	20,000.00	200.00	19,800.00
<u>A 1316.A</u>	DRIVERS ED-FALL	20,000.00	0.00	20,000.00	12,800.00	7,200.00
<u>A 1316.B</u>	DRIVERS ED-SPRING	20,000.00	0.00	20,000.00	0.00	20,000.00
<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	48,221.38	41,778.62
<u>A 2655</u>	TICKET AND MINOR SALES, OTHER	0.00	0.00	0.00	95.25	-95.25
<u>A 2703</u>	PRIOR YEAR REFUNDS-OTHER (NOT TRANS)	10,000.00	0.00	10,000.00	0.00	10,000.00
<u>A 2710</u>	PREMIUM ON OBLIGATIONS	0.00	0.00	0.00	24,330.00	-24,330.00
<u>A 2770</u>	OTHER UNCLASSIFIED	0.00	14.58	14.58	1,569.23	-1,554.65
<u>A 2772</u>	E-RATE REVUENE	1,000.00	0.00	1,000.00	20,700.00	-19,700.00
<u>A 3101</u>	GROSS STATE AID - BASIC	20,441,937.00	0.00	20,441,937.00	44,184.00	20,397,753.00
<u>A 3101.E</u>	STATE AID EXCESS COST	6,078,379.00	0.00	6,078,379.00	0.00	6,078,379.00
<u>A 3102</u>	STATE AID LOTTERY	4,500,000.00	0.00	4,500,000.00	4,561,748.09	-61,748.09
<u>A 3103</u>	STATE AID BOCES	1,502,601.00	0.00	1,502,601.00	0.00	1,502,601.00
<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	45,000.00	0.00	45,000.00	0.00	45,000.00
<u>A 3263</u>	STATE AID LIBRARY LOAN PROGRAM	20,000.00	0.00	20,000.00	0.00	20,000.00
<u>A 3289</u>	OTHER STATE AID	0.00	0.00	0.00	105,708.37	-105,708.37
<u>A 4285</u>	MEDICAID MANAGEMENT REIMBURSEMENT	70,227.00	0.00	70,227.00	75,088.07	-4,861.07
<b>A Totals:</b>		<b>86,712,244.00</b>	<b>14.58</b>	<b>86,712,258.58</b>	<b>4,899,809.39</b>	<b>81,812,449.19</b>
<b>Grand Totals:</b>		<b>86,712,244.00</b>	<b>14.58</b>	<b>86,712,258.58</b>	<b>4,899,809.39</b>	<b>81,812,449.19</b>



Appropriation Status Summary Report By Function From 7/1/2022 To 10/31/2022

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION	12,150.00	280.00	12,430.00	8,818.40	1,370.20	2,241.40
1040	DISTRICT CLERK	18,423.00	0.00	18,423.00	6,093.79	12,329.21	0.00
1060	DISTRICT MEETING	10,900.00	0.00	10,900.00	0.00	0.00	10,900.00
1240	CHIEF SCHOOL ADMINISTRATOR	349,074.00	6,052.50	355,126.50	119,864.29	229,344.01	5,918.20
1310	BUSINESS ADMINISTRATION	791,259.00	0.00	791,259.00	265,020.79	512,569.20	13,669.01
1320	AUDITING	75,532.00	0.00	75,532.00	18,900.00	51,400.00	5,232.00
1325	TREASURER	10,710.00	0.00	10,710.00	9,142.36	525.00	1,042.64
1345	PURCHASING	45,867.00	0.00	45,867.00	21,393.33	24,472.67	1.00
1380	FISCAL AGENT FEE	11,730.00	0.00	11,730.00	0.00	9,000.00	2,730.00
1420	LEGAL	75,000.00	0.00	75,000.00	12,020.00	62,980.00	0.00
1430	PERSONNEL	521,667.00	0.00	521,667.00	151,413.60	314,778.81	55,474.59
1480	PUBLIC INFORMATION AND SERVICES	40,151.00	0.00	40,151.00	10,350.00	29,801.00	0.00
1620	OPERATION OF PLANT	4,749,451.00	400,807.12	5,150,258.12	1,405,349.35	3,004,073.81	740,834.96
1621	MAINTENANCE OF PLANT	1,041,070.00	96,497.03	1,137,567.03	310,014.33	594,248.73	233,303.97
1670	CENTRAL PRINTING AND MAILING	76,500.00	0.00	76,500.00	27,342.10	44,657.90	4,500.00
1680	CENTRAL DATA PROCESSING	1,118,606.00	0.00	1,118,606.00	148,475.19	948,130.81	22,000.00
1910	UNALLOCATED INSURANCE	549,443.00	21,992.90	571,435.90	521,984.45	49,451.45	0.00
1981	ADMINISTRATIVE CHARGE-BOCES	345,686.00	0.00	345,686.00	86,312.52	259,373.48	0.00
2010	CURRICULUM DEVELOPMENT AND SUPERVISION	374,964.00	260.80	375,224.80	81,451.22	277,420.33	16,353.25
2020	SUPERVISION - ADMINISTRATION	2,183,040.00	2,896.42	2,185,936.42	645,735.05	1,319,882.09	220,319.28
2060	RESEARCH, PLANNING AND EVALUATION	30,000.00	0.00	30,000.00	8,918.00	0.00	21,082.00
2070	INSERVICE TRAINING - INSTRUCTION	22,300.00	0.00	22,300.00	1,942.55	10,600.25	9,757.20
2110	TEACHING - REGULAR SCHOOL	24,480,943.00	-11,299.36	24,469,643.64	4,149,123.46	16,457,611.69	3,862,908.49
2138	MUSIC & FINE ARTS	69,924.00	4,622.24	74,546.24	22,382.79	21,138.34	31,025.11
2250	PROGRAMS FOR HANDICAPPED CHILDREN	15,200,751.00	918.82	15,201,669.82	2,074,936.37	12,004,873.48	1,121,859.97
2280	OCCUPATIONAL EDUCATION	1,236,274.00	0.00	1,236,274.00	114,950.57	1,118,315.40	3,008.03
2330	COMMUNITY EDUCATION	137,700.00	0.00	137,700.00	9,881.05	8,346.13	119,472.82
2610	SCHOOL LIBRARY AND AUDIOVISUAL	636,719.00	1,006.92	637,725.92	140,718.76	446,339.61	50,667.55
2620	EDUCATIONAL TELEVISION	23,661.00	0.00	23,661.00	2,148.00	21,513.00	0.00
2630	COMPUTER ASSISTED INSTRUCTION	277,769.00	27,011.23	304,780.23	87,683.60	52,828.21	164,268.42
2805	ATTENDANCE - REGULAR SCHOOL	56,314.00	0.00	56,314.00	16,299.30	29,495.71	10,518.99
2810	GUIDANCE - REGULAR SCHOOL	1,492,078.00	434.25	1,492,512.25	362,491.12	1,137,627.28	-7,606.15

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2022 To 10/31/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2815	HEALTH SERVICES - REGULAR SCHOOL *	565,377.00	372.65	565,749.65	92,297.81	411,354.53	62,097.31
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL *	349,690.00	0.00	349,690.00	58,815.49	282,956.51	7,918.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL *	352,738.00	1,095.00	353,833.00	58,714.98	295,118.02	0.00
2850	CO-CURRICULAR ACTIVITIES - REG. SCHOOL *	436,125.00	0.00	436,125.00	28,043.24	10,333.84	397,747.92
2855	INTERSCHOLASTIC ATHLETICS - REG. SCHOOL *	944,103.00	6,513.04	950,616.04	354,514.92	192,143.32	403,957.80
5510	DISTRICT TRANSPORTATION SERVICES *	42,812.00	17,500.00	60,312.00	13,962.62	46,349.88	-0.50
5540	CONTRACT TRANSPORTATION *	6,009,157.00	-17,500.00	5,991,657.00	165,548.50	5,643,605.50	182,503.00
9010	NYS EMPLOYEES RETIREMENT *	1,152,417.00	0.00	1,152,417.00	0.00	0.00	1,152,417.00
9020	NYS TEACHERS RETIREMENT *	3,657,889.00	0.00	3,657,889.00	0.00	0.00	3,657,889.00
9030	SOCIAL SECURITY *	3,188,549.00	0.00	3,188,549.00	640,600.82	0.00	2,547,948.18
9040	WORKERS' COMPENSATION *	500,000.00	0.00	500,000.00	98,225.73	282,354.48	119,419.79
9045	LIFE INSURANCE *	48,000.00	0.00	48,000.00	10,468.29	35,019.16	2,512.55
9050	UNEMPLOYMENT INSURANCE *	50,000.00	0.00	50,000.00	7,670.70	41,629.30	700.00
9060	HEALTH INSURANCE *	12,168,317.00	0.00	12,168,317.00	3,892,236.63	7,061,115.16	1,214,965.21
9760	TAX ANTICIPATION NOTES *	70,000.00	0.00	70,000.00	0.00	0.00	70,000.00
9785	Installment Purchase Debt- State Aided Computer *	194,971.00	0.00	194,971.00	0.00	0.00	194,971.00
9901	TRANSFER TO SPECIAL AID *	2,061,281.00	0.00	2,061,281.00	0.00	0.00	2,061,281.00
9950	CAPITAL IMPROVEMENTS *	162,635.00	0.00	162,635.00	162,500.00	0.00	135.00
Fund A Totals:		88,019,717.00	559,461.56	88,579,178.56	16,424,756.07	53,356,477.50	18,797,944.99
Grand Totals:		88,019,717.00	559,461.56	88,579,178.56	16,424,756.07	53,356,477.50	18,797,944.99

**ROCKY POINT UNION FREE SCHOOL DISTRICT  
FOR THE MONTH ENDED OCTOBER 2022**

**CAFETERIA FUND**

ROCKY POINT UFSD

Trial Balance Report From 7/1/2022 - 10/31/2022



Account	Description	Debits	Credits
C 207	CAPITAL ONE CHECKING	153,288.04	0.00
C 208	CHASE ACH REVENUE	619,787.66	0.00
C 391	DUE FROM GENERAL FUND	239,812.29	0.00
C 445	SUPPLY INVENTORY	11,981.05	0.00
C 446	GOVT FOOD INVENTORY	13,003.54	0.00
C 447	PURCHASED FOOD INVENTORY	20,269.52	0.00
C 510	ESTIMATED REVENUES	1,314,200.00	0.00
C 521	ENCUMBRANCES	592,003.10	0.00
C 522	EXPENDITURES	253,291.25	0.00
C 630	DUE TO GENERAL FUND	0.00	11,045.79
C 630A	DUE TO GENERAL FUND PAYROLL	0.00	669,955.63
C 631	DUE TO OTHER GOVT.	0.00	40.48
C 691	DEFERRED REVENUE	0.00	28,639.39
C 821	RESERVE FOR ENCUMBRANCES	0.00	592,003.10
C 845	FUND BALANCE RESERVE FOR INVENTORY	0.00	45,254.11
C 309	FUND BALANCE	0.00	421,365.00
C 960	APPROPRIATIONS	0.00	1,314,200.00
C 920	REVENUES	0.00	135,132.95
<b>C Fund Totals:</b>		<b>3,217,636.45</b>	<b>3,217,636.45</b>
<b>Grand Totals:</b>		<b>3,217,636.45</b>	<b>3,217,636.45</b>



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440</u>	SALE OF TYPE A LUNCHES	155,000.00	85,000.00	240,000.00	54,670.75	185,329.25
<u>C 1441</u>	ADULT ALA CARTE	15,150.00	0.00	15,150.00	216.55	14,933.45
<u>C 1445</u>	OTHER CAFETERIA SALES	305,800.00	0.00	305,800.00	74,327.60	231,472.40
<u>C 2401</u>	INTEREST AND EARNINGS	750.00	0.00	750.00	1,676.50	-926.50
<u>C 2770</u>	MISCELLANEOUS REVENUES	2,000.00	0.00	2,000.00	3.55	1,996.45
<u>C 2771</u>	GRANTS AND REBATES	1,500.00	0.00	1,500.00	2,512.00	-1,012.00
<u>C 3190</u>	GOVERNMENT REIMB-STATE	29,000.00	0.00	29,000.00	1,726.00	27,274.00
<u>C 4109</u>	SURPLUS FOOD	60,000.00	0.00	60,000.00	0.00	60,000.00
<u>C 4191</u>	GOVERNMENT REIMB-FEDERAL	660,000.00	0.00	660,000.00	0.00	660,000.00
<b>C Totals:</b>		<b>1,229,200.00</b>	<b>85,000.00</b>	<b>1,314,200.00</b>	<b>135,132.95</b>	<b>1,179,067.05</b>
<b>Grand Totals:</b>		<b>1,229,200.00</b>	<b>85,000.00</b>	<b>1,314,200.00</b>	<b>135,132.95</b>	<b>1,179,067.05</b>

**ROCKY POINT UFSD**

Appropriation Status Summary Report By Function From 7/1/2022 To 10/31/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	*	1,229,200.00	0.00	1,229,200.00	241,586.83	592,003.10	395,610.07
9030	*	0.00	85,000.00	85,000.00	11,704.42	0.00	73,295.58
<b>Fund CTotals:</b>		<b>1,229,200.00</b>	<b>85,000.00</b>	<b>1,314,200.00</b>	<b>253,291.25</b>	<b>592,003.10</b>	<b>468,905.65</b>
<b>Grand Totals:</b>		<b>1,229,200.00</b>	<b>85,000.00</b>	<b>1,314,200.00</b>	<b>253,291.25</b>	<b>592,003.10</b>	<b>468,905.65</b>

**ROCKY POINT UNION FREE SCHOOL DISTRICT  
FOR THE MONTH ENDED OCTOBER 2022**

**FEDERAL FUND**

**ROCKY POINT UFSD**

Trial Balance Report From 7/1/2022 - 10/31/2022



Account	Description	Debits	Credits
F 205	CAPITAL ONE CHECKING	225,260.30	0.00
F 410	STATE AND FEDERAL AID REC	463,763.57	0.00
F 510	ESTIMATED REVENUES	6,959,866.35	0.00
F 521	ENCUMBRANCES	3,815,596.38	0.00
F 522	EXPENDITURES	919,421.88	0.00
F 630	DUE TO GENERAL FUND	0.00	250,000.00
F 630A	DUE TO GENERAL FUND PAYROLL	0.00	1,234,573.18
F 691	DEFERRED REVENUES	0.00	123,872.57
F 821	RESERVE FOR ENCUMBRANCES	0.00	3,815,596.38
F 960	APPROPRIATIONS	0.00	6,959,866.35
<b>F Fund Totals:</b>		<b>12,383,908.48</b>	<b>12,383,908.48</b>
<b>Grand Totals:</b>		<b>12,383,908.48</b>	<b>12,383,908.48</b>

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2022 To 10/31/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.UPK.23</u>	UPK REVENUE 2022 2023	197,136.00	0.00	197,136.00	0.00	197,136.00
<u>F 3289.UPK.23.A</u>	UPK REVENUE 2022 2023	380,985.00	0.00	380,985.00	0.00	380,985.00
<u>F 4126.TLI.22</u>	REVENUE TITLE I	1,765.00	0.00	1,765.00	0.00	1,765.00
<u>F 4126.TLI.23</u>	REVENUE TITLE I	240,106.00	0.00	240,106.00	0.00	240,106.00
<u>F 4256.PRE.22.A</u>	REVENUE PRE	9,707.00	0.00	9,707.00	0.00	9,707.00
<u>F 4256.PRE.23</u>	REVENUE PRE	45,414.00	0.00	45,414.00	0.00	45,414.00
<u>F 4256.PTB.22.A</u>	REVENUE PTB	100,526.84	0.00	100,526.84	0.00	100,526.84
<u>F 4256.PTB.23</u>	REVENUE PTB	705,543.00	0.00	705,543.00	0.00	705,543.00
<u>F 4286.ARP.A</u>	ARP PLAN ARPA	1,445,742.47	0.00	1,445,742.47	0.00	1,445,742.47
<u>F 4286.ARP.S</u>	ARP SED ARPS	1,542,251.47	0.00	1,542,251.47	0.00	1,542,251.47
<u>F 4286.ESS.ER</u>	CRRSA ESSER 2	1,873,235.75	0.00	1,873,235.75	0.00	1,873,235.75
<u>F 4286.GEE.R2</u>	CRRSA GEER 2	300,005.00	0.00	300,005.00	0.00	300,005.00
<u>F 4289.ELL.22</u>	REVENUE ELL	8,152.82	0.00	8,152.82	0.00	8,152.82
<u>F 4289.ELL.23</u>	REVENUE ELL	18,358.00	0.00	18,358.00	0.00	18,358.00
<u>F 4289.SAE.23</u>	REVENUE SAE	18,009.00	0.00	18,009.00	0.00	18,009.00
<u>F 4289.TII.22</u>	REVENUE TITLE IIA	22,828.00	0.00	22,828.00	0.00	22,828.00
<u>F 4289.TII.23</u>	REVENUE TITLE IIA	50,101.00	0.00	50,101.00	0.00	50,101.00
<b>F Totals:</b>		<b>6,959,866.35</b>	<b>0.00</b>	<b>6,959,866.35</b>	<b>0.00</b>	<b>6,959,866.35</b>
<b>Grand Totals:</b>		<b>6,959,866.35</b>	<b>0.00</b>	<b>6,959,866.35</b>	<b>0.00</b>	<b>6,959,866.35</b>

Appropriation Status Summary Report By Function From 7/1/2022 To 10/31/2022

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	*	168,576.02	321,392.30	489,968.32	114,396.11	327,508.08	48,064.13
2110	*	3,608,171.73	482,280.78	4,090,452.51	522,874.65	2,037,827.38	1,529,750.48
2250	*	952,240.58	48,331.26	1,000,571.84	236,563.31	930,827.72	-166,819.19
2630	*	1,090,834.49	-327,468.60	763,365.89	4,990.04	264,419.28	493,956.57
2810	*	25,800.00	0.00	25,800.00	12,262.89	0.00	13,537.11
2825	*	326,954.79	-43,605.00	283,349.79	28,334.88	255,013.92	0.99
9020	*	40,977.00	48,697.00	89,674.00	0.00	0.00	89,674.00
9030	*	31,987.00	36,204.00	68,191.00	0.00	0.00	68,191.00
9060	*	64,130.00	84,363.00	148,493.00	0.00	0.00	148,493.00
<b>Fund FTotals:</b>		<b>6,309,671.61</b>	<b>650,194.74</b>	<b>6,959,866.35</b>	<b>919,421.88</b>	<b>3,815,596.38</b>	<b>2,224,848.09</b>
<b>Grand Totals:</b>		<b>6,309,671.61</b>	<b>650,194.74</b>	<b>6,959,866.35</b>	<b>919,421.88</b>	<b>3,815,596.38</b>	<b>2,224,848.09</b>

**ROCKY POINT UNION FREE SCHOOL DISTRICT  
FOR THE MONTH ENDED OCTOBER 2022**

**CAPITAL FUND**

Account	Description	Debits	Credits
H 205	CAPITAL ONE CHECKING	2,560,687.28	0.00
H 391	DUE FROM GENERAL FUND	612,500.00	0.00
H 410	DUE FROM STATE AND FEDERAL	98,721.66	0.00
H 510	ESTIMATED REVENUES	233,620.30	0.00
H 521	ENCUMBRANCES	604,547.11	0.00
H 522	EXPENDITURES	195,882.71	0.00
H 599	APPROPRIATED FUND BALANCE	3,942,004.50	0.00
H 691	DEFERRED REVENUE	0.00	98,721.66
H 821	RESERVE FOR ENCUMBRANCES	0.00	604,547.11
H 909	FUND BALANCE	0.00	3,206,569.99
H 960	APPROPRIATIONS	0.00	4,175,624.80
H 980	REVENUES	0.00	162,500.00
<b>H Fund Totals:</b>		<b>8,247,963.56</b>	<b>8,247,963.56</b>
<b>Grand Totals:</b>		<b>8,247,963.56</b>	<b>8,247,963.56</b>

**ROCKY POINT UFSD**

Revenue Status Report By Function From 7/1/2022 To 10/31/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>H 3297</u>	SMART SCHOOLS	70,985.30	0.00	70,985.30	0.00	70,985.30
<u>H 5031</u>	TRANFERS GENERAL FUND	0.00	162,635.00	162,635.00	162,500.00	135.00
	<b>H Totals:</b>	<b>70,985.30</b>	<b>162,635.00</b>	<b>233,620.30</b>	<b>162,500.00</b>	<b>71,120.30</b>
	<b>Grand Totals:</b>	<b>70,985.30</b>	<b>162,635.00</b>	<b>233,620.30</b>	<b>162,500.00</b>	<b>71,120.30</b>



Appropriation Status Summary Report By Function From 7/1/2022 To 10/31/2022

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	*	2,500,039.00	163,352.95	2,663,391.95	25,481.32	113,421.63	2,524,489.00
1625	*	850,705.98	661,526.87	1,512,232.85	170,401.39	491,125.48	850,705.98
	<b>Fund HTotals:</b>	<b>3,350,744.98</b>	<b>824,879.82</b>	<b>4,175,624.80</b>	<b>195,882.71</b>	<b>604,547.11</b>	<b>3,375,194.98</b>
	<b>Grand Totals:</b>	<b>3,350,744.98</b>	<b>824,879.82</b>	<b>4,175,624.80</b>	<b>195,882.71</b>	<b>604,547.11</b>	<b>3,375,194.98</b>

**ROCKY POINT UNION FREE SCHOOL DISTRICT  
FOR THE MONTH ENDED OCTOBER 2022**

**SCHOLARSHIP FUND**

ROCKY POINT UFSD

Trial Balance Report From 7/1/2022 - 10/31/2022



Account	Description	Debits	Credits
CM 200	Scholarship Cash	48,625.95	0.00
CM 200.1	DUE FROM GENERAL	102.87	0.00
CM 2001	RITA SULLIVAN SCHOLARSHIP	0.00	432.07
CM 2003	K EDWARDS ADMIN SCHOLARSHIP	0.00	1,997.97
CM 2008	FRANCIS RYAN SCHOLARSHIP	0.00	258.77
CM 2009	GENERAL SCHOLARSHIP	0.00	63.95
CM 2010	AL MAIN SCHOLARSHIP	0.00	3,923.06
CM 2011	JOSEPH FALICA SCHOLARSHIP	0.00	853.94
CM 2012	FJC RUTH SPIEGEL MEMORIAL	0.00	100.02
CM 2016	SOUND BEACH MUSIC SCHOLARSHIP	0.00	0.95
CM 2018	LIVE LIKE SUSIE SCHOLARSHIP	0.00	28,084.03
CM 2020	INTERDIST COUNCIL OF SUP. SR SCHOLARSHIP	0.00	261.20
CM 2021	PETER MADDALENA MEMORIAL SCHOLARSHIP	0.00	8,534.18
CM 2022	JOHN HAGGERTY MEMORIAL SCHOLARSHIP	0.00	3,569.80
CM 2023	TEAM SCHOLARSHIP	0.00	46.01
CM 510	Estimated Revenue	7,000.00	0.00
CM 522	Expenditures	0.00	0.00
CM 960	Appropriations	0.00	7,000.00
CM 980	Revenues	0.00	602.87
<b>CM Fund Totals:</b>		<b>55,728.82</b>	<b>55,728.82</b>
<b>Grand Totals:</b>		<b>55,728.82</b>	<b>55,728.82</b>



Revenue Status Report By Function From 7/1/2022 To 10/31/2022

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	100.00	900.00
<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	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	1,500.00	0.00	1,500.00	400.00	1,100.00
<u>CM 2020.001</u>	INTERDIS COUNCIL OF SUPERINTENDENTS	500.00	0.00	500.00	0.00	500.00
<u>CM 2022.001</u>	JOHN HAGGERTY	1,000.00	0.00	1,000.00	0.00	1,000.00
<u>CM 2401.000</u>	INTEREST	0.00	0.00	0.00	102.87	102.87
<b>CM Totals:</b>		<b>7,000.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>602.87</b>	<b>6,397.13</b>
<b>Grand Totals:</b>		<b>7,000.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>602.87</b>	<b>6,397.13</b>

Appropriation Status Summary Report By Function From 7/1/2022 To 10/31/2022

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
2009	*	500.00	0.00	500.00	0.00	0.00	500.00
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	*	500.00	0.00	500.00	0.00	0.00	500.00
2022	*	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>Fund CMTotals:</b>		<b>7,000.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>
<b>Grand Totals:</b>		<b>7,000.00</b>	<b>0.00</b>	<b>7,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7,000.00</b>

**ROCKY POINT UNION FREE SCHOOL DISTRICT  
FOR THE MONTH ENDED OCTOBER 2022**

**DEBT SERVICE FUND**

ROCKY POINT UFSD

Trial Balance Report From 7/1/2022 - 10/31/2022



Account	Description	Debits	Credits
V 200	CASH	117,655.23	0.00
V 3911	DUE FROM GENERAL	5,832.70	0.00
V 510	ESTIMATED REVENUE	1,951,281.25	0.00
V 599	APPROPRIATED FUND BALANCE	22,000.00	0.00
V 630	DUE TO OTHER FUNDS	0.00	23,000.00
V 909	FUND BALANCE, UNRESERVED	0.00	94,655.23
V 960	APPROPRIATIONS	0.00	1,973,281.25
V 980	REVENUES	0.00	5,832.70
<b>V Fund Totals:</b>		<b>2,096,769.18</b>	<b>2,096,769.18</b>
<b>Grand Totals:</b>		<b>2,096,769.18</b>	<b>2,096,769.18</b>



Revenue Status Report By Function From 7/1/2022 To 10/31/2022

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V 2401	INTEREST EARNINGS	1,000.00	0.00	1,000.00	5,832.70	-4,832.70
V 5031	INTERFUND TRANSFERS	1,950,281.25	0.00	1,950,281.25	0.00	1,950,281.25
<b>V Totals:</b>		<b>1,951,281.25</b>	<b>0.00</b>	<b>1,951,281.25</b>	<b>5,832.70</b>	<b>1,945,448.55</b>
<b>Grand Totals:</b>		<b>1,951,281.25</b>	<b>0.00</b>	<b>1,951,281.25</b>	<b>5,832.70</b>	<b>1,945,448.55</b>

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2022 To 10/31/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9711	*	1,950,281.25	0.00	1,950,281.25	0.00	0.00	1,950,281.25
9901	*	23,000.00	0.00	23,000.00	0.00	0.00	23,000.00
	<b>Fund VTotals:</b>	<b>1,973,281.25</b>	<b>0.00</b>	<b>1,973,281.25</b>	<b>0.00</b>	<b>0.00</b>	<b>1,973,281.25</b>
	<b>Grand Totals:</b>	<b>1,973,281.25</b>	<b>0.00</b>	<b>1,973,281.25</b>	<b>0.00</b>	<b>0.00</b>	<b>1,973,281.25</b>

**ROCKY POINT UNION FREE SCHOOL DISTRICT  
FOR THE MONTH ENDED OCTOBER 2022**

**EXTRA CLASS FUND**

Account	Description	Debits	Credits
CM3 200	Extraclass Checking	51,170.11	0.00
CM3 291	Due From Other Funds	107.36	0.00
CM3 301	LEADERS CLUB	0.00	25.79
CM3 302	MATH HONOR SOCIETY	0.00	57.24
CM3 303	VARSITY CLUB	0.00	348.01
CM3 304	SCIENCE CLUB	0.00	327.47
CM3 305	SPACE CLUB	0.00	248.53
CM3 306	STUDENT COUNCIL MS	0.00	3,126.77
CM3 307	YEARBOOK MS	0.00	6,710.50
CM3 308	BUSINESS CLUB	0.00	163.40
CM3 309	MS ROBOTICS CLUB	0.00	153.48
CM3 310	BE A NICER NEIGHBOR CLUB	0.00	1,941.27
CM3 311	INTERACT COMMUNITY SERVICE CLUB	0.00	3,401.27
CM3 312	SKILLS USA HS COSMOTOLOGY	0.00	640.56
CM3 313	GAY STRAIGHT ALLIANCE CLUB	0.00	0.01
CM3 314	HUMAN RIGHTS CLUB	0.00	202.73
CM3 315	S.A.D.D	0.00	1,284.62
CM3 316	THESPIAN TROUPE #696	0.00	946.98
CM3 317	YEARBOOK HS	0.00	11,863.50
CM3 318	STUDENT COUNCIL	0.00	13,539.80
CM3 319	ART CLUB	0.00	1,417.24
CM3 321	JAE STUDENT COUNCIL	0.00	1,920.53
CM3 322	ROBOTICS CLUB HS	0.00	506.62
CM3 323	HISTORY HONOR SOCIETY	0.00	304.59
CM3 324	MATH TEAM	0.00	736.92
CM3 325	NATIONAL ENGLISH HONOR SOCIETY	0.00	26.41
CM3 326	TECHNOLOGY/MAKER SPACE CLUB	0.00	31.39
CM3 327	SOUND CHOICE CLUB	0.00	475.07
CM3 510	Estimated Revenue	40,590.00	0.00
CM3 522	Expenditures	665.59	0.00
CM3 960	Appropriations	0.00	40,590.00
CM3 980	Revenues	0.00	1,542.36
<b>CM3 Fund Totals:</b>		<b>92,533.06</b>	<b>92,533.06</b>
<b>Grand Totals:</b>		<b>92,533.06</b>	<b>92,533.06</b>

Revenue Status Report By Function From 7/1/2022 To 10/31/2022

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
CM3 1000.101	LEADERS CLUB	650.00	0.00	650.00	0.00	650.00
CM3 1000.103	VARSITY CLUB	5,000.00	0.00	5,000.00	0.00	5,000.00
CM3 1000.106	STUDENT COUNCIL MS	2,500.00	0.00	2,500.00	0.00	2,500.00
CM3 1000.107	YEARBOOK MS	8,500.00	0.00	8,500.00	1,435.00	7,065.00
CM3 1000.108	BUSINESS CLUB	150.00	0.00	150.00	0.00	150.00
CM3 1000.110	BE A NICER NEIGHBOR CLUB	500.00	0.00	500.00	0.00	500.00
CM3 1000.112	SKILLS USA HS COSMOTOLOGY	400.00	0.00	400.00	0.00	400.00
CM3 1000.114	HUMAN RIGHTS CLUB	140.00	0.00	140.00	0.00	140.00
CM3 1000.116	THESPIAN TROUPE #696	2,500.00	0.00	2,500.00	0.00	2,500.00
CM3 1000.117	YEARBOOK HS	7,000.00	0.00	7,000.00	0.00	7,000.00
CM3 1000.118	STUDENT COUNCIL	13,000.00	0.00	13,000.00	0.00	13,000.00
CM3 1000.123	HISTORY HONOR SOCIETY	100.00	0.00	100.00	0.00	100.00
CM3 1000.124	MATH TEAM	150.00	0.00	150.00	0.00	150.00
CM3 2401.000	INTEREST	0.00	0.00	0.00	107.36	-107.36
<b>CM3 Totals:</b>		<b>40,590.00</b>	<b>0.00</b>	<b>40,590.00</b>	<b>1,542.36</b>	<b>39,047.64</b>
<b>Grand Totals:</b>		<b>40,590.00</b>	<b>0.00</b>	<b>40,590.00</b>	<b>1,542.36</b>	<b>39,047.64</b>

**ROCKY POINT UFSD**

Appropriation Status Summary Report By Function From 7/1/2022 To 10/31/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
3000		40,590.00	0.00	40,590.00	665.59	0.00	39,924.41
	Fund CM3Totals:	40,590.00	0.00	40,590.00	665.59	0.00	39,924.41
	<b>Grand Totals:</b>	40,590.00	0.00	40,590.00	665.59	0.00	39,924.41



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

November 7, 2022

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, 2022 through October 31, 2022*

Board of Education:

I have completed my internal claims auditing services for the Rocky Point School District covering the period October 1, 2022 through October 31, 2022. 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 7, 2022

Page 2

*Re: Internal Claims Audit Report for the time period of  
October 1, 2022 through October 31, 2022*

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, 2022 through October 31, 2022 I have audited 326 claims against the District in the amount of \$3,503,441.22. (See attached Exhibit I) I made inquiries and/ or observations into 79 claims in the amount of \$289,178.25. 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, 2022 through October 31, 2022. I have summarized all voided checks and notable exceptions in Exhibit III.

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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
10/12/2022	10/12/2022	31	A	4	14,015.29	-	-	-	-	13414-13417
10/12/2022	10/12/2022	32	A	99	443,492.42	27	36,010.65	27	-	118774-118872
10/14/2022	10/12/2022	34	A	25	594,489.97	-	-	-	-	13418-13423, 5116610-5116628
10/19/2022	10/19/2022	35	A	1	4,615.00	-	-	-	-	13424
10/19/2022	10/19/2022	36	A	56	1,223,082.77	12	50,811.68	12	-	118762-118927
10/26/2022	10/26/2022	37	A	54	362,554.95	14	115,321.92	14	-	118928-118981
10/28/2022	10/26/2022	39	A	27	680,122.96	-	-	-	-	13425-13432, 5116629-5116647
10/26/2022	10/26/2022	3	CM3	2	229.00	-	-	-	-	11440-11441
10/12/2022	10/12/2022	9	C	12	28,328.15	2	461.00	2	-	12732-12743
10/19/2022	10/19/2022	10	C	12	11,466.42	-	-	-	-	12745-12756
10/26/2022	10/26/2022	11	C	11	8,385.23	1	198.50	1	-	12757-12767
10/12/2022	10/12/2022	8	F	15	78,720.18	18	67,155.18	18	-	4723-4737
10/19/2022	10/19/2022	9	F	2	40,334.88	1	12,000.00	1	-	4738-4739
10/26/2022	10/26/2022	10	F	4	7,219.32	4	7,219.32	4	-	4740-4743
10/12/2022	10/12/2022	6	H	1	750.00	-	-	-	-	1159
10/19/2022	10/19/2022	7	H	1	5,634.68	-	-	-	-	1160
<b>TOTAL</b>				<b>326</b>	<b>\$ 3,503,441.22</b>	<b>79</b>	<b>\$ 289,178.25</b>	<b>79</b>	<b>-</b>	

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. Denny, 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**

**2022 / 2023 YTD**

**Analysis by Number of Inquiries**

Reason For Inquiry	Resolution	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	- 0.00%	0.00%	- 0.00%	1 0.31%	- #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	- 0.00%	1 0.48%	- 0.00%	- 0.00%	- #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	1 0.50%	- 0.00%	6 1.90%	8 2.45%	- #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%	0.00%	0.00%	- #DIV/0!	#DIV/0!
Insufficient supporting backup	Backup Provided	0.00%	- 0.00%	- 0.00%	- 0.00%	- #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	12 6.00%	30 16.47%	31 9.47%	27 8.38%	- #DIV/0!	#DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	9 4.50%	9 4.53%	8 2.43%	25 7.67%	- #DIV/0!	#DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	0.00%	0.00%	- 0.00%	- 0.00%	- #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!
Not an original invoice	Copy, fax or statement accepted	4 2.00%	4 1.92%	4 1.22%	13 3.95%	- #DIV/0!	#DIV/0!
Paid sales tax	Void & reissue	0.00%	0.00%	0.00%	0.00%	- #DIV/0!	#DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	4 2.00%	0.00%	0.00%	0.00%	- #DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	2 1.00%	2 0.96%	8 2.43%	5 1.53%	- #DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Check void; to be reissued paid from prior year P.O.	2 1.00%	0.00%	0.00%	0.00%	- #DIV/0!	#DIV/0!
Pre-dated Invoice	Hold until service date	- 0.00%	- 0.00%	0.00%	0.00%	- #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!
<b>Total Number (#) of Inquiries</b>		<b>34 17.00%</b>	<b>46 22.18%</b>	<b>57 17.32%</b>	<b>79 24.23%</b>	<b>- #DIV/0!</b>	<b>- #DIV/0!</b>
<b>Total Claims Audited</b>		<b>200 100.00%</b>	<b>208 100.00%</b>	<b>329 100.00%</b>	<b>326 100.00%</b>	<b>- #DIV/0!</b>	<b>- #DIV/0!</b>
<b>Total Outstanding Inquiries</b>		<b>0 0.00%</b>	<b>0 0.00%</b>	<b>0 0.00%</b>	<b>0 0.00%</b>	<b>0 #DIV/0!</b>	<b>0 #DIV/0!</b>

**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**

2022 / 2023 YTD

Analysis by Dollar Value

Reason For Inquiry	Resolution	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	- 0.00%	- 0.00%	0.00%	660.00 0.02%	#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	- 0.00%	639.28 0.03%	0.00%	- 0.00%	#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	2,843.40 0.06%	0.00%	25,283.38 0.61%	43,034.04 1.83%	#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%	0.00%	0.00%	#DIV/0!	#DIV/0!
Insufficient supporting backup	Backup Provided	0.00%	0.00%	0.00%	0.00%	#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	22,867.78 0.56%	114,541.64 3.91%	134,979.77 3.99%	168,004.94 4.87%	#DIV/0!	#DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	46,249.05 1.06%	24,613.63 1.13%	5,016.24 0.12%	49,304.84 1.41%	#DIV/0!	#DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	- 0.00%	- 0.00%	- 0.00%	- 0.00%	#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!
Not an original invoice	Copy, fax or statement accepted	10,203.15 0.22%	2,455.72 0.11%	7,109.18 0.17%	10,414.74 0.30%	#DIV/0!	#DIV/0!
Paid sales tax	Void & reissue	0.00%	0.00%	- 0.00%	- 0.00%	#DIV/0!	#DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	23,109.59 0.56%	0.00%	- 0.00%	- 0.00%	#DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	3,536.40 0.08%	2,041.84 0.09%	22,937.66 0.59%	17,759.69 0.51%	#DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Check void; to be reissued paid from prior year P.O.	8,022.60 0.17%	0.00%	0.00%	- 0.00%	#DIV/0!	#DIV/0!
Pre-dated Invoice	Hold until service date	- 0.00%	0.00%	0.00%	0.00%	#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!
<b>Total Value (\$) of Inquiries</b>		<b>116,831.97 2.58%</b>	<b>144,992.11 6.56%</b>	<b>195,292.33 4.71%</b>	<b>289,178.25 8.25%</b>	- #DIV/0!	- #DIV/0!
<b>Total Claims Audited</b>		<b>4,616,614.61 100.00%</b>	<b>2,198,157.06 100.00%</b>	<b>4,145,016.34 100.00%</b>	<b>3,503,441.22 100.00%</b>	- #DIV/0!	- #DIV/0!
<b>Total Outstanding Inquiries</b>		- 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 2022**

Fund	Ck #	Amount \$	Vendor	Warrant		Reason For Inquiry	Resolution
				Warrant #	Date		
None		-					
<b>Total</b>	<b>1 Void</b>	-					

**Other Notable Exceptions - October 2022**

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

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

# *Interoffice Memorandum*

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

**FROM:** *Kristen White, Executive Director of Pupil Personnel*

**DATE:** *November 1, 2022*

**RE:** *Board Action Sheets*

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*Below please find the schedule to be approved at the November 14, 2022 Board of Education meeting:*

<b>SCHEDULE-A 11/14/22</b>		
<b>Year</b>	<b>Date</b>	<b>Location</b>
2022-2023	September 29, 2022- October 26, 2022	CSE & SCSE meetings conducted for students attending in-district and out of district placements
2022-2023	September 29, 2022- October 26, 2022	CSE District Wide Amendments without meetings

**BOE ACTION Summary DATE? DECISION?**

<u>CMA BOE Date</u>	<u>CR Doc Committee Responsible</u>	<u>CMA Reason</u>	<u>Decision/Status</u>	<u>CMA Date</u>	<u>CR Expected Grade</u>	<u>CR Next Recommended School (&gt;2010-11 SY)</u>	<u>Program</u>	<u>Program Start</u>	<u>Program End</u>	<u>Program Ratio</u>	<u>Program Frequency</u>	<u>Program Period</u>	<u>Program Duration</u>	<u>Program Location</u>	<u>Related Service</u>	<u>RS Start</u>	<u>RS End</u>	<u>RS Ratio</u>	<u>RS Frequency</u>	<u>RS Period</u>	<u>RS Duration</u>
11/14/2022	CSE	Parent Request	Classified	09/19/2022	10		Special Class - English	09/01/2022	06/23/2023	15:1	5 Weekly		42 English / Language Arts Class	Counseling	09/19/2022	06/16/2023	Individual		1 Weekly		30
		Parent Request	Classified		10		Special Class - Math	09/01/2022	06/23/2023	15:1	5 Weekly		42 Math Class	Counseling	09/19/2022	06/16/2023	Individual		1 Weekly		30
		Parent Request	Classified		10		Special Class - Science	09/01/2022	06/23/2023	15:1	5 Weekly		42 Science Class	Counseling	09/19/2022	06/16/2023	Individual		1 Weekly		30
		Parent Request	Classified		10		Special Class - Social Studies	09/01/2022	06/23/2023	15:1	5 Weekly		42 Social Studies Class	Counseling	09/19/2022	06/16/2023	Individual		1 Weekly		30
		Manifestation Determination	Classified	09/29/2022	10		Integrated Co-teaching Services	09/01/2022	06/23/2023		5 Weekly		42 English / Language Arts Class	Counseling	09/09/2022	06/16/2023	Individual		2 Monthly		30
		Manifestation Determination	Classified		10		Integrated Co-teaching Services	09/01/2022	06/23/2023		5 Weekly		42 Science Class	Counseling	09/09/2022	06/16/2023	Individual		2 Monthly		30
		Manifestation Determination	Classified		10		Integrated Co-teaching Services	09/01/2022	06/23/2023		5 Weekly		42 Social Studies Class	Counseling	09/09/2022	06/16/2023	Individual		2 Monthly		30
		Manifestation Determination	Classified		10		Integrated Co-teaching Services	09/01/2022	06/23/2023		5 Every 2 weeks		42 Classroom Counseling	Counseling	09/09/2022	06/16/2023	Individual		2 Monthly		30
		Manifestation Determination	Classified		10		Special Class - Math	09/01/2022	06/23/2023	15:1	5 Weekly		42 Classroom Counseling	Counseling	09/09/2022	06/16/2023	Individual		2 Monthly		30
		Initial Eligibility Determination Meeting	Classified	09/30/2022	08		Integrated Co-teaching Services	10/17/2022	06/23/2023		5 Weekly		42 English / Language Arts Class								
		Initial Eligibility Determination Meeting	Classified		08		Integrated Co-teaching Services	10/17/2022	06/23/2023		5 Weekly		42 Math Class								
		Initial Eligibility Determination Meeting	Classified		08		Integrated Co-teaching Services	10/17/2022	06/23/2023		5 Weekly		42 Science Class								
		Initial Eligibility Determination Meeting	Classified		08		Integrated Co-teaching Services	10/17/2022	06/23/2023		5 Weekly		42 Social Studies Class								
		Amendment - Agreement No Meeting	Classified	10/03/2022	07		Special Class - English	09/01/2022	06/23/2023	15:1+1	5 Weekly		42 English / Language Arts Class	Speech/Language Therapy	09/09/2022	06/16/2023	Small Group (5:1)		2 Weekly		30
		Amendment - Agreement No Meeting	Classified		07		Special Class - English	09/01/2022	06/23/2023	15:1+1	5 Weekly		42 English / Language Arts Class	Counseling-Social Skills	09/09/2022	06/16/2023	Small Group (5:1)		1 Weekly		30
		Amendment - Agreement No Meeting	Classified		07		Special Class - English	09/01/2022	06/23/2023	15:1+1	5 Weekly		42 English / Language Arts Class	Parent Counseling and Training	09/09/2022	06/16/2023	Small Group		4 Yearly		60
		Amendment - Agreement No Meeting	Classified		07		Special Class - English	09/01/2022	06/23/2023	15:1+1	5 Weekly		42 English / Language Arts Class	Counseling	09/09/2022	06/16/2023	Individual		2 Monthly		30
		Amendment - Agreement No Meeting	Classified		07		Special Class - Reading	09/01/2022	06/23/2023	15:1+1	5 Weekly		42 English / Language Arts Class	Speech/Language Therapy	09/09/2022	06/16/2023	Small Group (5:1)		2 Weekly		30
		Amendment - Agreement No Meeting	Classified		07		Special Class - Reading	09/01/2022	06/23/2023	15:1+1	5 Weekly		42 English / Language Arts Class	Counseling-Social Skills	09/09/2022	06/16/2023	Small Group (5:1)		1 Weekly		30
		Amendment - Agreement No Meeting	Classified		07		Special Class - Reading	09/01/2022	06/23/2023	15:1+1	5 Weekly		42 English / Language Arts Class	Parent Counseling and Training	09/09/2022	06/16/2023	Small Group		4 Yearly		60
		Amendment - Agreement No Meeting	Classified		07		Special Class - Reading	09/01/2022	06/23/2023	15:1+1	5 Weekly		42 English / Language Arts Class	Counseling	09/09/2022	06/16/2023	Individual		2 Monthly		30
		Amendment - Agreement	Classified		07		Integrated Co-	09/01/2022	06/23/2023		5 Weekly		42 Math Class	Speech/Language Therapy	09/09/2022	06/16/2023	Small Group		2 Weekly		30

No Meeting				teaching Services					(5:1)		
Amendment - Classified Agreement No Meeting		07		Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Math Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Amendment - Classified Agreement No Meeting		07		Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Math Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly 60
Amendment - Classified Agreement No Meeting		07		Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Math Class	Counseling	09/09/2022 06/16/2023	Individual	2 Monthly 30
Amendment - Classified Agreement No Meeting		07		Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly 30
Amendment - Classified Agreement No Meeting		07		Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Amendment - Classified Agreement No Meeting		07		Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly 60
Amendment - Classified Agreement No Meeting		07		Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Counseling	09/09/2022 06/16/2023	Individual	2 Monthly 30
Amendment - Classified Agreement No Meeting		07		Special Class - Social Studies	09/01/2022 06/23/2023 15:1+1	5 Weekly	42 Social Studies Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly 30
Amendment - Classified Agreement No Meeting		07		Special Class - Social Studies	09/01/2022 06/23/2023 15:1+1	5 Weekly	42 Social Studies Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Amendment - Classified Agreement No Meeting		07		Special Class - Social Studies	09/01/2022 06/23/2023 15:1+1	5 Weekly	42 Social Studies Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly 60
Amendment - Classified Agreement No Meeting		07		Special Class - Social Studies	09/01/2022 06/23/2023 15:1+1	5 Weekly	42 Social Studies Class	Counseling	09/09/2022 06/16/2023	Individual	2 Monthly 30
Amendment - Classified Agreement No Meeting		05		Special Class	09/01/2022 06/23/2023 15:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly 30
Amendment - Classified Agreement No Meeting		05		Special Class	09/01/2022 06/23/2023 15:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	1 Weekly 30
Amendment - Classified Agreement No Meeting		05		Special Class	09/01/2022 06/23/2023 15:1+1	6 Daily	40 Classroom	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Program Review	Classified		10/04/2022 06	Special Class - English	10/04/2022 06/23/2023 15:1	5 Weekly	42 English / Language Arts Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Program Review	Classified		06	Special Class - Math	10/04/2022 06/23/2023 15:1	5 Weekly	42 Math Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Program Review	Classified		06	Special Class - Social Studies	10/04/2022 06/23/2023 15:1	5 Weekly	42 Social Studies Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Program Review	Classified		06	Special Class - Reading	10/04/2022 06/23/2023 15:1	5 Weekly	42 English / Language Arts Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Program Review	Classified		06	Special Class - Science	10/04/2022 06/23/2023 15:1	5 Weekly	42 Science Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly 30
Amendment - Classified Agreement No Meeting			10/06/2022 09	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Physical Therapy	09/09/2022 06/16/2023	Individual	1 Weekly 30
Amendment - Classified Agreement No Meeting			09	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Counseling - Social Skills	09/09/2022 06/16/2023	Individual	1 Weekly 30
Amendment - Classified Agreement No Meeting			09	Integrated Co-teaching	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Physical Therapy	09/09/2022 06/16/2023	Individual	1 Weekly 30

Amendment - Classified Agreement No Meeting	09		Services Integrated 09/01/2022 06/23/2023	5 Weekly	42 Science Class	Counseling - Social Skills	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	09		Integrated 09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Physical Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	09		Integrated 09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Counseling - Social Skills	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	09		Integrated 09/01/2022 06/23/2023	5 Every 2 weeks	42 Science Class	Physical Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	09		Integrated 09/01/2022 06/23/2023	5 Every 2 weeks	42 Science Class	Counseling - Social Skills	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	09		Special Class - Math 09/01/2022 06/23/2023 15:1	5 Weekly	42 Math Class	Physical Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	09		Special Class - Math 09/01/2022 06/23/2023 15:1	5 Weekly	42 Math Class	Counseling - Social Skills	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	04		Integrated 09/01/2022 06/23/2023	6 Daily	40 Classroom	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30	
Program Review	Classified	10/11/2022	05	Special Class 10/27/2022 06/23/2023 6:1+3	5 Weekly	360 Separate	Speech/Language Therapy	10/27/2022 06/23/2023	Individual	2 Weekly	30
Program Review	Classified		05	Special Class 10/27/2022 06/23/2023 6:1+3	5 Weekly	360 Separate	Occupational Therapy	10/27/2022 06/23/2023	Individual	2 Weekly	30
Program Review	Classified		05	Special Class 10/27/2022 06/23/2023 6:1+3	5 Weekly	360 Separate	Parent Training	10/27/2022 06/23/2023	Small Group	1 Monthly	60
Program Review	Classified		05	Special Class 10/27/2022 06/23/2023 6:1+3	5 Weekly	360 Separate	Psychological Services	10/27/2022 06/23/2023	Individual	3 Weekly	30
Program Review	Classified		05	Special Class 10/27/2022 06/23/2023 6:1+3	5 Weekly	360 Separate	Speech/Language Therapy	10/27/2022 06/23/2023	Small Group (3:1)	1 Weekly	30
Program Review	Classified		05	Adapted Physical Education 10/27/2022 06/23/2023 6:1+3	4 Weekly	30 Separate	Speech/Language Therapy	10/27/2022 06/23/2023	Individual	2 Weekly	30
Program Review	Classified		05	Adapted Physical Education 10/27/2022 06/23/2023 6:1+3	4 Weekly	30 Separate	Occupational Therapy	10/27/2022 06/23/2023	Individual	2 Weekly	30
Program Review	Classified		05	Adapted Physical Education 10/27/2022 06/23/2023 6:1+3	4 Weekly	30 Separate	Parent Training	10/27/2022 06/23/2023	Small Group	1 Monthly	60
Program Review	Classified		05	Adapted Physical Education 10/27/2022 06/23/2023 6:1+3	4 Weekly	30 Separate	Psychological Services	10/27/2022 06/23/2023	Individual	3 Weekly	30
Program Review	Classified		05	Adapted Physical Education 10/27/2022 06/23/2023 6:1+3	4 Weekly	30 Separate	Speech/Language Therapy	10/27/2022 06/23/2023	Small Group (3:1)	1 Weekly	30
Parent Request	Classified		06	Resource Room Program 09/01/2022 06/23/2023 5:1	5 Weekly	40 Resource Room	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30
Amendment - Classified Agreement No Meeting	08		Integrated 09/01/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	08		Integrated 09/01/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Counseling	10/11/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	08		Integrated 09/01/2022 06/23/2023	5 Weekly	42 Math Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	08		Integrated 09/01/2022 06/23/2023	5 Weekly	42 Math Class	Counseling	10/11/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	08		Integrated 09/01/2022 06/23/2023	5 Weekly	42 Science Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	08		Integrated 09/01/2022 06/23/2023	5 Weekly	42 Science Class	Counseling	10/11/2022 06/16/2023	Individual	1 Weekly	30	

Agreement No Meeting			Co-teaching Services			Class					
Amendment - Classified Agreement No Meeting	08		Integrated 09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	08		Integrated 09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Counseling	10/11/2022 06/16/2023	Individual	1 Weekly	30	
Initial Eligibility Determination Meeting	Classified	10/13/2022	06	Integrated 10/25/2022 06/23/2023	5 Weekly	42 Math Class	Counseling	10/25/2022 06/16/2023	Individual	1 Weekly	30
Initial Eligibility Determination Meeting	Classified		06	Integrated 10/25/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Counseling	10/25/2022 06/16/2023	Individual	1 Weekly	30
Initial Eligibility Determination Meeting	Classified		06	Integrated 10/25/2022 06/23/2023	5 Weekly	42 Science Class	Counseling	10/25/2022 06/16/2023	Individual	1 Weekly	30
Initial Eligibility Determination Meeting	Classified		06	Integrated 10/25/2022 06/23/2023	5 Weekly	42 Social Studies Class	Counseling	10/25/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		10/14/2022	04	Special Class 09/01/2022 06/23/2023 15:1+1	6 Daily	40 Special Location	Itinerant Hearing Teacher	10/14/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting			04	Special Class 09/01/2022 06/23/2023 15:1+1	6 Daily	40 Special Location	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting			04	Special Class 09/01/2022 06/23/2023 15:1+1	6 Daily	40 Special Location	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting			04	Special Class 09/01/2022 06/23/2023 15:1+1	6 Daily	40 Special Location	Itinerant Hearing Teacher	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting			04	Special Class 09/01/2022 06/23/2023 15:1+1	6 Daily	40 Special Location	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting			01	Special Class 09/01/2022 06/23/2023 12:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting			01	Special Class 09/01/2022 06/23/2023 12:1+1	6 Daily	40 Classroom	Occupational Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting			01	Special Class 09/01/2022 06/23/2023 12:1+1	6 Daily	40 Classroom	Physical Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting			01	Special Class 09/01/2022 06/23/2023 12:1+1	6 Daily	40 Classroom	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting			01	Special Class 09/01/2022 06/23/2023 12:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting			01	Special Class 09/01/2022 06/23/2023 12:1+1	6 Daily	40 Classroom	Occupational Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting			01	Special Class 09/01/2022 06/23/2023 12:1+1	6 Daily	40 Classroom	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60
Amendment - Classified Agreement No Meeting		10/17/2022	Ungraded	Special Class - English 09/01/2022 06/23/2023 12:1+1	5 Weekly	42 English / Language Arts Class	Counseling	10/17/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting			Ungraded	Special Class - English 09/01/2022 06/23/2023 12:1+1	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting			Ungraded	Special Class - English 09/01/2022 06/23/2023 12:1+1	5 Weekly	42 English / Language Arts Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60
Amendment - Classified Agreement No Meeting			Ungraded	Special Class - English 09/01/2022 06/23/2023 12:1+1	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting			Ungraded	Special Class - Reading 09/01/2022 06/23/2023 12:1+1	5 Weekly	42 English / Language Arts Class	Counseling	10/17/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting			Ungraded	Special Class - Reading 09/01/2022 06/23/2023 12:1+1	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30

Amendment - Classified Agreement No Meeting	Ungraded	Special Class - Reading	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 English / Language Arts Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class - Reading	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class - Math	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 Math Class	Counseling	10/17/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class - Math	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 Math Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class - Math	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 Math Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class - Math	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 Math Class	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Consultant Teacher Services	09/01/2022 06/23/2023	6 Weekly	60 Job Site	Counseling	10/17/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Consultant Teacher Services	09/01/2022 06/23/2023	6 Weekly	60 Job Site	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Consultant Teacher Services	09/01/2022 06/23/2023	6 Weekly	60 Job Site	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60	
Amendment - Classified Agreement No Meeting	Ungraded	Consultant Teacher Services	09/01/2022 06/23/2023	6 Weekly	60 Job Site	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 Separate	Counseling	10/17/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 Separate	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 Separate	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60	
Amendment - Classified Agreement No Meeting	Ungraded	Special Class	09/01/2022 06/23/2023 12:1+1	5 Weekly	42 Separate	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	04					Speech/Language Therapy	09/01/2022 06/22/2023	Small Group (5:1)	2 Weekly	30	
Amendment - Classified Agreement No Meeting	04					Occupational Therapy	10/17/2022 06/22/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	04					Counseling-Social Skills	09/01/2022 06/22/2023	Small Group (5:1)	1 Weekly	30	
Amendment - Classified Agreement No Meeting	06	Special Class	09/06/2022 06/23/2023 8:1:1	5 Weekly	330 Separate	Speech/Language Therapy	09/06/2022 06/23/2023	Individual	4 Weekly	30	
Amendment - Classified Agreement No Meeting	06	Special Class	09/06/2022 06/23/2023 8:1:1	5 Weekly	330 Separate	Parent Counseling and Training	09/06/2022 06/23/2023	Small Group	1 Quarterly	60	
Amendment - Classified Agreement No Meeting	06	Special Class	09/06/2022 06/23/2023 8:1:1	5 Weekly	330 Separate	Psychological Counseling Services	09/06/2022 06/23/2023	Small Group	1 Weekly	30	
Amendment - Classified Agreement No Meeting	06	Special Class	09/06/2022 06/23/2023 8:1:1	5 Weekly	330 Separate	Speech/Language Therapy	09/06/2022 06/23/2023	Small Group	1 Weekly	30	
Amendment - Classified Agreement No Meeting	06	Special Class	09/06/2022 06/23/2023 8:1:1	5 Weekly	330 Separate	Counseling	10/17/2022 06/23/2023	Individual	1 Weekly	30	
Amendment - Classified Agreement No Meeting	10/18/2022 03	Integrated Co-teaching Services	09/01/2022 06/23/2023	6 Daily	40 Classroom	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30	
Program Review	Classified	10/20/2022 12	Special Class	10/24/2022 06/23/2023 12:1+1	5 Weekly	360 Across School Setting	Counseling	10/24/2022 06/23/2023	Individual	1 Weekly	45
Program Review	Classified	12	Special Class	10/24/2022 06/23/2023 12:1+1	5 Weekly	360 Across School Setting	Family Counseling/Therapy	10/24/2022 06/23/2023	Small Group (5:1)	1 Monthly	60
Program Review	Classified	12	Special Class	10/24/2022 06/23/2023 12:1+1	5 Weekly	360 Across School Setting	Parent Counseling and Training	09/23/2022 06/23/2023	Individual	2 Monthly	60
Program Review	Classified	12	Special Class	10/24/2022 06/23/2023 12:1+1	5 Weekly	360 Across School	Counseling	10/24/2022 06/23/2023	Small Group	1 Weekly	45

Amendment - Classified Agreement No Meeting	10/21/2022	06	Special Class	09/06/2022 06/23/2023 8:1+1	1 Daily	330 All Academic Classes	Counseling	09/06/2022 06/23/2023	Setting (5:1) Small Group (5:1)	2 Weekly	30
Amendment - Classified Agreement No Meeting		06	Special Class	09/06/2022 06/23/2023 8:1+1	1 Daily	330 All Academic Classes	Counseling	09/06/2022 06/23/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		06	Special Class	09/06/2022 06/23/2023 8:1+1	1 Daily	330 All Academic Classes	Parent Counseling and Training	10/21/2022 06/23/2023	Individual	2 Monthly	60
Amendment - Classified Agreement No Meeting	10/26/2022	07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Math Class	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		07	Resource Room Program	09/01/2022 06/23/2023 5:1	5 Weekly	42 Classroom	Speech/Language Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		11	Special Class - English	09/01/2022 06/23/2023 15:1	5 Weekly	42 English / Language Arts Class	Occupational Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		11	Special Class - English	09/01/2022 06/23/2023 15:1	5 Weekly	42 English / Language Arts Class	Physical Therapy	09/09/2022 06/16/2023	Individual	4 Weekly	30
Amendment - Classified Agreement No Meeting		11	Special Class - English	09/01/2022 06/23/2023 15:1	5 Weekly	42 English / Language Arts Class	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		11	Special Class - English	09/01/2022 06/23/2023 15:1	5 Weekly	42 English / Language Arts Class	Orientation and Mobility Services	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		11	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Occupational Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		11	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Physical Therapy	09/09/2022 06/16/2023	Individual	4 Weekly	30
Amendment - Classified Agreement No Meeting		11	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		11	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Orientation and Mobility Services	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		11	Resource Room Program	09/01/2022 06/23/2023 5:1	5 Every 2 weeks	42 Classroom	Occupational Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		11	Resource Room Program	09/01/2022 06/23/2023 5:1	5 Every 2 weeks	42 Classroom	Physical Therapy	09/09/2022 06/16/2023	Individual	4 Weekly	30
Amendment - Classified Agreement No Meeting		11	Resource Room Program	09/01/2022 06/23/2023 5:1	5 Every 2 weeks	42 Classroom	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		11	Resource Room Program	09/01/2022 06/23/2023 5:1	5 Every 2 weeks	42 Classroom	Orientation and Mobility Services	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		11	Adapted Physical Education	09/01/2022 06/23/2023	5 Every 2 weeks	42 Gym	Occupational Therapy	09/09/2022 06/16/2023	Individual	2 Weekly	30
Amendment - Classified Agreement No Meeting		11	Adapted Physical Education	09/01/2022 06/23/2023	5 Every 2 weeks	42 Gym	Physical Therapy	09/09/2022 06/16/2023	Individual	4 Weekly	30
Amendment - Classified Agreement No Meeting		11	Adapted Physical Education	09/01/2022 06/23/2023	5 Every 2 weeks	42 Gym	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		11	Adapted Physical Education	09/01/2022 06/23/2023	5 Every 2 weeks	42 Gym	Orientation and Mobility Services	09/09/2022 06/16/2023	Individual	2 Weekly	30

Amendment - Classified Agreement No Meeting	10/27/2022	01	Special Class	09/01/2022 06/23/2023 15:1+1	6 Daily	40 Classroom	Occupational Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30
Amendment - Classified Agreement No Meeting		01	Special Class	09/01/2022 06/23/2023 15:1+1	6 Daily	40 Classroom	Counseling-Social Skills	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Math Class	Speech/Language Therapy	10/27/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Math Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Math Class	Itinerant Hearing Teacher	09/09/2022 06/16/2023	Individual	5 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Speech/Language Therapy	10/27/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Itinerant Hearing Teacher	09/09/2022 06/16/2023	Individual	5 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Speech/Language Therapy	10/27/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 Social Studies Class	Itinerant Hearing Teacher	09/09/2022 06/16/2023	Individual	5 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	10/27/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Integrated Co-teaching Services	09/01/2022 06/23/2023	5 Weekly	42 English / Language Arts Class	Itinerant Hearing Teacher	09/09/2022 06/16/2023	Individual	5 Weekly	30
Amendment - Classified Agreement No Meeting		07	Resource Room Program	09/01/2022 06/23/2023 5:1	5 Weekly	42 Classroom	Speech/Language Therapy	10/27/2022 06/16/2023	Individual	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Resource Room Program	09/01/2022 06/23/2023 5:1	5 Weekly	42 Classroom	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	1 Weekly	30
Amendment - Classified Agreement No Meeting		07	Resource Room Program	09/01/2022 06/23/2023 5:1	5 Weekly	42 Classroom	Itinerant Hearing Teacher	09/09/2022 06/16/2023	Individual	5 Weekly	30
Amendment - Classified Agreement No Meeting	10/31/2022	06	Special Class - Math	09/01/2022 06/23/2023 15:1	5 Weekly	42 Math Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30
Amendment - Classified Agreement No Meeting		06	Special Class - Science	09/01/2022 06/23/2023 15:1	5 Weekly	42 Science Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30
Amendment - Classified Agreement No Meeting		06	Special Class - Social Studies	09/01/2022 06/23/2023 15:1	5 Weekly	42 Social Studies Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30
Amendment - Classified Agreement No Meeting		06	Special Class - English	10/31/2022 06/23/2023 15:1	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30
Amendment - Classified Agreement No Meeting		06	Special Class - Reading	10/31/2022 06/23/2023 15:1	5 Weekly	42 English / Language Arts Class	Speech/Language Therapy	09/09/2022 06/16/2023	Small Group (5:1)	2 Weekly	30
New Entrant with IEP	07/06/2022	11	Integrated Co-teaching	09/01/2022 06/23/2023	5 Weekly	42 Science Class	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30

New Entrant with IEP	Exited	11	Services Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Weekly	42 Science Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60
New Entrant with IEP	Exited	11	Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Weekly	42 Social Studies Class	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30
New Entrant with IEP	Exited	11	Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Weekly	42 Social Studies Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60
New Entrant with IEP	Exited	11	Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Weekly	42 Math Class	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30
New Entrant with IEP	Exited	11	Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Weekly	42 Math Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60
New Entrant with IEP	Exited	11	Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Weekly	42 English / Language Arts Class	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30
New Entrant with IEP	Exited	11	Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Weekly	42 English / Language Arts Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60
New Entrant with IEP	Exited	11	Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Every 2 weeks	42 Science Class	Counseling	09/09/2022 06/16/2023	Individual	1 Weekly	30
New Entrant with IEP	Exited	11	Integrated 09/01/2022 06/23/2023 Co-teaching Services	5 Every 2 weeks	42 Science Class	Parent Counseling and Training	09/09/2022 06/16/2023	Small Group	4 Yearly	60
Initial Eligibility Determination Meeting	Ineligible	10/24/2022 10								

CR Doc Committee Responsible Sub Total: 177

Total Records: 177

Total Students: 27

# *Interoffice Memorandum*

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

**FROM:** *Kristen White, Executive Director of Pupil Personnel Services*

**DATE:** *11/14/2022*

**RE:** *Board Action Sheets*

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*Below please find the schedule to be approved at the 11/14/2022 Board of Education meeting:*

<b>SCHEDULE- B 11/14/2022</b>	
<b>Date</b>	<b>Location</b>
<i>9/6/2022</i>	<i>CPSE Committee</i>
<i>9/12/2022</i>	<i>CPSE Committee</i>
<i>9/14/2022</i>	<i>CPSE Committee</i>
<i>9/30/2022</i>	<i>CPSE Amendment</i>
<i>10/6/2022</i>	<i>CPSE Committee</i>
<i>10/12/2022</i>	<i>CPSE Amendment</i>
<i>10/25/2022</i>	<i>CPSE Committee</i>
<i>10/26/2022</i>	<i>CPSE Committee</i>
<i>10/27/2022</i>	<i>CPSE Amendment</i>
<i>10/27/2022</i>	<i>CPSE Committee</i>

*Dr. Scott T. O'Brien-Board Action Sheets/ka0*

**BOE ACTION Summary DATE? DECISION?**

CMA BOE Data	CR Doc Committee Responsible	CMA Reason	Decision/Status	CMA Date	CR Expected Grade	CR Next Recommended School (> 2010-11 SY)	Program	Program Start	Program End	Program Ratio	Program Frequency	Program Period	Program Duration	Program Location	Related Service	RS Start	RS End	RS Ratio	RS Frequency	RS Period	RS Duration
11/14/2022	CPSE	Requested Review	Classified Preschool	09/06/2022	Preschool		Special Class	09/06/2022	06/23/2023	6:1+1	5 Weekly		300 Classroom	Speech/Language Therapy	09/06/2022	06/23/2023	Individual	3 Weekly		30	
		Transfer Student																			
		Initial Eligibility Determination Meeting	Classified Preschool	09/12/2022	Preschool		Special Class	09/28/2022	06/23/2023	12:1+1	5 Weekly		150 Classroom	Speech/Language Therapy	09/28/2022	06/23/2023	Individual	1 Weekly		30	
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	09/28/2022	06/23/2023	12:1+1	5 Weekly		150 Classroom	Occupational Therapy	09/28/2022	06/23/2023	Individual	1 Weekly		30	
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	09/28/2022	06/23/2023	12:1+1	5 Weekly		150 Classroom	Speech/Language Therapy	09/28/2022	06/23/2023	Individual	2 Weekly		30	
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	09/28/2022	06/23/2023	12:1+1	5 Weekly		150 Classroom	Occupational Therapy	09/28/2022	06/23/2023	Individual	1 Weekly		30	
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	09/28/2022	06/23/2023	12:1+1	5 Weekly		150 Classroom	Physical Therapy	09/28/2022	06/23/2023	Individual	2 Weekly		30	
		Amendment	Classified Preschool	09/30/2022	Preschool									Speech/Language Therapy	10/03/2022	06/23/2023	Individual	3 Weekly		30	
		Initial Eligibility Determination Meeting	Classified Preschool	10/06/2022	Preschool		Special Class	01/03/2023	06/23/2023	6:1+1	5 Weekly		300 Classroom	Occupational Therapy	01/03/2023	06/23/2023	Individual	2 Weekly		30	
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	01/03/2023	06/23/2023	6:1+1	5 Weekly		300 Classroom	Physical Therapy	01/03/2023	06/23/2023	Individual	2 Weekly		30	
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	01/03/2023	06/23/2023	6:1+1	5 Weekly		300 Classroom	Parent Counseling and Training	01/03/2023	06/23/2023	Individual	1 Monthly		60	
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	01/03/2023	06/23/2023	6:1+1	5 Weekly		300 Classroom	Speech/Language Therapy	01/03/2023	06/23/2023	Individual	3 Weekly		30	
		Amendment	Classified Preschool	10/12/2022	Preschool		Special Education Itinerant Services	10/24/2022	06/23/2023	1:1	5 Weekly		120 Home	Speech/Language Therapy	10/24/2022	06/23/2023	Individual	4 Weekly		30	
		Amendment	Classified Preschool		Preschool		Special Education Itinerant Services	10/24/2022	06/23/2023	1:1	5 Weekly		120 Home	Occupational Therapy	10/31/2022	06/23/2023	Individual	2 Weekly		30	
		Initial Eligibility Determination Meeting	Classified Preschool	10/25/2022	Preschool									Speech/Language Therapy	12/22/2022	06/23/2023	Individual	3 Weekly		30	
		Program Review	Classified Preschool	10/26/2022	Preschool		Special Class in an Integrated Setting	11/14/2022	06/23/2023	12:1:3	5 Weekly		300 Classroom	Speech/Language Therapy	11/14/2022	06/23/2023	Individual	2 Weekly		30	
		Amendment	Classified Preschool	10/27/2022	Preschool									Speech/Language Therapy	10/31/2022	06/23/2023	Individual	1 Weekly		30	
		Amendment	Classified Preschool		Preschool									Speech/Language Therapy	10/31/2022	06/23/2023	Individual	1 Weekly		60	
		Initial Eligibility Determination Meeting	Exited	09/14/2022	Preschool		Special Class	10/03/2022	06/23/2023	12:1+1	5 Weekly		150 Classroom	Speech/Language Therapy	10/03/2022	06/23/2023	Individual	3 Weekly		30	
		Initial Eligibility Determination Meeting	Ineligible	10/27/2022	Preschool																
		Initial Eligibility	Ineligible		Preschool																

Determination Meeting

Initial Eligibility Determination Meeting

Ineligible

Preschool

**CR Doc Committee Responsible Sub Total: 21**

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**Total Records: 21**

**Total Students: 12**

**Budget Transfer Summary Report**  
**October 2022**

<b>Entry</b>		<b>From Account</b>			<b>To Account</b>						
<b>Number</b>	<b>From Account #</b>	<b>Description</b>	<b>Amount</b>	<b>To Account #</b>	<b>Description</b>	<b>Amount</b>	<b>Reason</b>				
3999	A1680490040000	BOCES Services	\$ 110,000.00	A1680160040000	Non Instructional Salaries	\$ 110,000.00	New Contract				
4000	A1621404040000	Special Projects	\$ 64,500.00	A1621408040000	Emergency & Unforeseen Repairs	\$ 67,000.00	Repair Auditorium Ceiling Section				
	A1621520040000	Buildings & Grounds Mat.	\$ 2,500.00								
4001	C2860410041000	Food	\$ 4,350.00	C2860460041000	Software	\$ 4,350.00	New Software for Child Nutrition				
4002	A225047204SUMH	Summer Tuition Pvt. Place.	\$ 25,000.00	A2250472040000	Tuition Private Placement	\$ 25,000.00	Out of District Placements				
4003	A225047004SUMH	Summer Tuition OS Placemnts.	\$ 21,000.00	A2250472040000	Tuition Private Placement	\$ 21,000.00	Out of District Placements				
	A2250470040000	Tuition Outside Placements	\$ 124,000.00	A2250472040000	Tuition Private Placement	\$ 124,000.00	CSE Recommendation				
4004	A2110400040000	Contractual	\$ 23,087.90	A1910424040000	Insurance	\$ 21,992.90	Clear Negative Balances				
				A2825150060000	Instructional Salaries	\$ 1,095.00					

# Rocky Point



Jessica Uebel, Co-President  
Maria Casoria, Co-President  
Heather Nendza, VP FJC  
Elizabeth Drago, VP JAE  
Christina Curtin, VP Middle School  
Natalie Cea, VP High School  
Jason Ford, Treasurer  
Alana Lisa, Recording Secretary  
Cara Kazaks, Corresponding Secretary

90 Rocky Point-Yaphank Road, Rocky Point, NY 11778

Email: rockypointpta@gmail.com

October 12, 2022

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

## Re: JAE Donation

Dear Trustees:

The Rocky Point PTA would like to donate the following items for the Stem Lab at JAE. The donation totals \$2,243.87. The items are as follows:

1. 2 Electronic Snap Circuits \$179.98
2. 2 Snap Circuit Lights \$217.98
3. 2 Stackable Base Plates for Big Bricks \$25.98
4. 2 Strictly Briks 1008 Piece Translucent Brick Set \$89.98
5. 2 Strictly Briks 1008 Piece Set 12 Colors 9 Shapes \$77.98
6. Keva Maple 1,000 Planks in Wood Roller Bin \$499.99
7. 2 Element Tables \$1,151.98

We look forward to having this donation approved. If there are any questions, or a need for any additional information, please feel free to contact us.

Jessica Uebel

A handwritten signature in black ink that reads 'Jessica Uebel'.

Sincerely,  
Maria Casoria Co-Presidents

A handwritten signature in black ink consisting of two stylized, overlapping cursive initials.

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**O** **OHIOPYLE PRINTS, INC.**  
410 DINNERBELL RD  
OHIOPYLE, PA 15470-1002

WesBanco Bank, Inc.  
69-3/434

17212

10/20/2022

PAY TO THE ORDER OF Rocky Point Union Free School District

\$ \*\*116.61

One Hundred Sixteen and 61/100 \*\*\*\*\* DOLLARS

PROTECTED AGAINST FRAUD

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



*Handwritten signature*



MEMO

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Details on Back



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MP

## Frequently Asked Questions

### **Who is Ohiopyle Prints, Inc.?**

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

### **Why should I sign this non-exclusive agreement?**

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

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

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

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

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

### **Does cashing this check obligate our school to anything?**

No. You can cancel the program at any time.

### **What can our school use this money for?**

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

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

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

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

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

### **Does signing an agreement affect our booster clubs?**

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

### **Can our school and booster clubs buy direct from OP?**

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

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

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

### **What are school Marks?**

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

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

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

### **Can our school terminate the agreement with OP?**

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

### **How do I identify OP products in my local retailers?**

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



**ROCKY POINT PUBLIC SCHOOLS**

**SURPLUS EQUIPMENT DISPOSAL**

School: *H.S.*

Department: *Principal's Secretary's office*

Name: *Jonathan Hart, Principal*

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
<i>Paper Shredding Machine</i>	<i>Fellowes® Powershred C-220C 080313 GL 0049716</i>		<i>1</i>	<i>Losing electric power or the quick surge of returned power fried the shredder.</i>

Assistant Superintendent Signature *[Signature]*

Date: *10/24/22*

ROCKY POINT PUBLIC SCHOOLS

SURPLUS EQUIPMENT DISPOSAL

School: High School

Department: Child Nutrition

Name: Shakira Hall

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
3 box Steamer	VULCAN-VL3EPS 27-1046734	000328	1	Obsolete

Assistant Superintendent Signature 

Date: 10/27/22

## Internal Operations

**SUBJECT: EXPENSE REIMBURSEMENT**

The District shall reimburse employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed voucher with itemized receipts along with an approved attendance form. The following rules shall guide the reimbursement of school-related expenses:

**Transportation**

- a) Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- b) If travel is by private automobile, mileage shall be reimbursed at the level approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed but gasoline will not.
- c) Rental car expenses will be reimbursed only if authorized in advanced. Receipts must be attached. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.
- d) Persons traveling on District-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The District will reimburse for actual lodging fees up to the maximum lodging fee set by the District.

**Meals**

Reimbursable meal charges, including gratuities, for persons traveling for District-related business shall be subject to daily per-meal limits as follows:

Breakfast	\$10
Lunch	\$15
Dinner	\$50

**Personal Expenses**

The District does not reimburse persons traveling on District-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, telephone calls and transportation costs unrelated to District business.

Education Law Section 1604(27); 1709(300; 1804; 2118; 3023; 3028)  
General Municipal Law Section 77-b

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Adoption Date 3/23/09  
Revision Date 12/12/22  
Review Date

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE**

**Overview**

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace. It is just one component of the District's overall commitment to a discrimination and harassment-free educational and work environment.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful. Employees of every level who engage in sexual harassment, including supervisory personnel who engage in sexual harassment, who knowingly allow such behavior to continue, or fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Sexual harassment may also subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability.

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of sexual harassment in the workplace. The District will promptly respond to reports of sexual harassment in the workplace, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)) and/or Title IX Coordinator(s).

**Scope and Application**

This policy applies to all instances of sexual harassment perpetrated against a "covered person," regardless of immigration status, by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered person" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace.

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school property and at school functions which, for purposes of this policy, means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school property, on personal devices, or during non-work hours. Accordingly, conduct or incidents of sexual harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to sexual harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved and where the alleged sexual harassment occurred. These documents must be read in conjunction with this policy. ~~Applicable policies or documents may include: Policy #3420 — Non-Discrimination and Anti-Harassment in the District; and Policy #3421 — Title IX and Sex Discrimination.~~

The dismissal of a complaint under one policy or document does not preclude action under another related District policy or document.

**What Constitutes Sexual Harassment**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- a) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- b) Such conduct is made either explicitly or implicitly a term or condition of employment; or

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- c) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

Under New York State Human Rights Law, sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any covered person who feels harassed should report the conduct so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited:

- a) Physical acts of a sexual nature, such as:
  - 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
  - 2. Rape, sexual battery, molestation or attempts to commit these assaults.
- b) Unwanted sexual advances or propositions, such as:
  - 1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
  - 2. Subtle or obvious pressure for unwelcome sexual activities.
- c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- d) Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as:
  - 1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - 2. Sabotaging an individual's work; and
  - 3. Bullying, yelling, or name-calling.

**Prohibition of Retaliatory Behavior (Whistle-Blower Protection)**

Unlawful retaliation can be any action that could discourage a covered person from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of sexual harassment. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- c) Opposed sexual harassment by making an oral or informal complaint of harassment to a supervisor, building principal, other administrator, or the (CRCO);

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- d) Reported that another employee has been sexually harassed; or
- e) Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

**Reporting Allegations of Sexual Harassment**

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the CRCO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior.

Reports of sexual harassment may be made orally or in writing. A form for submission of a written complaint is posted on the District website, and all covered persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is being submitted on another person's behalf.

District employees must comply with reporting requirements in any other applicable District policy or document. ~~Applicable policies or documents may include: Policy #3420 — Non-Discrimination and Anti-Harassment in the District; and Policy #3421 — Title IX and Sex Discrimination.~~

Any person who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained in this policy.

**Supervisory Responsibilities**

All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, building principals, and other administrators will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, building principals, and other administrators will also be subject to discipline for engaging in any retaliation.

**Investigating Complaints of Sexual Harassment**

All complaints or information about sexual harassment will be investigated, whether that information was reported in oral or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, and in accordance with any applicable collective bargaining agreements to protect their rights to a fair and impartial investigation.

The District will not tolerate retaliation against anyone who files complaints, supports another's complaint, or participates in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

Upon receipt of a complaint, the CRCO will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

- b) All complaints of sexual harassment will be investigated regardless of the form in which those complaints are made. For oral complaints, the individual will be encouraged to complete the complaint form, which is available on the District website, in writing. If he or she refuses, a complaint form based on the oral report will be prepared. The complainant will be provided a copy of the completed complaint form.

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- c) If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- d) Request and review all relevant documents, including all electronic communications.
- e) Interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- f) Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
  - 2. A list of names of those interviewed, along with a detailed summary of their statements;
  - 3. A timeline of events;
  - 4. A summary of prior relevant incidents, reported or unreported; and
  - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- g) Keep the written documentation and associated documents in a secure and confidential location.
- h) Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- i) Inform the individual who reported of the right to file a complaint or charge externally as outlined in this policy.

Additionally, other District policies and documents address sexual harassment. ~~These policies and documents may include: Policy #3420 — Non-Discrimination and Anti-Harassment in the District; and Policy #3421 — Title IX and Sex Discrimination.~~ All complaints will be handled in accordance with the applicable District policies and/or documents.

The determination as to which District policies and/or documents are applicable is fact specific, and the CRCO may work with other District staff such as the District's Title IX Coordinator(s) to determine which District policies and/or documents are applicable to the specific facts of the complaint.

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

If an investigation reveals that sexual harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable laws and regulations, as well as applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.

**Annual Training**

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- b) Examples of conduct that would constitute unlawful sexual harassment;
- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

**Notification**

The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

At the time of hiring and at every annual sexual harassment prevention training program, the District will provide each employee a notice containing this policy and the information presented at the District's sexual harassment prevention training program.

This notice will be provided in English and in the language identified by the employee as his or her primary language, provided that the New York State Department of Labor Commissioner has published a template of the model materials in that language.

The notice will be delivered in writing, either in print or digitally. The notice will either link to or include, as an attachment or printed copy, the policy and training materials.

(Continued)

Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

**Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the District's internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney. Individuals may also call the New York State Division of Human Rights' (NYSDHR's) toll free confidential hotline at 1-800-HARASS-3 (1-800-427-2773) Monday through Friday, 9:00 AM to 5:00 PM, for counsel and assistance regarding complaints of workplace sexual harassment. The hotline connects individuals with attorneys who have experience in responding to issues relating to sexual harassment and can provide pro bono assistance.

In addition to those outlined below, individuals may have ~~additional~~other -legal protections.

State Human Rights Law (HRL)

The HRL, codified as N.Y. Executive Law, art. 15, 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects covered persons, regardless of immigration status. A complaint alleging violation of the HRL may be filed either with the ~~Division of Human Rights (NYSDHR)~~ or in New York State Supreme Court.

Complaints with NYSDHR may be filed any time within one year (three years beginning August 12, 2020) of the harassment. If an individual did not file with NYSDHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with NYSDHR if they have already filed a HRL complaint in state court.

Complaining internally to the District does not extend the time to file with NYSDHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

Individuals do not need an attorney to file a complaint with NYSDHR, and there is no cost to file with NYSDHR.

NYSDHR will investigate the complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, NYSDHR has the power to award relief, which varies but may include requiring the District to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

NYSDHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact NYSDHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and

mailed to NYSDHR. The website also contains contact information for NYSDHR's regional offices across New York State.

(Continued)

~~2021~~2022

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Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with NYSDHR, then NYSDHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

(Continued)

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Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.  
Title IX of the Education Amendments Act of 1972, 20 USC § 1681 et seq.  
29 CFR § 1604.11(a)  
34 CFR Subtitle B, Chapter I  
Civil Service Law § 75-b  
New York State Human Rights Law, Executive Law § 290 et seq.  
Labor Law §§ 201-g and 740

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District  
#3421 -- Title IX and Sex Discrimination  
#6122 -- Complaints and Grievances by Employees  
#7551 -- Sexual Harassment of Students

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Adoption Date 3/23/09

Revision Date 10/22/18, 3/16/20, 5/18/21, 12/12/22

Review Date 6/23/14

Students

**SUBJECT: CHILD ABUSE AND MALTREATMENT**

The School District takes seriously the obligations of its officers and employees to report cases of child abuse or maltreatment.

Regulations shall be developed, maintained and disseminated by administration regarding the:

- a) Mandatory reporting of suspected child abuse or maltreatment;
- b) Reporting procedures and obligations of persons required to report;
- c) Provisions for taking a child into protective custody;
- d) Mandatory reporting of deaths;
- e) Immunity from liability and penalties for failure to report;
- f) Obligations for provision of services and procedures necessary to safeguard the life of a child; and
- g) Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials shall be established and implemented to enable the staff to carry out their reporting responsibilities.

Reporting Information

The District will post the child abuse hotline telephone number and directions for accessing the Office of Children and Family Services (OCFS) website in English and Spanish on its website and in clearly and highly visible areas of school buildings. The District will also make this information available from its administrative offices; provide it to parents and persons in parental relation at least once per school year by electronic communication, sending the information home with students, or otherwise; and provide it to each teacher and administrator. The District may post and provide this information in other, common languages used by the school community.

Persons Required to Report

Persons required to report cases of child abuse or maltreatment to the State Central Register (SCR) pursuant to Social Services Law Section 413(1) includes, but are not limited to, school teachers, school guidance counselors, school psychologists, school social workers, school nurses, school administrators or other school personnel required to hold a teaching or administrative license or certificate and full- or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate.

(Continued)

Students

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

All mandated reporters shall make the report themselves and then immediately notify the Building Principal or his/her designee. The Building Principal or his/her designee shall be responsible for all subsequent administration necessitated by the report.

Any report shall include the name, title and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

Prohibition of Retaliatory Personnel Action

The District will not take any retaliatory ~~personnel~~ action against an employee because such employee believes that ~~he/she has they have~~ reasonable cause to suspect that a child is an abused or maltreated child and that employee makes a report to SCR. Further, no school or school official shall impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

~~—"Retaliatory personnel action" means the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.~~

Report Form

The "**Report of Suspected Child Abuse or Maltreatment**" Form LDSS-2221A may be accessed at the website of the New York State Office of Children and Family Services.

**Child Abuse in an Educational Setting**

The School District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers.

"Child abuse" means any of the following acts committed in an educational setting by an employee or volunteer against a child (defined as a person under the age of 21 years enrolled in a school):

- a) Intentionally or recklessly inflicting physical injury, serious physical injury or death; or
- b) Intentionally or recklessly engaging in conduct which creates a substantial risk of such physical injury, serious physical injury or death; or
- c) Any child sexual abuse, defined as conduct prohibited by Penal Law Articles 130 or 263; or
- d) The commission or attempted commission against a child of the crime of disseminating indecent materials to minors pursuant to Penal Law Article 235.

Administrator or school administrator means a principal, or the equivalent title, in a school, or other chief school officer.

(Continued)

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

"**Educational setting**" shall mean the building(s) and grounds of the School District; the vehicles provided directly or by contract by the School District for the transportation of students to and from school buildings, field trips, co-curricular and extracurricular activities both on and off School District grounds; all co-curricular and extracurricular activity sites; and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

In any case where an oral or written allegation is made to a teacher, school's nurse, school counselor, school psychologist, school social worker, school administrator, School Board member, or other school personnel required to hold a teaching or administrative license or certificate, as well as a licensed and registered physical therapist, licensed and registered occupational therapist, licensed and registered speech-language pathologist, teacher aide or school resource officer that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that person shall upon receipt of such allegation:

- a) Promptly complete a written report of such allegation including the full name of the child alleged to be abused; the name of the child's parent; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. Such written report shall be completed on a form prescribed by the Commissioner of Education.
- b) Except where the school administrator is the person receiving such the oral or written allegation, the employee completing the written report must promptly *personally deliver* a copy of that written report to the school administrator of the school in which the child abuse allegedly occurred.

In any case where an oral or written allegation is made to a school bus driver employed by a person or entity that contracts with the District to provide transportation services to children that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that school bus driver will upon receipt of the allegation, promptly report or cause a report to be made to ~~his or her~~their supervisor employed by the contracting person or entity.

In any case where an oral or written report or allegation is made to a supervisor who is employed by a person or entity that contracts with the District to provide transportation services to children from a person employed by the contracted person or entity that a child has been subjected to child abuse by an employee or volunteer in an educational setting, the supervisor must, upon receipt of an allegation:

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent or guardian; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This report must be completed on a form prescribed by the Commissioner.
- b) Ensure that the written report is personally delivered to the Superintendent employed by the school district where the child abuse occurred or, for a school other than a school district or public school, the school administrator employed by the school where the child abuse occurred.

Students

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

In any case where it is alleged a child was abused by an employee or volunteer of a school other than a school within the District, the report of these allegations shall be promptly forwarded to the Superintendent of the District and the Superintendent of the school district where the abuse of the child allegedly occurred. If a case involves a school that is not a school district or public school, the appropriate school administrator or administrators, in addition to any appropriate Superintendent, must be notified of the allegations of abuse.

If it is alleged the child was abused by the Superintendent or administrator, the report of the allegations will be made to another designated administrator.

Any employee, volunteer, or supervisor who is employed by a person or entity that contracts with the District to provide transportation services to children who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law shall have immunity from civil liability which might otherwise result by reason of such actions.

Upon receipt of a written report alleging child abuse in an educational setting, a school administrator or the Superintendent must then determine whether there is "reasonable suspicion" to believe that such an act of child abuse has occurred. Where there has been a determination as to the existence of such reasonable suspicion, the school administrator or Superintendent must follow the procedures mandated in law and further enumerated in administrative regulations including parental notification. When the school administrator receives a written report, ~~he/she~~ they shall promptly provide a copy of such report to the Superintendent and promptly forward the report to appropriate law enforcement. In no event will reporting to law enforcement be delayed by an inability to contact the Superintendent.

Where the Superintendent or, in a school other than a school district or public school, the school administrator has forwarded a written report of child abuse in an educational setting to law enforcement authorities, the Superintendent shall also refer such report to the Commissioner of Education if the employee or volunteer alleged to have committed such an act of child abuse holds a certification or license issued by the State Education Department.

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits such a report to a person or agency as required by law, shall have immunity from civil liability which might otherwise result by reason of such actions.

(Continued)

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits such a report to a person or agency as required by law, shall have immunity from civil liability which might otherwise result by reason of such actions.

Reports and other written material submitted pursuant to law with regard to allegations of child abuse in an educational setting, and photographs taken concerning such reports that are in the possession of any person legally authorized to receive such information, *shall be confidential and shall not be redisclosed except* to law enforcement authorities involved in an investigation of child abuse in an educational setting or as expressly authorized by law or pursuant to a court-ordered subpoena. School administrators and the Superintendent shall exercise reasonable care in preventing such unauthorized disclosure.

Additionally, teachers and all other school officials shall be provided an annual written explanation concerning the reporting of child abuse in an educational setting, including the immunity provisions as enumerated in law. The Commissioner shall furnish the District with required information, including rules and regulations for training necessary to implement District/staff responsibilities under the law.

All persons employed by the District, in titles equivalent to teacher or administrator, and any school bus drivers employed by a person or entity that contracts with the District to provide transportation services to children, are required to complete coursework or training regarding the identification and reporting of child abuse and maltreatment in accordance with law and Commissioner's regulations.

**Prohibition of "Silent" (Unreported) Resignations**

The Superintendent and other school administrators are prohibited from withholding from law enforcement authorities, the Superintendent or the Commissioner, where appropriate, information concerning allegations of child abuse in an educational setting against an employee or volunteer in exchange for that individual's resignation or voluntary suspension from ~~his/her~~their position.

The Superintendent (or other school administrator) who reasonably and in good faith reports to law enforcement officials information regarding allegations of child abuse or a resignation as required pursuant to the law shall have immunity from any liability, civil or criminal, which might otherwise result by reason of such actions.

(Continued)

Students

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

**Prohibition on Aiding and Abetting Sexual Abuse**

Unless exempted by law, no District employee, contractor, or agent of the District will assist another District employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law.

Education Law Article 23-B and Sections 902(b) 3028-b, 3209-a  
Family Court Act Section 1012  
Labor Law Section 740(1)(e)  
Penal Law Articles 130, 235 and 263  
Social Services Law Sections 411-428  
8 NYCRR Part 83  
20 USC § 7926



The signed Professional Development Plan Statement of Certification may be sent in hard copy to:

New York State Education Department  
Title I School & Community Services  
Room 365 EBA  
89 Washington Avenue  
Albany, NY 12234

# PROFESSIONAL DEVELOPMENT PLAN

<b>DISTRICT NAME:</b>	<u>Rocky Point Union Free School District</u>
<b>BEDS CODE:</b>	<u>580209020000</u>
<b>SUPERINTENDENT:</b>	<u>Dr. Scott T. O'Brien, Superintendent</u>
<b>ADDRESS:</b>	<u>90 Rocky Point-Yaphank Road, Rocky Point, NY 11778</u>
<b>PHONE:</b>	<u>(631) 849-7080</u>
<b>FAX:</b>	<u>(631) 849-7557</u>
<b>YEAR(S) PLAN IS IN EFFECT:</b>	<u>July 1, 2021 through June 30, 2026</u>

## COMPOSITION OF PROFESSIONAL DEVELOPMENT TEAM

(A majority of team members must be teachers.)

### District Team

# administrators/staff:	<u>3</u>
# higher ed:	<u>1</u>
# teachers:	<u>4</u>
# others:	<u>1</u>

Number of School Buildings in District Four (4)

Number of Professional Development Teams: One (1)

## PROFESSIONAL DEVELOPMENT PLANNING TEAM MEMBERS

Name	Position	Representing
Aaron Factor	Director of MST	Superintendent Designee/Administration
Susan Wilson	Executive Director for Educational Services	Administration
Melinda Brooks	Director of Humanities	Administration/RPAA
Jessica Uebel	PTA President/Parent	Parent-Teacher Association
Laurie Berretta	JAE Teacher/RPTA President	Teacher RPTA
Katerina Kyriakakis	HS Teacher	Teacher RPTA
Catherine O'Connell	MS Library Media Specialist	Teacher RPTA
Bettina Tripp	FJC Library Media Specialist	Teacher RPTA
Richard Acritelli	HS Teacher	Teacher RPTA/Higher Education

## MISSION STATEMENT

The mission of the Rocky Point Union Free School district is to develop each child's full potential in a nurturing and supportive student-centered environment that will promote a foundation for lifelong learning.

### I. PROFESSIONAL DEVELOPMENT COMMITTEE

#### 1. Scope of Professional Development Team Responsibility

- |                          |                    |                                     |                                |
|--------------------------|--------------------|-------------------------------------|--------------------------------|
| <input type="checkbox"/> | goal setting       | <input checked="" type="checkbox"/> | evaluation/modifying plan      |
| <input type="checkbox"/> | need analysis      | <input type="checkbox"/>            | plan implementation            |
| <input type="checkbox"/> | forming objectives | <input type="checkbox"/>            | planning/developing activities |

2. On average, please identify the number of hours a teacher will be involved with professional development on an annual basis. This may include the planning, delivery, application and/or evaluation of professional development activities.

The average number of hours that teachers will be involved with professional development is 60 hours.

### II. NEEDS/DATA ANALYSIS FOR PROFESSIONAL DEVELOPMENT PLAN

1. Describe how the professional development plan is aligned with New York learning standards and assessments, students' needs and is articulated within and across grade levels.

Professional development in the RPUFSD is aligned with New York learning standards and assessments, students' needs and is articulated within and across grade levels as follows:

- Next Generation ELA & Math Standards and Assessments
- New York State Science Learning Standards (NYSSLs)
- New York State K-12 Social Studies Framework
- Integrated Social Studies and ELA Curriculum K-6
- Rubicon Atlas Curriculum Mapping
- My Math K-2 Program
- Go Math! 3-8 Program
- Data Analysis
- College Board Advanced Placement Course Training and Assessment Training
- CTE Course Training
- New York State 3-8 ELA and Math Scoring Training
- NYSITELL and NYSESLAT Training
- NYSAA Training
- TestWiz Assessment Software Training
- Test Design Training
- Positive Behavior Intervention Strategies (PBIS)
- ESL Training
- Co-Teaching Coaching and Training
- Literacy Training
- Reading Recovery Training and Coaching

- RTIm Direct Training
- Google Apps for Education Training
- Internet Safety K-12
- Imagine Learning Training
- NoodleTools Software
- Annual Performance Review Plan (APPR)
- Charlotte Danielson Supervision and Evaluation Training
- New Teacher Training
- New Teacher Mentor/Mentee Training and Coaching
- DASA Training
- Social and Emotional Learning Professional Development
- Mindfulness Training
- Chromebook and Chromebook Applications Training
- Online Academic/Instructional Software Resource Training
- CRSE Framework Training

**2. Describe how the Professional Development Plan is continuous, reflecting a multiyear approach to improve student performance**

The Professional Development Plan is aligned with district-based initiatives for academic performance improvements. Teachers and administrators meet on a continuous basis individually, by grade level, by building, and by department to review student performance data and to identify pedagogical adjustments and strategies to address trends in data.

**3. Identify how the data used supports the goals, objectives, strategies and activities in the professional development plan.**

Student and teacher data is used to support district goals, objectives, strategies and activities.

**Needs Assessment Sources Used**

Indicate the sources you used and include any additional detail needed to identify the basis of your needs analysis.

- School Report Card
- New York: The State of Learning (Chapter 655 Report)
- BEDS Data
- The CAR Report
- Special designation schools, SURR, Title I
- Student attendance rates
- Graduation and drop-out rates
- Student performance results disaggregated by ethnicity, gender, SES, and other special needs
- State benchmarks for student performance
- TIMSS report
- Student aspirations
- Other student surveys
- Longitudinal data
- Student/teacher ratios
- Teacher turnover rate
- Number of uncertified teachers
- Number of teachers teaching out of field

- Teacher proficiency data
- Teacher surveys
- Teacher self-assessment
- Curriculum surveys
- Community employment opportunities
- Other (specify): \_\_\_\_\_

### District Resources

What professional development funds, staff resources, external professional development providers, and other human and fiscal resources are available or may be developed in your community? Identify the internal and external resources you will use to help you meet your goals (check all that apply):

**Fiscal resources:**

- Title II
- Special Education Training and Resource Center (SETRC)
- Federal and state grant funds (including CRRSA, ARP ESSER)

**Staff resources:**

- Curriculum developers
- Content specialists
- Exemplary teachers

**Providers:**

- Institutions of Higher Education
- Teacher Resource Centers
- Eastern Suffolk BOCES
- Outside Vendors

**Community:**

- Major employers
- Community-based organizations
- Parents

## CURRENT Rocky Point UFSD Mentor Plan

*Those having torches will pass them on to others.*

Plato, The Republic

The origin of the term “mentor” dates to the time of Homer, specifically to *The Odyssey*. Homer describes his hero, Odysseus, preparing to set out on an epic voyage, though his son, Telemachus, must remain behind. Odysseus asks a trusted friend, Mentor, to guide and counsel Telemachus in his absence. From this ancient literary figure, mentor has come to mean one who helps guide a protégée through a developmental process, whether that process be the transition from childhood to adulthood or from student to professional. Because of the complexity of this task, mentors are considered to be teachers, counselors, friends, role models, and more.

The benefits derived from working closely with a mentor are great. “The condition of not knowing is common to beginning teachers. No matter how extensive the beginner’s pre-service education, beginning teachers are faced by and accountable for or to – sometimes it is not clear which - unknown students, teaching colleagues, administrators, university supervisors, and parents. In the midst of so many strangers, it is difficult to know to whom to turn or where to begin. In addition, the school and community environments have norms and rituals that to most probably are new and strange. The large number of factual and procedural unknowns can send the beginning teacher into a state of shock wherein it becomes impossible to transfer previously mastered concepts and skills from the university to the public school classroom” (Corcoran 1981). The increased demands on teachers have only exasperated this situation for beginning teachers.

### **Purpose**

The purpose of the Rocky Point Union Free School District’s Mentor Plan is to provide structured guidance and on-going support for first-year teachers. In conjunction with the Professional Development Plan, the Mentor Plan will give support to new teachers in meeting the demands of higher instructional standards, guide them to implement best practices, provide for professional sharing, growth, observations, discussions, and model the belief that educators must be life-long learners. Congruent with the school district’s goals, the Mentor Plan will also help to improve student achievement through more effective instruction, incorporate technology as a learning/instructional tool and provide tools to the new teacher for increased communication with all stakeholders.

### **Scope**

Mentoring will be provided to all first-year teachers with an initial or transitional certificate.

### **Intended Outcomes**

- Provide guidance and support to first-year teachers
- Assist new teachers transitions from preparation to practice
- Facilitate assimilate of new teachers into the culture of the school and district
- Familiarize the mentees with the district and building resources
- Improve instruction for students and insure that instruction is aligned with the New York State Standards
- Increase the rate of new teacher retention
- Create a professional learning culture

### **Mentor Selection Criteria**

- Tenured teachers
- Evidence of superior teaching abilities, mastery of pedagogical and subject area skills as demonstrated by formal observations, performance reviews, participation in staff development projects, achievements and teacher leadership roles

- Effective interpersonal skills as evidenced through administrative, peer and community relationships
- Ability to allow the mentee to develop his/her own effective teaching style
- Willingness and time to serve as a mentor
- Active member of the Rocky Point school community
- Proficiency/knowledge in technology integration
- A model of life-long learning
- Certification areas will be a primary consideration

### **Role of the Mentors**

Mentors will function as the partner, support system and guide to their mentees. The primary objective is to establish a nurturing and trusting relationship, which will allow the mentees to be open and reflective about his/her professional growth needs and for the mentors to present supportive ideas in a non-threatening atmosphere. The mentors will not evaluate the mentees and interactions between the mentees and mentors will not be used in any evaluative manner. All participants will respect the confidentiality of the mentor-mentee relationship.

Activities of the mentors may include but are not limited to:

- Assisting the mentee in setting goals
- Modeling effective instruction
- Assisting with effective lesson planning
- Assisting the mentee in assimilating into the culture of the building and district
- Guiding the mentee in the areas of classroom management, scheduling, planning and organization
- Providing guidance, methodology and teaching strategies such as cooperative learning, differentiating instruction, integration of technology, multiple intelligences, classroom management techniques, standards based instruction, inclusion groups, etc.
- Participating in training activities and collegial circles
- Participating in regular meetings with the mentee to provide support, guidance and coaching
- Maintaining an open door policy for the mentees to visit the mentors' classrooms
- Modeling effective teaching practices as outlined in Danielson's Enhancing Professional Practice: A Framework for Teachers
- Engaging in collaborative needs assessment of the mentees pedagogical knowledge and experience
- Assisting in the collaborative establishment of goals and activities for the mentoring experience
- When possible, attending with the mentee staff development conferences
- Providing collaborative consultation on the mentee's lesson and unit planning
- Providing opportunities for the mentee to become familiar with resources, building and organizational structure, and support systems available in the district
- Assisting the mentee with parent contact/conferences
- Assisting the mentee with fieldtrips

### **Development of District Needs Assessment**

- Determine the scope and depth (topics to cover) of training (1-2 days)
- Assess the amount of training or skills already in place
- Identify the internal and external resources available
- Determine when training will be provided
- Include prospective mentors in the training

## **Preparation of the Mentors**

Training may include but should not be limited to:

- Elements of a mentoring relationship
- Development of coaching skills
- Adult learning theory
- Teacher development theory
- Peer coaching
- Time management
- Strategies for engaging beginning teachers in critical reflection of their teaching practice

## **Implementation Strategy**

- Activities may include peer coaching, classroom observation, co-teaching, team teaching, lesson planning
- Activities should be consistent with programs and goals of the district and include needs common to the group (district policies and procedures), individual needs, needs specific to a group (special education, speech, etc.)
- Activities should be researched based in the areas of instructional strategies and classroom management
- Log of activities and dates will be maintained by the mentors and mentees

## **Compensation**

- In-service credit for the mentors, stipend, compensation for before or after school meetings

## **Time to Perform Mentoring Activities**

- Before and/or after school, team meeting time, release time, Superintendent's Conference Days, Superintendent's Meetings, building, departmental and grade level meetings
- Release time may include duty, instructional and professional development time

## **Record Keeping**

- Mentors and mentees will complete a weekly activity log with topics and times listed
- The mentors will complete an evaluative instrument each semester and submit it to a subcommittee of the PDP to review/ revise the program. This evaluation is for the sole purpose of assessing the program and not the participants.
- The district is required to maintain all mentor/mentee records for a period of 7 years

## **Oversight**

- The mentoring program will be jointly reviewed by the teaching and administrative staff through the PDP

## **Problem Resolution Mechanism**

- Concerns will be brought to the attention of the president of the Rocky Point Teacher's Association president who will ameliorate the situation and may present problems to the PDP committee chairperson for resolution.

## **Resources**

New Teacher Workshops, MESTRACT, Eastern Suffolk BOCES, Scope, Enhancing Professional Practice: Framework for Teaching by Charlotte Danielson, How to Be an Effective Teacher: The First Days of School by Harry Wong, Technology Integration Teachers, Rocky Point School District Staff Development Workshops, Instructional Support Teams, District Office Personnel

**WI**  
**West Islip Union Free School District**  
**The Michael and Christine Freyer Administration Building**  
100 Sherman Ave. • West Islip, N.Y. 11795  
**Tel: 631.930.1513 • Email: [c.kearney@wi.k12.ny.us](mailto:c.kearney@wi.k12.ny.us) • Fax: 631.893.3217**

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October 17, 2022

**RE: Parentally Placed Students with Disabilities**

Enclosed please find the below documents for students residing in your school district who are attending St. John the Baptist Diocesan High School and/or The Bridges Academy in West Islip for the 2022-2023 school year, and are receiving additional special education services:

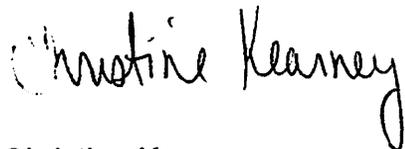
- ▶ Two (2) copies of the "Special Education Services Contract"
- ▶ Listing of students receiving special education services ("Schedule A") – attached to each contract
- ▶ IESP document for each student

**I ask that you return one (1) signed copy of the "Special Education Services Contract" to my attention at the address above at your earliest convenience. Please leave the "Schedule A" document attached to each contract.**

Invoices for special education services provided to these students in SY 2022-2023 will be sent out after June 30, 2023.

Thank you in advance for your cooperation on this matter.

Sincerely,



Christine Kearney  
Business & Operations Administrator

Enclosure(s)

## SPECIAL EDUCATION SERVICES CONTRACT

This Agreement is entered into this 1<sup>st</sup> day of July, 2022 by and between the Board of Education of the Rocky Point Union Free School District (hereinafter the "DISTRICT OF RESIDENCE"), having its principal place of business for the purpose of this Agreement at 90 Rocky Point-Yaphank Rd., Rocky Point, NY 11778, and the Board of Education of the West Islip Union Free School District (hereinafter the "DISTRICT OF LOCATION"), having its principal place of business for the purpose of this Agreement at 100 Sherman Ave., West Islip, NY 11795.

### W I T N E S S E T H

WHEREAS, the DISTRICT OF LOCATION is required by Education Law Section 3602-c to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the DISTRICT OF LOCATION, but reside in the DISTRICT OF RESIDENCE and have provided the DISTRICT OF LOCATION timely notice; and

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

NOW, THEREFORE, the parties mutually agree as follows:

- A. **TERM:** The term of this Agreement shall be from July 1, 2022 through June 30, 2023 inclusive, unless terminated earlier as provided for in this Agreement.
- B. **SERVICES AND RESPONSIBILITIES:**
1. The DISTRICT OF LOCATION shall develop an individualized education service program (IESP) for those student(s) listed on the attached "Confidential Schedule A," incorporated by reference herein and made a part of this Agreement, and shall provide the services set forth in such IESP attached as Schedule "B".
    - a. A student(s) and/or services may be added or deleted from the attached Schedules "A" and/or "B" at any time upon written notification to the DISTRICT OF RESIDENCE. Such written notification shall include a copy of any revised IESP. In such event, the payment amount owed by the DISTRICT OF RESIDENCE shall be adjusted accordingly.
    - b. The DISTRICT OF LOCATION represents and warrants that it has received written consent from the parents of these students listed on Confidential Schedule A to share personally identifiable special education information with the DISTRICT OF RESIDENCE.
  2. The DISTRICT OF LOCATION represents and warrants that services to students under this Agreement shall be provided by individuals who are certified or licensed in accordance with applicable law, rules and regulations.

C. **COMPENSATION:**

1. The parties to this Agreement recognize that the authority for the DISTRICT OF RESIDENCE and the DISTRICT OF LOCATION to contract for the provision of special education services herein is derived from Education Law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education; and that these statutes and regulations define the costs and categories of costs that may be charged hereunder.

The DISTRICT OF LOCATION shall be entitled to recover from the DISTRICT OF RESIDENCE the actual cost as described in Education Law Section 3602-c and Regulations of the Commissioner of Education, Part 177.

2. Requests for payment by the DISTRICT OF LOCATION shall be made by submission of a detailed written invoice to the DISTRICT OF RESIDENCE on a monthly basis which references the time period for which payment is being requested, and a breakdown of the total amount due for the period specified.
3. The DISTRICT OF RESIDENCE shall pay the costs claimed by the DISTRICT OF LOCATION within forty-five (45) business days of receipt of each invoice by the DISTRICT OF RESIDENCE, unless the DISTRICT OF RESIDENCE sends the DISTRICT OF LOCATION a written notice disputing the invoice within forty-five (45) business days of its receipt. If a dispute or claim arises regarding payment, the parties shall have those legal rights and remedies provided by law and regulation. Failure to provide the written notice herein shall not preclude the DISTRICT OF RESIDENCE from disputing the costs by the DISTRICT OF LOCATION. Resolution of disputes regarding such cost claims shall be governed by Education Law Section 3602-c, part 177.

D. **MISCELLANEOUS**

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:

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

West Islip Union Free School District  
100 Sherman Ave., West Islip, NY 11795

2. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
3. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce

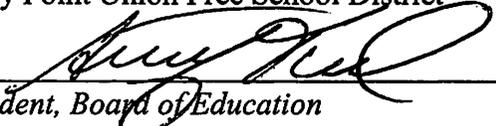
every provision of this Agreement. Enforcement of the Agreement must be made pursuant to Education Law Section 3602-c at 8 NYCRR Part 177.

4. Should any provision of this Agreement for any reason, be declared invalid and/or unenforceable such declaration shall not effect 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.
5. 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.
6. This Agreement, along with the attached Schedules "A" and "B", is the complete and exclusive statement of the Agreement between the parties, and supercedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement
7. Except for Schedules "A" and "B", this Agreement may not be changed orally, but only by an agreement, in writing, signed by authorized representatives of both parties.
8. It is expressly understood that nothing in this Agreement is intended to modify or vary, or enlarge or diminish the statutory and regulatory obligations or rights of the parties; nor is it intended to create any additional legal rights or obligations other than those imposed or provided by Federal or State law or regulation. This Agreement does not provide either party with a breach of contract action. Enforcement of this Agreement is through the dispute resolution procedures set forth in 8 NYCRR Part 177.
9. Nothing in this Agreement is intended to bestow any benefits or rights to any third parties who are not signatories to this Agreement. The parties to this Agreement shall have the sole right to enforce its terms.
10. Nothing in this Agreement is intended to place an obligation on the parties to ensure that the other party is complying with its obligations under Federal or State law or regulation.
11. The DISTRICT OF RESIDENCE agrees to defend, indemnify and hold harmless the DISTRICT OF LOCATION, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the DISTRICT OF RESIDENCE, 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 termination of this Agreement.

12. The DISTRICT OF LOCATION agrees to defend, indemnify and hold harmless the DISTRICT OF RESIDENCE, its officers, directors, agents or employees, 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 DISTRICT OF LOCATION, 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.

\_\_\_\_\_  
*President, Board of Education*  
Rocky Point Union Free School District

  
\_\_\_\_\_  
*President, Board of Education*  
West Islip Union Free School District

\_\_\_\_\_  
Date

*October 6, 2022*  
\_\_\_\_\_  
Date

**West Islip Union Free School District  
SY 2022-23**

**Schedule A**

*St. John the Baptist Diocesan High School, 1170 Montauk Highway, West Islip, NY 11795*

Student(s) to whom services shall be provided pursuant to this AGREEMENT:

<b>First Name</b>	<b>Last Name</b>	<b>District of Residence</b>	<b>Grade</b>
		Rocky Point Union Free School District	11

## SCHOOL DISTRICT AGREEMENT

This Agreement made this November 14, 2022 by and between The Devereux Foundation dba Devereux Advanced Behavioral Health (hereinafter “Devereux”), with its principal place of business at 2012 Renaissance Blvd., King of Prussia, Pennsylvania 19406 for its

New York Treatment Network and

the Board of Education for the Rocky Point Union Free School District (hereinafter “Board”), which has its principal place of business at 90 Rocky Point-Yaphank Road, Rocky Point, NY 11778.

WHEREAS the Board is legally responsible to provide appropriate educational services for students with disabilities;

WHEREAS the Board is authorized to contract with private educational organizations, such as Devereux, to provide educational services for children with disabilities;

WHEREAS Devereux operates the following programs: Red Hook Day School, Devereux NY CARES Center for Autism Research and Educational Services, Intermediate Care Facility, and 853 Residential Program, which provide educational and residential services to children with disabilities;

WHEREAS the Board and Devereux wish to enter into an agreement to authorize Devereux to provide educational services to children from the Board;

NOW THEREFORE, in consideration of the mutual covenants contained in this Agreement, and intending to be legally bound, the parties agree as follows:

### **1. Contract Term**

The term of this Agreement shall be for the period beginning August 24, 2022 and ending June 30, 2023, (“Term”). This Agreement shall pertain to all students from the Board’s School District enrolled at any time during the Term of this Agreement.

### **2. Devereux’s Responsibilities**

- a. Devereux agrees to provide appropriate instruction, in accordance with pertinent New York laws and regulations and the student’s Individual Education Plan (“IEP”), for children with disabilities approved by the Commissioner of Education to attend Devereux’s school.
- b. Devereux shall keep in strict confidence, as required and to the fullest extent provided by any applicable law, including the Family Educational Rights and Privacy Act, any and all records and information, in whatever form or format received,

pertaining to the Board's individual students, including but not limited to academic or grade information, attendance, discipline, receipt of special or supplementary educational services, receipt of social security or public benefits, or information as to race, ethnicity or disability.

- c. Devereux shall obtain appropriate legal consents or other required documents to permit it to provide to the Board full and complete reports concerning the education and progress of the students covered by this Agreement. Devereux shall provide such reports to the Board at the same time as such reports are made to the students and their parents or legal guardians. Devereux shall provide such additional reports as may be required by the State regarding the progress of the students covered by this Agreement.
- d. At all times during the Term of this Agreement, Devereux shall maintain its status as an approved school for the education of children with disabilities. The parties agree that if Devereux fails to maintain this status, it shall not be entitled to compensation for any portion of the school year in which such approval is not maintained.

### **3. Board's Responsibilities**

- a. In consideration of Devereux's provision of educational services, the Board shall compensate Devereux as set forth below in Section 4.
- b. The Board shall file any and all required documents and provide all information necessary for placement of a child that is a resident in its School District with Devereux in a timely manner including, but not limited to, all System to Track and Account for Children (STAC) forms. New York State preapproval certifications (DCERT) shall be done by the Board before 7/1 of the fiscal year the student is placed at Devereux, or no later than the student's admission date. All summer 2022 STAC forms shall be filed with the STAC Unit by 7/1/22. All STAC forms for the Sept 2022 – June 2023 school year must also be filed with the STAC Unit by 7/1/22, or upon admission. **If a preapproval certification (DCERT) is not submitted by the New York State Education Department's required date of no later than six (6) days after a student's admission to a program, the Board will be responsible to pay Devereux the New York State set rates for tuition and/or summer maintenance from the admission date until the date certification is approved.**

### **4. Compensation**

- a. In consideration for Devereux's provision of educational services to students from the Board's School District as set forth above, the Board shall compensate Devereux for tuition, maintenance and transportation in accordance with the following provisions:
  - (1.) For 853 type residential students:
    - (a.) For the summer program (July 1 through August 31), the Board hereby agrees to compensate Devereux for each 853 type residential student from the School District for tuition at the rate approved by the Commissioner of Education and the Director of the New York State Division of the Budget,

and for maintenance at the rate approved by the Commissioner of Social Services and the Director of the New York State Division of the Budget.

- (b.) For the regular school year (Sept 1 through June 30), the Board hereby agrees to compensate Devereux for each 853 type residential student from the School District for tuition at the New York State Education Department (SED) approved rate.

(2.) For day students:

- (a.) For the period of July 1 through June 30, the Board hereby agrees to compensate Devereux for each student from the School District for tuition at the New York State Education Department (SED) approved rate. If applicable for Devereux NY CARES Center for Autism Research and Educational Services' students only, and noted in the student's IEP, the Board agrees to pay for education one-to-one charges.

(3.) For Intermediate Care Facility ("ICF") students:

- (a.) The Board shall compensate Devereux for one hundred percent (100%) of the tuition costs for each student from the School District at the New York State Education Department (SED) approved rate in accordance with the Children's Residential Project Agreement executed between Devereux and the sending district, which is incorporated herein by this reference.
- b. In addition to the above charges, the Board hereby also agrees to compensate Devereux for any evaluations that are requested by the District.
- c. In the event of a transfer or change in the student's school district of residence, the sending district will fund services up to the registration date of the receiving district, and the receiving district will fund starting from the registration date.
- d. Any applicable transportation charges shall be compensated by the Board at the standard Federal mileage rate times the number of miles plus prorated staff wages, reasonable food expenses for staff and clients, if necessary, and other associated expenses (such as tolls). However, if Devereux hires a bus to transport the student, the transportation charges shall consist of the prorate share of the bus rental fees plus, if necessary, the applicable prorated staff wages related to the care of a specific student.
- e. All compensation shall be paid on or before thirty (30) days after the Board's receipt of an invoice regardless of whether a contract has been fully executed. Devereux shall invoice such services on a monthly basis. When there is a delay in the State's issuance of the education rate or the per diem rate for education aide costs, Devereux agrees to bill, and the Board agrees to pay, an amount based upon the most recent rates set by the State. When the actual rates are issued, the Board agrees to pay the difference in the rates. Devereux shall send a retroactive invoice for the difference to the Board for payment.

- f. In accordance with Section 175.6 of the Regulations of the Commissioner (8NYCRR 175.6), the Board shall be responsible for payment of the fee(s) associated with such services while an individual student is enrolled in Devereux's program, which includes periods of infrequent illegal or legal absences. In the event of an extended illegal absence, which would be fifteen (15) days or more, the Board shall provide written notice to Devereux indicating whether placement is still desired and confirming the Board's funding intentions.
- g. For purposes of this Agreement, the definition and calculation of enrollment and attendance shall be determined in accordance with the applicable New York Education regulations.
- h. The parties acknowledge that the tuition rates in New York may change and that retroactive increases or reimbursement may be necessary to assure appropriate payment of services.
- i. When an individual assigned a 1:1 aide does not receive 1:1 hours, NY CARES will provide coverage for the 1:1 aide with Devereux staff until a new aide is hired. During this time, Devereux will only bill for the days in program and not every education day.

## **5. Audits**

- a. During the Term of this Agreement, the Department of Education and/or the Department of Audit and Control may audit any and all aspects of Devereux's performance under this Agreement, including but not limited to its billings and invoices. Devereux shall make available, upon request, any and all records pertaining to this Agreement for the purpose of inspection, audit or reproduction by any Auditor.
- b. During the Term of this Agreement, Devereux agrees to furnish to the State, all reports required to make determinations as to its eligibility to provide educational services to disabled children under State laws and regulations.
- c. During the Term of this Agreement, and for a period of six (6) years after the expiration or termination of this Agreement, Devereux and the Board shall afford the State access to all relevant records to determine the parties' compliance with applicable Federal and State laws and regulations. The parties agree to retain all materials and records relevant to the execution or performance of this Agreement in accordance with applicable law, but no less than six (6) years following expiration or termination of this Agreement. If however, any litigation, claim or audit is commenced prior to expiration of the six-year period, such records shall be retained until all litigation, claims or audit findings have been completely terminated or resolved without right of further appeal.
- d. Inspections: During this Agreement, the Commissioner of Education and/or his or her designee may visit and inspect all sites, locations and facilities of Devereux related to its performance under this Agreement.

## **6. Independent Contractor**

The relationship of the parties is that of independent contractors. Nothing in this Contract is intended or shall be construed to create an employer/employee relationship, a joint venture relationship, or a partnership relationship. Neither party's employees shall make any claim, demand, or application to, or for, any right or privilege applicable to an officer or employee of the other party, including but not limited to, worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement benefits. Neither party shall have, or hold itself out as having, the authority or power to bind or create liability for the other by its intentional or negligent acts or omissions.

## **7. Indemnification**

Each party shall indemnify, defend and hold the other harmless from and against any and all claims, suits, actions, causes of action, damages, judgments, liabilities, fines, penalties, and expenses, including reasonable attorney fees and litigation costs arising out of the indemnifying party's intentional or negligent acts or omissions. This provision shall survive any expiration, termination or non-renewal of this Agreement.

## **8. Insurance**

Devereux shall purchase and maintain during the Term of this Agreement the following insurance policies: (a) Professional Liability Insurance covering all services performed pursuant to this Agreement and having coverage limits of at least one million dollars (\$1,000,000) per incident and three million dollars (\$3,000,000) annual aggregate; (b) Automobile Liability Insurance including coverage for bodily injury and property damage; (c) General Liability Insurance in the amount of one million dollars (\$1,000,000). Devereux agrees to provide at least thirty (30) days prior written notice of cancellation or diminution of coverage to the Board. Devereux shall provide to the Board, upon request, certificates of insurance with respect to such policies and any renewals or replacements thereof.

## **9. Notices**

All notices and communications under this Agreement shall be in writing and shall be given by personal delivery, overnight delivery service, or certified mail, return receipt requested. Overnight delivery and mail notices and communications shall be sent to the other party at its respective address as set forth above or at such other addresses as the parties may designate by written notice from time to time.

## **10. Assignment**

This Agreement and its respective duties and obligations hereunder may not be assigned, delegated, subcontracted, or transferred without the prior written notice of the other party.

## **11. Entire Agreement/Amendment**

This Agreement represents the entire understanding of the parties with respect to its subject matter, and it supersedes all prior agreements, understandings, or

representations, whether oral or written, by either party. This Agreement may only be amended by a further written document signed by the parties.

**12. Counterparts; Facsimile and other Electronic Copies**

This Agreement may be executed in one or more counterparts, each of which will be deemed an original copy of this Agreement, and all of which, when taken together, will be deemed to constitute one and the same Agreement. The exchange of copies of this Agreement and of signature pages by facsimile, email or other electronic transmission shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original agreement for all purposes. Signatures of the Parties transmitted by facsimile, email or other electronic transmission shall be deemed to be their original signatures for any purpose whatsoever.

**13. Severability**

Should any provision of this Agreement be finally determined by any court of competent jurisdiction to be invalid or unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect the validity of the remaining provisions of this Agreement, unless such invalidity or unenforceability would defeat an essential purpose of this Agreement, in which case, the Agreement shall be terminated.

**14. Waiver**

The failure of any party to insist on the strict performance of any provision of this Agreement or to exercise any right under this Agreement shall not constitute a waiver of such provision or right. A waiver is effective only if in writing and signed and delivered by the waiving party.

**15. Governing Law**

This Agreement shall be governed by the laws of the State of New York.

IN WITNESS WHEREOF, the parties hereto, intending to be legally bound, have set their hands as of the date of year first above mentioned.

THE DEVEREUX FOUNDATION:

  
\_\_\_\_\_  
Catherine Dry, Esq.                      11/1/2022                      Date  
Deputy General Counsel

  
\_\_\_\_\_  
Cindy Seegie                                      11/1/2022                      Date  
Contracts Director

BOARD OF EDUCATION

\_\_\_\_\_  
District Representative                      Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Title



ROCKY POINT UNION FREE SCHOOL DISTRICT  
BUSINESS OFFICE  
90 Rocky Point Yaphank Road  
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7556

Dr. Scott O'Brien  
*Superintendent of Schools*

Christopher A. Van Cott  
*Assistant Superintendent for Business*

**ADDENDUM:**  
**Family Integrated Consulting & Resources**

This addendum is to be attached to the original proposal approved by the Rocky Point UFSD's Board of Education at their August 23, 2021 public meeting related to services provided by Family Integrated Consulting & Resources "Project Presence".

The following item is to be added to the above referenced document in accordance with United States General Grant Fund Fiscal Requirements:

**Monitoring the Provision of Goods and/or Services**

Contracted services provided by Family Integrated Consulting & Resources ("Provider") to the District will be monitored. Feedback will be obtained as needed from district & building administration, faculty, students, and parents/guardians via department meetings and shared-decision making teams. The District will deliver any concerns regarding the feedback received directly to the provider within 30 days. The District & Provider will meet (in person or virtually) to identify solutions with mutually agreed upon implementation timelines.

For Rocky Point UFSD:

For Family Integrated Consulting & Resources:

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

11/3/22



**ROCKY POINT UNION FREE SCHOOL DISTRICT**  
**BUSINESS OFFICE**  
90 Rocky Point – Yaphank Road  
Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7556

**Dr. Scott O'Brien**  
*Superintendent of Schools*

**Christopher A. Van Cott**  
*Assistant Superintendent for Business*

**ADDENDUM:**  
**Education Elements**

This addendum is to be attached to the original proposal approved by the Rocky Point UFSD's Board of Education at their June 13, 2022 public meeting related to services provided by Education Elements; 101 Hickey Blvd., STE A #526, South San Francisco CA 94080.

The following item is to be added to the above referenced document in accordance with United States General Grant Fund Fiscal Requirements:

**Monitoring the Provision of Goods and/or Services**

Contracted services provided by the Education Elements to the District will be monitored for satisfaction by the Rocky Point UFSD. Feedback will be obtained as needed from district & building administration, faculty, students, and parents/guardians. Any concerns identified by the District, will be conveyed to the North Shore Youth Council for follow up.

**For Rocky Point UFSD:**

**For Education Elements:**

\_\_\_\_\_  
Signature

  
Signature

\_\_\_\_\_  
Print

Anthony Kim, CLO  
\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

10/31/2022  
\_\_\_\_\_  
Date



**ROCKY POINT UNION FREE SCHOOL DISTRICT**  
**BUSINESS OFFICE**  
 90 Rocky Point – Yaphank Road  
 Rocky Point, New York 11778

Telephone: (631) 744-1600

Fax: (631) 849-7556

**Dr. Scott O'Brien**  
*Superintendent of Schools*

**Christopher A. Van Cott**  
*Assistant Superintendent for Business*

**CONTRACT ADDENDUM:**

**North Shore Youth Council 2021-22**

This addendum is to be attached to the 2021-22 proposal approved by the Rocky Point UFSD's Board of Education at their August 23, 2021 public meeting related to services provided from the North Shore Youth Council; P.O. Box 1286, Rocky Point, NY 11778.

The following item is to be added to the above referenced document in accordance with United States General Grant Fund Fiscal Requirements:

**Monitoring the Provision of Goods and/or Services**

Contracted services provided by the North Shore Youth Council to the District will be monitored for satisfaction by the Rocky Point UFSD. Feedback will be obtained as needed from district & building administration, faculty, students, and parents/guardians. Any concerns identified by the District, will be conveyed to the North Shore Youth Council for follow up.

**For Rocky Point UFSD:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print

\_\_\_\_\_  
 Date

**For North Shore Youth Council:**

  
 \_\_\_\_\_  
 Signature

**Robert Woods III**  
 \_\_\_\_\_  
 Print

**10/25/22**  
 \_\_\_\_\_  
 Date



**ROCKY POINT UNION FREE SCHOOL DISTRICT  
BUSINESS OFFICE  
90 Rocky Point – Yaphank Road  
Rocky Point, New York 11778**

Telephone: (631) 744-1600

Fax: (631) 849-7556

**Dr. Scott O'Brien**  
*Superintendent of Schools*

**Christopher A. Van Cott**  
*Assistant Superintendent for Business*

**CONTRACT ADDENDUM:**

**North Shore Youth Council 2022-23**

This addendum is to be attached to the 2022-23 proposal approved by the Rocky Point UFSD's Board of Education at their June 13, 2022 public meeting related to services provided from the North Shore Youth Council; P.O. Box 1286, Rocky Point, NY 11778.

The following item is to be added to the above referenced document in accordance with United States General Grant Fund Fiscal Requirements:

**Monitoring the Provision of Goods and/or Services**

Contracted services provided by the North Shore Youth Council to the District will be monitored for satisfaction by the Rocky Point UFSD. Feedback will be obtained as needed from district & building administration, faculty, students, and parents/guardians. Any concerns identified by the District, will be conveyed to the North Shore Youth Council for follow up.

**For Rocky Point UFSD:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

**For North Shore Youth Council:**

  
\_\_\_\_\_  
Signature

**Robert Wood III**  
\_\_\_\_\_  
Print

**10/25/22**  
\_\_\_\_\_  
Date



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**Dr. Scott O'Brien**  
*Superintendent of Schools*

**Christopher A. Van Cott**  
*Assistant Superintendent for Business*

**CONTRACT ADDENDUM:  
SCOPE Education Services**

This addendum is to be attached to the original proposal approved by the Rocky Point UFSD's Board of Education at their May 17, 2022 public meeting related to services provided by SCOPE Education Services with offices located at 100 Lawrence Avenue, Smithtown NY 11787.

The following item is to be added to the above referenced document in accordance with United States General Grant Fund Fiscal Requirements:

**Monitoring the Provision of Goods and/or Services**

Contracted services provided by SCOPE Education Services to the District will be monitored for satisfaction by the Rocky Point UFSD. Feedback will be obtained as needed from district & building administration, faculty, students, and parents/guardians; as well as reviewing enrollment lists of district resident students to evidence participation levels. Any concerns identified by the District, will be conveyed to SCOPE Education Services for follow up.

**For Rocky Point UFSD:**

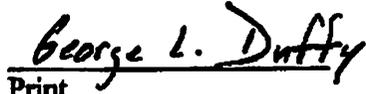
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\_\_\_\_\_  
Date

**For SCOPE Education Services:**

  
Signature

  
Print

  
Date



**ROCKY POINT UNION FREE SCHOOL DISTRICT  
BUSINESS OFFICE  
90 Rocky Point – Yaphank Road  
Rocky Point, New York 11778**

Telephone: (631) 744-1600

Fax: (631) 849-7556

**Dr. Scott O'Brien**  
*Superintendent of Schools*

**Christopher A. Van Cott**  
*Assistant Superintendent for Business*

**CONTRACT ADDENDUM:**

**Paper Education Company, Inc.**

This addendum is to be attached to the April 18, 2022 service agreement ("Agreement") by and between the Rocky Point Union Free School District, with its principal location at 90 Rocky Point-Yaphank Rd. Rocky Point NY 11778 USA; and Paper Education Company Inc. a Federal corporation having its principal place of business at 279 Sherbrooke Street West #410, Montreal, Quebec, Canada, H2X 1 Y2.

The following item is to be added to the above referenced "Agreement" in accordance with United State General Grant Fund Fiscal Requirements:

**Monitoring the Provision of Goods and/or Services**

During the term of the "Agreement", contracted goods and/or services to be provided by the Paper Education Company, Inc. to the District will be monitored for satisfaction by the Rocky Point UFSD in a variety of ways, including but not limited to, obtaining student usage reports, District administration & teacher feedback, as well as direct periodic use of the product by District staff to remain familiar and up-to-date with product/service functionality. Any concerns identified by the District, will be conveyed to Paper Education Company, Inc. for follow up.

**For Rocky Point UFSD:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print

\_\_\_\_\_  
Date

**For Paper Education Company Inc.:**

DocuSigned by:

*Daniel Trang*

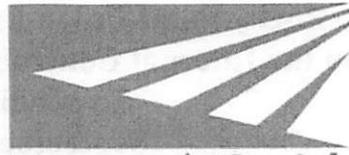
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Signature

Daniel Trang

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Print

10/17/2022

\_\_\_\_\_  
Date



**NawrockiSmith**

## **Rocky Point Union Free School District**

### **Report on the Internal Controls of Purchasing and Related Expenditures**

**September 2022**

**Rocky Point Union Free School District  
Report on the Internal Controls of Purchasing and Related  
Expenditures  
September 2022**

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**Functional Area Exhibit (please see attached)**

**A. Narrative of Functional Area Procedures**

**I. Scope of Engagement**

The Board of Education of the Rocky Point Union Free School District (the "District") has engaged Nawrocki Smith LLP to provide internal audit services with respect to the District's policies, procedures, and internal controls pertaining to the purchasing and related expenditures cycle. As part of this engagement, we performed extensive analysis and validation tests surrounding the District's policies and procedures of the purchasing and related expenditures cycle.

The objective of our audit was to determine if the internal controls within the purchasing and related expenditures cycle are adequate to ensure that there is proper segregation of duties, that there are proper approvals and access within the accounting system regarding purchase orders and vendor maintenance, any purchases include complete supporting documentation as per General Municipal Law ("GML") and District policies, payments are properly approved and supported, and the claims audit function is operating effectively.

We have analyzed the financial and operational documents made available to us by the District as well as interviewed various key employees who have responsibilities within the purchasing and related expenditures cycle.

Our analysis of this functional area consisted of the following:

**Rocky Point Union Free School District**  
**Report on the Internal Controls of Purchasing and Related Expenditures**  
**September 2022**

- Review of documented policies and procedures applicable to the purchasing and related expenditures cycle after interviews and conversations with key employees.
- Identified controls within each functional area the purchasing and related expenditures cycle and performed tests of those controls.
- Made observations and recommendations pertaining to the internal controls of the purchasing and related expenditures cycle based upon interviews and testing that was performed.

Interviews and inquiries were conducted with the following District employees:

<b>Title</b>	<b>Department</b>
Purchasing Agent	Business Office
Treasurer	Business Office
Senior Account Clerk	Business Office

Accordingly, we documented the current procedures within each functional area of the purchasing and related expenditures cycle by way of narrative within the attached Exhibit A.

**II. General Controls and Governance**

District Policy #5410 *Purchasing*, last reviewed and approved by the Board of Education on August 23, 2021, states the purchasing policies and employee responsibilities that govern the purchasing process. In addition to this policy, the District has a Purchasing Procedures Manual that gives further detail on the purchasing requirements and responsibilities.

**Observation**

We noted that the policy and manual noted above properly document District procedures regarding purchasing and are in compliance with General Municipal Law.

*No recommendation at this time.*

**III. Purchase Order System**

The District utilizes their accounting system to process requisitions, create or increase purchase orders, and make payments to vendors. It is imperative that user access to the accounting system is reasonable, and employees only have permissions that are necessary in order to complete their job duties.

We reviewed user permissions related to the purchasing process for the fifty-five (55) nVision users as of May 2022 to ensure that each employee's permissions are reasonable and correspond to their responsibilities.

**Observation and Recommendation #1**

We noted that nineteen (19) users had purchasing or disbursement related permissions that are not necessary in order to complete their job duties.

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- *We recommend that the District review the permissions assigned to the users identified and determine if adjustments are needed. This will ensure that users only have permissions required to perform their job duties.*

**IV. Vendor Database**

The vendor database within the District's accounting system maintains information on vendors that conduct business with the District including tax identification number, address, and phone number. It is important to monitor the vendor database to ensure that the data itself is accurate, useful, and readily accessible as the information within the database is used to generate purchase orders and cash disbursements.

**Vendor Database Analysis**

The District's current vendor database file contains 2,266 active vendors. The Senior Account Clerk in the Business Office is responsible for entering vendor information into the accounting system after an approved New Vendor Request Form is received.

We performed a data analysis of the active vendors in the District's accounting system. Our analysis included a review for the following:

- Duplicate vendor number
- Duplicate vendor name
- Duplicate vendor address
- Duplicate vendor phone number
- Duplicate vendor tax identification number

**Observation**

We noted that the vendor database contained no duplicate vendor numbers, phone numbers, or tax identification numbers. In addition, very few duplicate names and addresses were noted.

*No recommendation at this time.*

**Vendor Maintenance**

A New Vendor Approval Form is sent to the Business Office to request the addition of a new vendor to the database. Form W-9 *Request for Taxpayer Identification Number and Certification* is requested from new vendors prior to entry into the vendor database.

We selected a sample of twenty-five (25) active vendors to verify that a properly completed New Vendor Approval Form and Form W-9 is on file at the District, and the vendor tax identification number is documented.

**Observation**

We noted that Form W-9 was on file for all vendors selected for testing. The New Vendor Form was not on file for five (5) vendors, however, the procedure to use this form was established after the vendors were entered.

**Rocky Point Union Free School District**  
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*No recommendation at this time.*

**V. Purchasing Process**

General Municipal Law (“GML”) Section 103 established annual dollar amount thresholds requiring competitive bids based on the type of expenditure. Purchase contracts for materials, equipment and supplies estimated to exceed \$20,000 annually must be competitively bid and public work contracts estimated to exceed \$35,000 annually must be competitively bid. The District’s Purchasing Policy documents the threshold amounts for which quotes must be obtained when annual expenditures are below the competitive bidding thresholds.

**Bidding**

We selected a sample of twenty-five (25) purchase orders that exceeded dollar amount thresholds requiring competitive bidding to test that bid packets were on file at the District and included the following:

- General Conditions of Bidding
- Bid Specifications
- Statement of Non-Collusion
- Certification of Compliance with the Iran Divestment Act
- Bid advertisement to ensure that it was posted for at least one (1) week prior to the bid opening
- Bid documentation received to ensure that documentation was received prior to the bid opening and recorded
- Award/acceptance of the lowest responsible bidder by the Board of Education
- Purchase order detail to ensure that vendor information, goods/services, and pricing agree to the information included in the bid documentation

If bids were not provided, we determined if the vendor was part of a cooperative bid in which the District participates or was obtained via Request for Proposal.

**Observation**

We noted that the twenty-five (25) purchase orders selected for testing were in compliance with the objectives noted above.

*No recommendation at this time.*

**Quotes**

We selected a sample of fifteen (15) vendor purchase orders that exceeded dollar amount thresholds requiring verbal or written quotes, as per District policy, to determine if the proper number of quotes were obtained.

**Rocky Point Union Free School District**  
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**Observation**

We noted that the fifteen (15) purchase orders selected for testing were properly supported by the required number of quotes.

*No recommendation at this time.*

**VI. Payment Processing**

Vendor payments, including commercial account card payments and employee reimbursements, are processed by the Accounts Payable Clerks. A payment is issued to a vendor only after the purchasing requirements set forth by the District's purchasing policy and General Municipal Law have been satisfied. Payment packets typically include the purchase order, corresponding invoice(s), copy of the check, and any additional supporting documentation.

**Cash Disbursements**

We selected a sample of twenty-five (25) cash disbursements and reviewed supporting documentation to determine the following:

- Compliance with District purchasing policies and General Municipal Law
- Sufficiency of documentation based on the dollar amount of the purchase
- Utilization of proper budget codes
- Claims Auditor approval

We also reviewed the cash disbursements for confirming purchase orders, complete supporting documentation, proper approval and receiving signatures, payments made from original invoices, appropriate shipping addresses, correct remittance addresses, any invoices outstanding more than ninety (90) days, and to ensure that New York State sales tax was not paid.

**Observation and Recommendation #2**

We noted two (2) instances where the rates on invoices did not agree to the bid.

- *We recommend that the District compare rates and services included on the invoice to the bid or supporting documents used to create the purchase order to ensure accuracy.*

**Employee Reimbursements**

Policy #2330 *Expense Reimbursement* documents the requirements and procedures for processing an employee's request for expense reimbursement. The District may reimburse employees for reasonable out-of-pocket expenses incurred while traveling for school related activities. Expenses can include transportation costs, lodging, and meals. An Expense Voucher must be submitted to the Accounts Payable Clerks along with original itemized receipts, in order for an employee to be reimbursed for expenses.

We selected a sample of fifteen (15) employee expense reimbursements to determine the following:

**Rocky Point Union Free School District**  
**Report on the Internal Controls of Purchasing and Related Expenditures**  
**September 2022**

- Compliance with GML and District Policy #2330 *Expense Reimbursement*
- Evidence of conference request and approval and proof of attendance, if applicable
- Proper approval of expense from the Business Office
- Accuracy and reasonableness of itemized original invoices or receipts
- Sufficient supporting documentation for mileage (i.e. MapQuest)

**Observation and Recommendation #3**

We noted that Policy #2330 *Expense Reimbursement* states that reimbursable meal charges are limited to ten dollars (\$10) for breakfast, fifteen (\$15) dollars for lunch, and fifty (\$50) dollars for dinner. We noted that the District processed some reimbursements with limits on the individual meals and others as a total daily reimbursement limit.

- *We recommend that the District update the policy to clarify whether the limitation will be applied on a per meal or daily basis to ensure consistency when processing employee reimbursements.*

**Commercial Account Cards**

The District has commercial account cards with Home Depot and Wex Bank. The Home Depot card is maintained in the Business Office and the Wex Bank cards are maintained by the Buildings and Grounds Department. Itemized receipts are compared to monthly statements before approving and forwarding them to the Accounting Department for payment.

We reviewed three (3) monthly statements for each account to ensure itemized receipts are maintained, monthly statements are approved by the appropriate administrator, and New York State sales tax is not paid.

**Observation**

We noted that all commercial account card payments tested were in compliance with the objectives noted above.

*No recommendation at this time.*

**VII. Claims Audit**

The Claims Auditor reviews voucher packets which include the check copy, packing slips, invoice, the purchase order, and any other supporting documentation. Packets are approved for payment once the Claims Auditor determines that they are accurate and complete. Monthly Claims Auditor Reports are sent to the Assistant Superintendent for Business and the Superintendent of Schools for review before being sent to the Board of Education.

We reviewed Claims Auditor Reports for the months of November 2021 to March 2022 to determine if reports were presented to and accepted by the Board of Education. We also reviewed the total number of claims audited, the number and type of inquiries reported, and the resolutions for any inquiries.

**Rocky Point Union Free School District**  
**Report on the Internal Controls of Purchasing and Related Expenditures**  
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**Observation**

We noted that Claims Auditor Reports are sent to the Board of Education for review and acceptance of Claims Auditor Reports is noted in the Board of Education meeting minutes.

*No recommendation at this time.*

**VIII. Risk Rating and Audit Opinion**

Inherent Risk:	High
Control Risk:	Moderate
Audit Opinion:	Satisfactory

**Rocky Point Union Free School District**  
**Report on the Internal Controls of Purchasing and Related Expenditures**  
**September 2022**

**RISK RATING DEFINITIONS**

**Inherent Risk** – Inherent risk is the risk of a material misstatement in the un-audited information assuming the absence of internal control procedures. Inherent risk includes any risk arising from fraud. As with other risks, inherent risk may be evaluated at various levels of aggregation (e.g. financial statement level, account balance assertion level) and at various stages during the course of the audit (e.g. client acceptance/retention state, audit planning stage, etc.).

***Inherent Risk** is particular to the area being reviewed if there were no controls in place. Thus, if there were no control procedures in place pertaining to the particular area, what is the risk of a material misstatement.*

**Control Risk** – Control risk is the risk that a material misstatement in the un-audited information will not be detected and corrected by management’s internal control procedures on a timely basis. Auditors evaluate control risk at the account balance assertion level based on a detailed knowledge of the client’s business. Auditors may evaluate this risk in the second, third, and fourth audit stages, namely the audit planning, control testing, and substantive testing stages.

***Control Risk** is particular to the District’s controls currently in place in the area being reviewed. Thus, what is the risk of a material misstatement with the control procedures currently in place.*

**Audit Opinion** – Based upon the audit work performed and our assessment of the controls within each particular audit area an audit opinion is provided for each audit area from one of the following three (3) categories:

Satisfactory:                      Controls are operating effectively

Needs Improvement:            Controls need improvement for effectiveness

Unsatisfactory:                   Controls are unacceptable and need immediate improvement

**Rocky Point Union Free School District**  
**Narrative of the Purchasing and Related Expenditures Cycle**  
**September 2022**

The following is a narrative, or a sequence of events, which describes the step by step process within the purchasing and related expenditures function of the Rocky Point Union Free School District (the "District"). The narrative was derived from discussions and interviews with key personnel as well as observations of each step in the process. The purchasing and related expenditures function has been outlined by area for ease of reference, including the following areas:

- I. Purchase Order System
- II. Vendor Database
- III. Purchasing Process
- IV. Payment Processing
- V. Claims Audit

Blue = Internal Control

**I. Purchase Order System**

- The District utilizes the requisition module within the accounting system, nVision, to process requisitions and create purchase orders.
- A requisition is initiated in nVision by an employee at the building or department level, usually a clerical employee.
- The requisition is then reviewed and approved within the system by a building principal or supervisor. Only an administrator (building principal or supervisor) can approve a requisition.
- A paper copy is also printed and sent to the administrator for review.
- The requisition number and date are automatically generated by the system.
- After the administrator approves, the paper copy is sent to the Senior Account Clerk in the Business Office.
- Any required supporting documentation (quotations, bid/contract information) must be attached within nVision or to the paper copy.
- The Senior Account Clerk performs an initial review to ensure all necessary paperwork was submitted before forwarding to the Purchasing Agent for approval.
- The requisition is also moved to the Purchasing Agent's queue in nVision.
- Requisitions that are incomplete or missing supporting documentation will be sent back to the building or department.
- The budget code is set by the individual creating the requisition, however, the Purchasing Agent reviews the budget code for accuracy and can change it if the code does not reflect the purchase.
- nVision will not allow a requisitioner to enter a requisition against a budget code that does not have enough funds.
- The requisitioner must submit a budget transfer request to be approved by the Assistant Superintendent for Business, Superintendent, or Board of Education, depending on the dollar amount, before the requisition can be entered.
- The Purchasing Agent approves the requisition in nVision to create a purchase order and signs the physical copy.
- The purchase order number and date are automatically generated by the system.
- Four (4) copies of the purchase order are printed from District's accounting system. The copies are distributed as follows:
  - a) Mailed or faxed to the vendor
  - b) Sent to the building that submitted the requisition

*Nawrocki Smith LLP, Certified Public Accountants and Business Consultants*

**Rocky Point Union Free School District**  
**Narrative of the Purchasing and Related Expenditures Cycle**  
**September 2022**

- c) Sent to the Accounts Payable Department
- d) Maintained in the Business Office with any supporting documentation
- Purchase orders can be liquidated or cancelled by the Purchasing Agent.
- Clerical staff at the building will inform the Purchasing Agent of purchase orders that can be liquidated or cancelled throughout the year.
- At the end of the year, each department is responsible for reviewing open purchase orders and determining which can be closed.
- Purchase orders are kept open when vendors have not submitted invoices for services received or the District has not yet received the goods ordered.

**II. Vendor Database**

- Employees must submit a New Vendor Request Form to add a vendor to the database.
- Form W-9 *Request for Taxpayer Identification Number and Certification* must be included with the New Vendor Request Form.
- New Vendor Request Forms are first sent to the Senior Account Clerk to ensure they are properly completed. It is then reviewed and approved by the Treasurer and Assistant Superintendent for Business.
- Vendors are added to the accounting system by the Senior Account Clerk after approval.
- After the vendor is added, the Accountant compares the information entered into nVision to the New Vendor Request Form and W-9 to ensure accuracy.
- Form W-9 is also requested from a vendor if there is a change to the vendor's name or tax identification number.
- The Treasurer reviews the vendor database on an annual basis to determine if any unused vendors need to be inactivated.
- Vendors are inactivated by the Senior Account Clerk.

**III. Purchasing Process**

- General Municipal Law ("GML") Section 103 established annual dollar amount thresholds requiring competitive bids based on the type of expenditure. Purchase contracts for materials, equipment and supplies estimated to exceed \$20,000 annually must be competitively bid and public work contracts estimated to exceed \$35,000 annually must be competitively bid.
- There must be a public advertisement to solicit formal bids which will be awarded to the vendor with the lowest responsible bid.
- Competitive bidding requirements do not apply when the District purchases goods from federal or state governments or from other political subdivisions or public benefit corporations within the state. This includes New York State purchase contracts, Suffolk County purchase contracts, BOCES purchase contracts, Ed Data, and any municipality.
- The District's Purchasing Procedures Manual documents the threshold amounts for which quotes must be obtained when annual expenditures are below the competitive bidding thresholds.
- Verbal quotes are required as follows:
  - Purchase contracts: at the discretion of the Business Office for purchases up to \$5,000.
  - Public work contracts: at the discretion of the Business office for purchases up to \$7,000. Three (3) documented telephone quotes are required for purchases of \$7,001 to \$10,000.
- Written quotes are required as follows:
  - Purchase contracts: Three (3) for purchases of \$5,001 to \$20,000.

**Rocky Point Union Free School District**  
**Narrative of the Purchasing and Related Expenditures Cycle**  
**September 2022**

- Public work contracts: Three (3) for purchases of \$10,001 to \$35,000.
- Quotations or competitive bid requirements do not apply in instances such as a sole source vendor, emergency procurement, and specialized services. However, documentation must be obtained for sole source vendors or specialized services and an explanation/description should be documented on the purchase order in emergency situations.
- Requests for Proposal are prepared by the Purchasing Agent with assistance from the department that will be using the service.
- The Purchasing Agent will prepare any District bids with the assistance of the Assistant Superintendent for Business. Individual departments may provide any specifications to be included in the bid.
- The Architect prepares any capital projects related bids. The Assistant Superintendent for Business reviews bids prepared by the Architect.
- The Purchasing Agent places the advertisement in the newspaper for bids prepared by the District and the Architect. Advertisements are usually run two (2) to four (4) weeks before the bid opening.
- Responses are sent to the Purchasing Agent who will log in and stamp each envelope with the date received.
- The Purchasing Agent and at least one (1) other District employee must attend bid openings. Employees from the department requesting the bid or vendors may also attend.
- The Purchasing Agent analyzes responses and makes a recommendation to the Board of Education to award a contract to and accept the lowest responsible bidder.
- The District requires documented justification, which must be approved by the Board of Education, for any contract awarded to a vendor other than the lowest responsible dollar bidder.

**IV. Payment Processing**

- Items are shipped directly to the building that requested the purchase.
- An employee from the department or building that requested the goods verifies that the items agree to the purchase order before signing the receiving copy of the purchase order.
- Discrepancies between what was ordered and received are handled at the department level or by the Business Office.
- Invoices are mailed or emailed to the Business Office.
- The Senior Account Clerk stamps the invoice received and records it in a log. It is then sent to the department that requested the purchase. The date sent is also recorded in the log.
- The individual who requested the purchase reviews the invoice for proper items and pricing.
- The approved invoice is sent back to Senior Account Clerk who records the date the invoice was sent back in the log.
- The Senior Account Clerk or Senior Office Assistant will perform a second review of the invoice to ensure it agrees to the purchase order and all supporting documentation is obtained and accurate.
- Invoices are then posted in District's accounting system by the Senior Office Assistant.
- The department head must request a purchase order increase when the invoice received is more than the amount on the original purchase order.
- All purchase order increases must be approved by the Purchasing Agent.
- The Treasurer prints the checks using a password protected signature disk.
- The signature token and check stock are maintained in a lock cabinet in the Business Office. Only the Treasurer has the key to the cabinet.
- Any checks that exceed \$10,000 are also signed by the Assistant Superintendent for Business.

**Rocky Point Union Free School District**  
**Narrative of the Purchasing and Related Expenditures Cycle**  
**September 2022**

- Warrant reports are printed from District's accounting system after the checks have been printed. The checks, voucher packets, and warrant reports are then submitted to the Claims Auditor.
- Approved voucher packets are filed in the Business Office.

**Employee Reimbursements**

- Policy #2330 *Expense Reimbursement* states the types of expenses that may be reimbursed as well as any limitations. The District may reimburse employees for reasonable out-of-pocket expenses incurred while traveling for school related activities. Expenses can include transportation costs, lodging, and meals.
- Policy #6161 *Conference/Travel Expenses Reimbursement* authorizes the Superintendent or designee to approve travel requests for which reimbursable expenses exceed \$100.
- Conference attendance for instructional employees is approved by the Assistant Superintendent in My Learning Plan.
- Conference attendance for non-instructional employees is approved on a Conference Travel Request Form and approved by the department head and administrator.
- Any anticipated expenses regarding the conference are documented (registration, hotel, travel, meals, etc.) in the request and approved by an administrator.
- Expense reimbursement forms for conference attendance must be submitted with the original itemized receipt, proof of payment, conference registration form, and proof of attendance. A Mapquest print out must be submitted for mileage claims.
- Policy #2330 *Expense Reimbursement* states meal limits for breakfast, lunch, and dinner.
- Expense reimbursement forms are reviewed for mathematical accuracy and proper supporting documentation by the Senior Office Assistant.
- The Senior Office Assistant also reviews the receipts to ensure the employee is not requesting a reimbursement for New York State sales tax.
- Expense vouchers are approved by the Building Principal and Assistant Superintendent for Business.
- If the reimbursement request is properly documented and approved, the Senior Office Assistant will enter the reimbursement into District's accounting system for payment.

**Credit Cards & Commercial Account Cards**

- The District does not have any major credit cards.
- The District has commercial account cards for Home Depot and Wex Bank. The Wex Bank cards can be used at participation gas stations to fuel District vehicles.
- The Home Deposit card is maintained in the Business Office safe.
- The Wex Bank cards are maintained in the Buildings and Grounds Office safe.
- Employees are given the card to use for authorized purchases.
- Original, itemized receipts are returned to the Business Office or Buildings and Grounds Office with the card after the purchase is made.
- Account statements are compared to the receipts before payment approval.

**V. Claims Audit**

- The District processes checks on a weekly basis.
- The Claims Auditor is given voucher packets including the check copy, packing slips, invoice, the purchase order, and any other supporting documentation for each claim for payment.

**Rocky Point Union Free School District**  
**Narrative of the Purchasing and Related Expenditures Cycle**  
**September 2022**

- The Claims Auditor performs an audit of each voucher packet before it is paid. This includes reviewing the voucher packet for proper approval, proper rates/prices, existence of quotes (if required), exclusion of sales tax from invoice, etc.
- Once the voucher packet is deemed to be accurate and complete, the Claims Auditor approves it for payment and stamps the invoice "approved."
- If for any reason the voucher packet is not approved for payment, the Claims Auditor will ask the Senior Office Assistant for any additional information or supporting documentation that is needed to approve the payment.
- The Claims Auditor signs the warrant report. Any checks on hold are notated on the warrant report.
- The Senior Office Assistant mails the checks that have been approved by the Claims Auditor.
- Monthly Claims Auditor Reports are sent to the Board of Education.
- This report includes information such as the number and total dollar value of all claims audited and any findings for the period.



**ROCKY POINT UNION FREE SCHOOL DISTRICT**  
**OFFICE OF THE SUPERINTENDENT**  
90 Rocky Point – Yaphank Road  
Rocky Point, New York 11778

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**Dr. Scott O'Brien**  
*Superintendent of Schools*

**Christopher A. Van Cott**  
*Assistant Superintendent for Business*

November 15, 2022

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 Purchasing & Related Expenditures 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 Purchasing & Related Expenditures, September 2022.

The Rocky Point UFSD Board of Education has approved this Corrective Action Plan at their November 14, 2022 public meeting.

**Auditor Recommendation #1:**

We noted that nineteen (19) users had purchasing or disbursement related permissions that are not necessary in order to complete their job duties. We recommend that the District review the permissions assigned to the users identified and determine if adjustments are needed. This will ensure that users only have permissions required to perform their job duties.

**District Corrective Action(s), Timeline & Responsible Party:**

The District has performed the recommended user permission updates and will review its user permission list annually moving forward.

Effective 11/1/2022.

Responsible Party: Christopher Van Cott, Assistant Superintendent for Business and Virginia Holloway, District Treasurer.

**Auditor Recommendation #2:**

We noted two (2) instances where the rates on invoices did not agree to the bid. We recommend that the District compare rates and services included on the invoice to the bid or supporting documents used to create the purchase order to ensure accuracy.

**District Corrective Action(s), Timeline & Responsible Party:**

Each department maintains copies of bids within their respective areas; and as such, are responsible for signing-off on invoices to continue the payment process. The two instances above were reviewed with appropriate personnel to ensure the oversight was understood. Following this initial review, training on procurement & invoice reconciliation was provided as needed. This additional guidance will help improve accuracy when processing future payments.

Effective 11/1/2022.

Responsible Party: Christopher Van Cott, Assistant Superintendent for Business and Debra Hoffman, Purchasing Agent.

**Auditor Recommendation #3:**

We noted that Policy #2330 Expense Reimbursement states that reimbursable meal charges are limited to ten dollars (\$10) for breakfast, fifteen (\$15) dollars for lunch, and fifty (\$50) dollars for dinner. We noted that the District processed some reimbursements with limits on the individual meals and others as a total daily reimbursement limit. We recommend that the District update the policy to clarify whether the limitation will be applied on a per meal or daily basis to ensure consistency when processing employee reimbursements.

**District Corrective Action(s), Timeline & Responsible Party:**

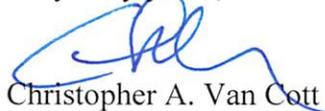
The Board of Education will revise policy # 2330 by adding language clarifying that meal reimbursement rates are subject to limitations per meal. Therefore, *“Reimbursement meal charges, including gratuities, for persons traveling for District-related business shall be subject to daily per meal limits as follows...”*.

Implementation: In order to revise any Board of Education policy, two public readings are required. The first reading was conducted on 11/14/2022 and the second will be on 12/12/2022. Following its second reading, it is anticipated the Board of Education will approve the above revision; therefore, the completion date for this corrective action will be 12/13/2022.

Responsible Party: Christopher Van Cott, Assistant Superintendent for Business.

**Thank you very much for the opportunity to identify procedural changes & enhancements to continue to improve the District’s strong internal controls and fiscal health.**

Very truly yours,



Christopher A. Van Cott  
Assistant Superintendent for Business

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



# ROCKY POINT UNION FREE SCHOOL DISTRICT

## OFFICE OF THE SUPERINTENDENT

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**Christopher A. Van Cott**  
*Assistant Superintendent for Business*

November 15, 2022

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** in response to its **6/30/2022 Management Letter** as issued by R.S. Abrams & Co., LLP. The Rocky Point UFSD Board of Education has approved this Corrective Action Plan at their November 14, 2022 public meeting.

### **Auditor Finding - School Food Service Fund: Fund Balance**

During our current year audit, we noted that the fund balance in the school food service fund exceeded the three-month average expenditure level allowable by federal regulations 7CFR Part 2 I 0.14(b) by \$41,306. This primarily was the result of state and federal reimbursements exceeding the cost of distributing free meals to all students of the District. We recommend the District continue evaluating the food service operations to reduce the fund balance to an allowable level.

### **District Corrective Action(s):**

The Rocky Point UFSD's Food Services Department has developed a plan to appropriately spend down the excess fund balance noted in the auditor's report. In the short term, the District's four kitchens have older equipment in need of replacement. An inventory will be performed to determine an equipment replacement program. If excess fund balance remains as of 6/30/2023, the District will submit a request to the NYS Child Nutrition Dept. to waive any required increases to student meal prices for the 2023-24 school year after the annual completion of the department's "Lunch Price Equity Tool".

### **Responsible Parties:**

Christopher A. Van Cott (Assistant Superintendent for Business) and Shakia Hall (Director of Child Nutrition).

### **Effective Date of Implementation:**

The District will inventory cafeteria equipment and other kitchen items by December 1, 2022 to determine building-by-building needs. Purchase Orders will follow.

**Thank you very much for the opportunity to continue to improve the District's strong internal controls and overall financial operations.**

Very truly yours,

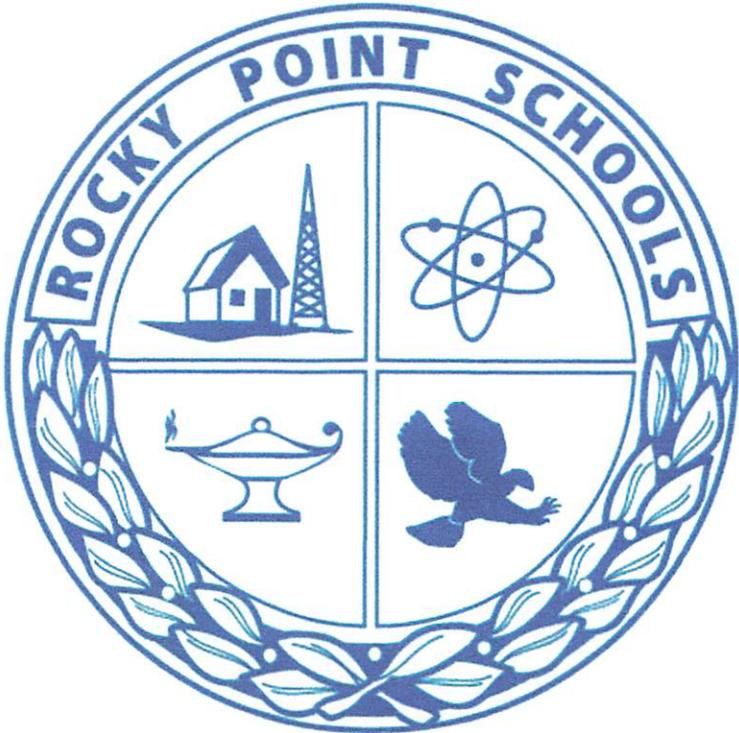


Christopher A. Van Cott  
Assistant Superintendent for Business

Cc: Dr. Scott O'Brien, Superintendent of Schools  
Virginia Holloway, CPA, District Treasurer  
Shakia Hall, Director of Child Nutrition

**ROCKY POINT UNION FREE SCHOOL DISTRICT**

***RESERVE PLAN***



**UPDATED OCTOBER 2022**



**Reserve for Workers Compensation: A814**

*Creation* This reserve was created during the 1996-97 fiscal year.

*Use of Reserve* May be used to pay for worker’s compensation claims related to medical expenses, administrative costs and/or related settlement agreements. The District is self-insured for worker’s compensation with a policy triggering at \$500k and maintains a second policy with a \$490k deductible for excess employer’s liability (legal defense).

*Funding Level* Up to five times a 5-year rolling average of actual annual expenses is deemed adequate to sustain budgetary support when needed, provide protection for the deductibles denoted above, allowances for incurred but not reported (IBNR) claims and gives sufficient time to replenish this reserve fund. At this level, the target for this Reserve fund is \$1,434,369.

*Funding* Year-end operational fund balance (surplus revenues and/or appropriations).

**6/30/2021 = \$2,046,298** **6/30/2022 = \$1,905,036**

**Unemployment Insurance Reserve: A815**

*Creation* This reserve was established during the 1996-97 fiscal year.

*Use of Reserve* District utilizes a benefit reimbursement method with NYS to cover unemployment claims. May be used to pay the costs associated with former employees who submit claims to the New York State Unemployment Insurance Fund.

*Funding Level* Up to five times a 5-year rolling average of actual billings will serve as the basis for this Reserve level. As of 6/30/2022, this level for the Unemployment Reserve is \$133,138.

*Funding* Year-end operational fund balance (surplus revenues and/or appropriations).

**6/30/2021 = \$466,018** **6/30/2022 = \$460,514**

**Property Loss Reserve: A 861 & Liability Loss Reserve: A862**

*Creation* These reserves were established during the 2002-03 fiscal year.

*Use of Reserve* Can be used to fund property loss and liability claims incurred.

*Funding Level* Up to \$100k per each Loss Reserve may be reserved.

*Funding* Year-end operational fund balance (surplus revenues and/or appropriations).

**6/30/2021 = \$108,706** **6/30/2022 = \$72,424**

**Capital Reserve: A878**

- Creation* This reserve was established by the community in May 2009 and amended in May 2013. Reserve expires 5/2023; remaining unexpended funds to be available for capital needs via voter approval. The District will recommend the creation of a new 10-year Capital Reserve to be voted on in May 2023.
- Use of Reserve* To fund the cost of any object or purpose for which bonds may be issued; i.e. construction projects and/or major equipment purchases. *Note: Capital Reserve was used via special legislation for 2020-21 COVID capital purchases.*
- Funding Level* Maximum limit of \$10,000,000. Accumulation of funds into this reserve must cease at the earlier of: \$10M of transfers into fund from year-end surplus or 10 years.
- Funding* Voter approval is required to establish and fund this reserve. In accordance with the approved proposition, this reserve is funded entirely from excess fund balance.

**6/30/2021 = \$ 4,508,031**

**6/30/2022 = \$ 3,434,852**

**Unassigned Fund Balance: A909**

- Creation* Retention of these funds are allowed by law.
- Use* These funds are unrestricted and may be used for any valid purpose; however, it is recommended these funds not be used except for an emergent, unanticipated expense, or revenue shortfall, that cannot be handled either within the budget or with other available reserves.
- Funding Level* The maximum limit and desired level of this reserve fund is 4% of the subsequent years' budget.
- Funding* Year-end operational fund balance (surplus revenues and/or appropriations).

**6/30/2021 = 3,427,643**

**6/30/2022 = 3,520,737**

**Assigned Fund Balance: A910 - Appropriated for Subsequent Years**

- Use* To reduce the tax levy needed to support an ensuing year's budget which results in less taxes levied to the community.
- Funding Level* Based on a fiscal year's fund balance projection and the sustainability of appropriating similar amounts per year to avoid tax levy spikes.
- Funding* Year-end operational fund balance (surplus revenues and/or appropriations).

**6/30/2021 Use of Funds = \$2,079,419**

**6/30/2022 Use of Funds = \$2,050,473**

## Debt Service Fund: V909

*Use* Remaining (unspent) bond proceeds are required to be transferred into this reserve fund and utilized to partially reduce net principal & interest costs until this balance is fully exhausted.

*Other* Accounted for in the Debt Service Fund (V909), *not the General Fund*.

6/30/2021 = \$117,520

6/30/2022 = \$94,655

### Rocky Point UFSD: Use of Reserves in Budget Development

In challenging fiscal times of restricted tax revenue & state aid fluctuations, reserve funds have helped the District to keep student programs intact and tax levies in compliance with New York State's Property Tax Cap. The District strives to maintain its strong S&P Bond Rating of AA and its good standing within the New York State Comptroller's Fiscal Stress monitoring system.

#### Summary:

Reserves currently **available** for future budget development and projected timeline of availability:

- Unemployment: Appropriating from this reserve should cease when balance reaches targeted amount. At existing reserve levels, the District can continue to draw down from this balance in equal amounts of \$20k/year for at least the next five fiscal years.
- EBALR: The District's current liability for compensated absences as reflected in the 2021-22 audited financial statements= \$5,669,018. The EBALR is presently lower than this amount; however, the District plans to maintain at least 50% of the total liability reserved which would equal \$2,834,509. The availability of this reserve in the budgeting process is anticipated to be \$200k/year for at least for the next five fiscal years.
- Debt Service: General Municipal Law requires unused bond proceeds to be used to pay down Principal & Interest costs associated with an approved borrowing until its balance is exhausted. The District does maintain a debt service reserve with an available balance to be used evenly in the budget process for at least the next three fiscal years.
- Worker's Compensation: Current reserve amount is above desired level; will monitor annually to determine appropriation amounts.

Reserves currently **unavailable, or not ideal**, in future budget development and the related reason(s):

- ERS: Although not at targeted level, use of this reserve may be revisited as necessary due to its larger account balance.
- TRS Sub-Fund: Newly established reserve. Although not at full level, over the next two to three fiscal years, TRS liability is anticipated to increase due to pandemic-impacted economy. Will revisit use of this reserve as necessary.
- Property Loss & Liability Reserve: Funds in this reserve would be appropriated during a fiscal year (rather than a planned budgeted funding source) to partially offset incurred claims and/or losses.
- Capital Reserve: Funds in this reserve cannot be appropriated directly towards tax relief.

## ***Rocky Point UFSD: Overall Funding Strategy & Fiscal Goals***

***Not listed in priority order.***

***Board of Education reaffirms reserve funds annually; see enclosed resolution:***

- Reach and maintain Unassigned Fund Balance at recommended level of 4% of subsequent year's budget.  
*Achieved.*
- Establish & fund TRS Sub-Fund.  
*Created during the 2018-19 fiscal year and funded in accordance with regulations. If surplus funds allow, District will continue to fund until desired level is achieved. Presently, District is current with allowable level.*
- Up to five times a 5-year rolling average of annual ERS expense in ERS Reserve Fund.  
*As of 6/30/2022, current level is below target at four years of ERS liability achieved.*
- Maintain Workers Compensation Reserve to equal up to five times a 5-year rolling average of actual claims paid as reported by District's third-party administrator. District is self-insured.  
*As of 6/30/2022, District is above targeted amount and plans to appropriate from this reserve each budget cycle until target is achieved.*
- Align and maintain Unemployment Insurance Reserve to equal up to five times a 5-year rolling average of actual unemployment claim expense.  
*As of 6/30/2022, District is above targeted amount and plans to appropriate from this reserve each budget cycle until target is achieved.*
- Maintain at least 50% of compensated absence liability in the EBAL Reserve. Can be used to fund future contractual separation agreements (and retirement incentives) without negatively impacting the General Fund.  
*As of 6/30/2022, District is above targeted amount and plans to appropriate from this reserve each budget cycle until target is achieved. Reserve may be used to fund separation payouts and/or retirement incentives {which are tied to employee sick days}.*
- Manage Capital Reserve Fund to reduce the need to issue debt for the potential purchase of capital items such as construction initiatives and equipment.  
*In Process. Voter approval in May 2023 is necessary to establish a new 10-year Capital Reserve.*
- Maintain a stable level of Assigned Fund Balance (AFB) to help avoid tax levy spikes.  
*Approx. \$2m per year to be allocated; comes from closely monitoring the District's budget with a multiyear outlook.*

***Reserves, Assigned, Unassigned Fund Balance as of 6/30/2022***

	<b>Actual 2021-22</b>
Actual General Fund Revenues Received (per Audited Financial Statements)	\$83,043,543
Actual General Fund Expenditures (per Audited Financial Statements)	\$79,008,011
<b><u>General Fund Reserves:</u></b>	
Encumbrances	\$559,970
Non-Spendable	\$60,000
Unemployment	\$460,515
Employees Retirement System	\$4,492,200
Teachers Retirement System Sub Reserve	\$2,592,107
Insurance & Property Loss	\$72,424
Employees Benefit Accrued Liability	\$4,068,269
Capital Reserve	\$3,434,852
Workers Compensation	\$1,905,036
Assigned Fund Balance	\$2,050,473
Unassigned Fund Balance	\$3,520,737
<b>Total Assigned &amp; Unassigned FB as % of Gross Expenditures</b>	<b>7.05%</b>
<b>Total Fund Balance (Reserve, Assigned &amp; Unassigned)</b>	<b>\$23,216,583</b>
<b>Fund Balance as % of Actual Revenues</b>	<b>27.96%</b>

***Fund Balance Rationale***

The Rocky Point UFSD has developed guiding principles with respect to its overall level of fund balance to ensure its strong bond rating. To do so, the District reviewed data obtained from credit rating agencies and compared fund balance levels to other districts with similar ratings. The District's current Standards & Poors (S&P) rating is AA and reflects a "High Quality Investment". The amount of fund balance maintained by a school district is a large component of how rating agencies determine bond ratings. The

charts below reflect rating agency categories with Rocky Point-specific data and bond ratings for area School Districts.

<u>Area School District:</u>	<u>Bond Ratings:</u>	<u>Agency:</u>	<u>Rating Investment Grade:</u>
Comsewogue	Aa2	Moodys	High Quality Investment Grade
Miller Place	Aa2	Moodys	High Quality Investment Grade
Mount Sinai	AA	S&P	High Quality Investment Grade
Port Jefferson	Aa2	Moodys	High Quality Investment Grade
Shoreham-Wading River	AA	S&P	High Quality Investment Grade

Rocky Point UFSD						
As of 6/30/2022						
			Moodys	S&P		
			Avg. Median	Avg. Median	Moodys	S&P
S&P	Moodys	Rating	Fund Bal *	Fund Bal **	Fund Bal %	Fund Bal %
AAA	Aaa	Highest Rating Investment Grade	34.30%	12.40%		
AA+	Aa1	High Quality Investment Grade	27.30%	10.60%	27.96%	7.05%
AA	Aa2					
AA-	Aa3					
A+	A1	Upper Medium Quality Investment Grade	21.40%	7.90%		
A	2					
A-	A3	Medium Quality Investment Grade	7.20%	Unknown		
BBB+	Baa1					
BBB	Baa2					
BBB-	Baa3					
BB+	Ba1	Speculative Elements Below Investment Grade	0.00%	Unknown		
BB	Ba2					
BB-	Ba3					
B+	B1	Below Investment Grade	0.00%	Unknown		
B	B2					
B-	B3					
CCC+	Caa1	Danger of/in Default Below Investment Grade	0.00%	Unknown		
CCC	Caa2					
CCC-	Caa3					

Sources: May 2021 Moodys & July 2021 S&P



\* *Fund Balance as % to Actual Revenues*  
Reserves + Assigned + Unassigned / Revenues

\*\* *Fund Balance as % to Actual Expenditures*  
Assigned + Unassigned / Expenditures

The above reflects a "crosswalk" between ratings issued by two major rating agencies; Moodys & S&P. The District's Reserve Plan is designed to maintain its strong credit rating of AA (S&P). In order to do so, certain levels of fund balance should be maintained. It is also important to maintain higher levels of fund balance in Rocky Point UFSD due to the district's heavy reliance on state aid; if/when state aid is minimized and/or reduced, the District will have reserve funds to support operations and cash flow.

**Conclusion:**

The Fund Balance Ratios for the Rocky Point UFSD using metrics from both Moodys' and S&P are in line with targeted percentages. Overall district fund balance will be monitored with the goal to maintain a AA bond rating.

**Attachments:**

- Board of Education Resolution to Reaffirm Reserve Funds
- 5-Year Rolling Average Backup for Specified Reserve Fund levels
- Historical Analysis of Year-End Fund Balances and Distribution – 10 year Look Back
- Reserve Fund Accounting Transactions

- [Board of Education Resolution to Reaffirm Reserve Funds](#)

**MINUTES  
ROCKY POINT PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING  
May 17, 2022**

Mrs. Sullivan called the meeting to order at 6:00 p.m. in the Library of the Rocky Point High School.

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

Absent: Christopher Van Cott, Assistant Superintendent for Business  
Kelly White, District Clerk

**XV Reaffirm Reserve Accounts & Transfer**

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby reaffirms the District's existing Reserve Funds and approves the potential transfer(s) of 2021-2022 operational fund balance into said Reserve Funds. Balances retained within each District Reserve Fund shall be based on the following:

**BE IT RESOLVED**, an amount up to five times the five-year rolling average of expenses for Workers' Compensation, Unemployment claims and Employers Retirement System (ERS) billings may be reserved in the Workers' Compensation, Unemployment and ERS Reserve funds respectfully; a not-to-exceed \$100,000 may be reserved within each Property Loss and Liability Loss Reserve funds; an amount to maintain at least 50% of the District's compensated absences liability may be reserved in the Employee Benefit Accrued Liability Reserve; an amount not-to-exceed the statutory limit for the Teachers Retirement System (TRS) Sub-Reserve fund may be reserved; and the District's Capital Reserve may be funded in accordance with the 2013 voter approved referendum.

**BE IT FURTHER RESOLVED**, the District's Reserve Plan will be updated in accordance with this resolution.

All in favor – Motion carried 5-0

- **5-Year Rolling Average Backup for Specified Reserve Fund levels**

**ROCKY POINT UFSD  
RESERVE BACKUP  
6/30/2022**

Account	Description	5X	5-Yr Avg.	2021-22 Actual	2020-21 Actual	2019-20 Actual	2018-19 Actual	2017-18 Actual
A 9010.801-95-4000	NYS EMPLOYEES RETIREMENT	4,980,655	996,131	999,514	1,065,561	1,003,375	985,327	926,878
A 9040.805-95-4000	WORKERS COMPENSATION	1,434,369	286,874	141,775	184,928	454,037	287,593	366,035
A 9050.807-95-4000	UNEMPLOYMENT INSURANCE	133,138	26,628	5,629	60,389	17,698	24,287	25,135



• Reserve Fund Accounting Transactions

Activity	Fiscal Yr	ERS	TRS	EBALR	Workers Comp	Unemply	Debt Svc	Total Used in Budget	N/A for Tax	N/A for Tax	N/A for Tax	Not Incl	Not a Reserve	Not a Reserve	Totals
									Reduction	Reduction	Reduction	Encumbrances	Fund Assigned	Fund Unassigned	
									Prop. Loss	Liab. Loss	Capital	Totals	Fund Bal	Fund Bal	
Opening Balance	7/1/2013	8,851,016	-	4,768,690	844,692	663,101	309,390		53,042	53,042	771,190	16,314,163	2,600,000	2,537,651	
Budgeted Use	2013-14	(84,000)	-	(200,000)	-	(50,000)	-	(334,000)	-	-	-	(668,000)	2,600,000	2,537,651	
Interest Earned		20,413	-	10,638	1,967	1,428	4,098		124	124	1,796	40,588	-	-	
Return Unused Reserve		-	-	-	-	-	-		-	-	-	-	-	-	
Funded Reserve		-	-	-	-	-	-		-	-	-	-	-	-	
<b>Reserve Balance 2013-14</b>		<b>8,787,429</b>	<b>-</b>	<b>4,579,328</b>	<b>846,659</b>	<b>614,529</b>	<b>313,488</b>		<b>53,166</b>	<b>53,166</b>	<b>772,986</b>	<b>15,686,751</b>	<b>2,600,000</b>	<b>2,537,651</b>	<b>15,707,263</b>
Budgeted Use	2014-15	(683,195)	-	(200,000)	(75,000)	(25,000)	-	(983,195)	-	-	-	(1,966,390)	1,465,650	2,884,400	
Interest Earned		14,723	-	7,956	1,402	1,071	1,218		97	97	1,404	27,968	-	-	
Return Unused Reserve		-	-	38,000	-	-	-		-	-	-	38,000	-	-	
Funded Reserve		-	-	-	1,634,046	12,000	-		-	-	-	1,646,046	-	-	
<b>Reserve Balance 2014-15</b>		<b>8,118,957</b>	<b>-</b>	<b>4,425,284</b>	<b>2,407,107</b>	<b>602,600</b>	<b>314,706</b>		<b>53,263</b>	<b>53,263</b>	<b>774,390</b>	<b>15,432,375</b>	<b>1,465,650</b>	<b>2,884,400</b>	<b>16,434,864</b>
Budgeted Use	2015-16	(1,099,265)	-	(250,000)	(400,000)	(75,000)	(100,000)	(1,924,265)	-	-	-	(3,848,530)	1,931,759	3,224,946	
Interest Earned		14,010	-	8,521	3,982	1,150	1,218		106	106	1,537	30,630	-	-	
Return Unused Reserve		42,454	-	-	-	52,011	-		-	-	-	94,465	-	-	
Funded Reserve		-	-	119,929	-	-	-		-	-	3,466,639	3,586,568	-	-	
<b>Reserve Balance 2015-16</b>		<b>7,076,156</b>	<b>-</b>	<b>4,303,734</b>	<b>2,011,089</b>	<b>580,761</b>	<b>215,924</b>		<b>53,369</b>	<b>53,369</b>	<b>4,242,566</b>	<b>15,295,508</b>	<b>1,931,759</b>	<b>3,224,946</b>	<b>18,321,044</b>
Budgeted Use	2016-17	(982,997)	-	(250,000)	(500,000)	(50,000)	(100,000)	(1,882,997)	-	-	-	(3,765,994)	2,105,309	3,331,454	
Interest Earned		12,672	-	8,618	3,098	1,187	6,877		109	109	8,699	41,369	-	-	
Return Unused Reserve		91,182	-	149,560	-	43,083	-		-	-	-	283,825	-	-	
Funded Reserve		-	-	556,673	1,000,000	-	-		-	-	-	1,556,673	-	-	
<b>Reserve Balance 2016-17</b>		<b>6,197,013</b>	<b>-</b>	<b>4,768,585</b>	<b>2,514,187</b>	<b>575,031</b>	<b>122,801</b>		<b>53,478</b>	<b>53,478</b>	<b>4,251,265</b>	<b>13,411,381</b>	<b>2,105,309</b>	<b>3,331,454</b>	<b>18,413,037</b>
Budgeted Use	2017-18	(982,997)	-	(250,000)	(600,000)	(50,000)	(100,000)	(1,982,997)	-	-	(3,385,965)	(7,351,959)	2,183,000	3,445,151	
Interest Earned		18,050	-	15,643	6,627	1,818	23,391		185	185	2,996	68,895	-	-	
Return Unused Reserve		5,041	-	124,308	233,965	24,865	-		-	-	-	388,179	-	-	
Funded Reserve		-	-	-	-	-	-		-	-	419,873	419,873	-	-	
<b>Reserve Balance 2017-18</b>		<b>5,237,107</b>	<b>-</b>	<b>4,658,536</b>	<b>2,154,779</b>	<b>551,714</b>	<b>46,192</b>		<b>53,663</b>	<b>53,663</b>	<b>1,288,169</b>	<b>6,936,369</b>	<b>2,183,000</b>	<b>3,445,151</b>	<b>13,997,631</b>
Budgeted Use	2018-19	(1,045,009)	-	(583,000)	-	(50,000)	(22,801)	(1,700,810)	-	-	-	(3,401,620)	2,474,613	3,469,738	
Interest Earned		59,682	4,009	27,229	10,387	3,352	34,632		358	358	8,606	148,613	-	-	
Return Unused Reserve		23,999	-	297,867	312,407	25,713	-		-	-	293,593	953,579	-	-	
Reserve Transfer		(600,000)	-	-	-	-	81,902		-	-	-	(518,098)	-	-	
Funded Reserve		-	600,000	-	(600,000)	-	-		-	-	-	-	-	-	
<b>Reserve Balance 2018-19</b>		<b>3,675,779</b>	<b>604,009</b>	<b>4,400,632</b>	<b>1,877,573</b>	<b>530,779</b>	<b>139,924</b>		<b>54,021</b>	<b>54,021</b>	<b>1,590,368</b>	<b>4,118,842</b>	<b>2,474,613</b>	<b>3,469,738</b>	<b>12,787,181</b>
Budgeted Use	2019-20	(885,724)	-	(450,000)	(600,000)	(50,000)	(23,000)	(2,008,724)	-	-	-	(4,017,448)	2,577,971	4,062,282	
Interest Earned		14,215	3,077	20,128	6,509	2,450	22,524		275	275	8,103	77,556	-	-	
Return Unused Reserve		-	-	189,905	145,962	32,302	-		-	-	-	368,169	-	-	
Reserve Transfer		-	-	-	-	-	-		-	-	-	-	-	-	
Funded Reserve		-	651,598	-	-	-	-		-	-	1,200,000	1,851,598	-	-	
<b>Reserve Balance 2019-20</b>		<b>2,804,270</b>	<b>1,258,684</b>	<b>4,160,665</b>	<b>1,430,044</b>	<b>515,531</b>	<b>139,448</b>		<b>54,296</b>	<b>54,296</b>	<b>2,798,471</b>	<b>2,398,716</b>	<b>2,577,971</b>	<b>4,062,282</b>	<b>13,076,256</b>
Budgeted Use	2020-21	-	-	-	(300,000)	(50,000)	(23,000)	(373,000)	-	-	(734,077)	(1,480,077)	2,079,419	3,427,709	
Interest Earned		2,932	1,316	4,350	1,182	487	1,072		57	57	2,156	13,609	-	-	
Return Unused Reserve		-	-	-	115,072	-	-		-	-	-	115,072	-	-	
Reserve Transfer		-	-	-	-	-	-		-	-	-	-	-	-	
Funded Reserve		2,000,000	655,854	-	800,000	-	-		-	-	2,441,481	5,897,335	-	-	
<b>Reserve Balance 2020-21</b>		<b>4,807,202</b>	<b>1,915,854</b>	<b>4,165,015</b>	<b>2,046,298</b>	<b>466,018</b>	<b>117,520</b>	<b>N/A</b>	<b>54,353</b>	<b>54,353</b>	<b>4,508,031</b>	<b>6,944,656</b>	<b>2,079,419</b>	<b>3,427,709</b>	<b>18,017,124</b>

• Reserve Fund Accounting Transactions

Activity	Fiscal Yr	ERS	TRS	EBALR	Workers			Total Used in Budget	N/A for Tax Reduction	N/A for Tax Reduction	N/A for Tax Reduction	Not Incl Encumbrances	Not a Reserve Fund Assigned Fund Bal	Not a Reserve Fund Unassigned Fund Bal	Totals
					Comp	Unemply	Debt Svc		Prop. Loss	Liab. Loss	Capital	Totals			
Budgeted Use	2021-22	(400,000)	-	(200,000)	(200,000)	(50,000)	(23,000)	(873,000)	-	-	(2,950,000)	(4,696,000)	2,050,473	3,520,737	
Interest Earned		1,186	517	1,095	513	125	135		8	12	582	4,173	-	-	
Return Unused Reserve		-	-	102,159	58,225	44,371	-		-	-	154,232	358,987	-	-	
Reserve Transfer		-	-	-	-	-	-		(24,873)	(11,429)	-	(36,302)	-	-	
Funded Reserve		83,812	675,736	-	-	-	-		-	-	1,722,007	2,481,555	-	-	
<b>Reserve Balance 2021-22</b>		<b>4,492,200</b>	<b>2,592,107</b>	<b>4,068,269</b>	<b>1,905,036</b>	<b>460,514</b>	<b>94,655</b>	<b>N/A</b>	<b>29,488</b>	<b>42,936</b>	<b>3,434,852</b>	<b>5,057,068</b>	<b>2,050,473</b>	<b>3,520,737</b>	<b>17,025,401</b>
Budgeted Use	2022-23	(500,000)	-	(200,000)	-	(20,000)	(23,000)	(743,000)	-	-	-	(1,486,000)	-	-	
Interest Earned															
Return Unused Reserve															
Reserve Transfer															
Funded Reserve															
<b>Projected Reserve Balance 2022-23</b>		<b>3,992,200</b>	<b>2,592,107</b>	<b>3,868,269</b>	<b>1,905,036</b>	<b>440,514</b>	<b>71,655</b>	<b>N/A</b>	<b>29,488</b>	<b>42,936</b>	<b>3,434,852</b>	<b>3,571,068</b>	<b>-</b>	<b>-</b>	<b>16,305,401</b>
<b>Target amounts as reflected in Reserve Plan</b>		<b>4,980,655</b>	<b>3,300,000</b>	<b>2,834,509</b>	<b>1,434,369</b>	<b>133,138</b>	<b>-</b>	<b>N/A</b>	<b>29,488</b>	<b>42,936</b>	<b>10,000,000</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	
<i>Above or below targeted levels</i>		<i>Below Target</i>	<i>Below Target</i>	<i>Above Target</i>	<i>Above Target</i>	<i>Above Target</i>	<i>Must be used to offset Bond P&amp;I</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	
<b>Budgeted Use Historical Graph</b>		<b>ERS</b>	<b>TRS</b>	<b>EBALR</b>	<b>Work Comp</b>	<b>Unemply</b>	<b>Debt Svc</b>				<b>Capital Reserve Transfers In</b>	<b>Approp FB</b>	<b>Approp FB</b>		
<b>Future Projections</b>	2014-15	683,195	-	200,000	75,000	25,000	-				750,000 <i>in 6/2013</i>	1,465,650	2,884,400		
	2015-16	1,099,265	-	250,000	400,000	75,000	100,000				3,466,639	1,931,759	3,224,946		
	2016-17	982,997	-	250,000	500,000	50,000	100,000				-	2,105,309	3,331,454		
	2017-18	982,997	-	250,000	600,000	50,000	100,000				419,873	2,183,000	3,445,151		
	2018-19	1,045,009	-	583,000	-	50,000	22,801				-	2,474,613	3,469,738		
	2019-20	885,724	-	450,000	600,000	50,000	23,000				1,200,000	2,577,971	4,062,282		
	2020-21	-	-	-	300,000	50,000	23,000				2,441,481	2,100,000	2,100,000		
	2021-22	400,000	-	200,000	200,000	50,000	23,000				1,722,007	2,079,419	2,079,419		
	2022-23	500,000	-	200,000	-	20,000	23,000	743,000			10,000,000	2,079,419	2,079,419		
	2023-24	-	-	200,000	200,000	20,000	23,000	443,000			<i>in 6/2023</i>	2,050,473	2,050,473		
	2024-25	-	-	200,000	200,000	20,000	23,000	443,000							
	2025-26	-	-	200,000	70,000.00	20,000	25,655	315,655							
	2026-27	-	-	200,000	-	20,000	-	220,000							
	2027-28	-	-	150,000	-	20,000	-	170,000							
	2028-29	-	-	-	-	20,000	-	20,000							
		(988,455)	(707,893)	83,760	667	187,376	0				Transferred in	10,000,000			
		<i>Below Target</i>	<i>Below Target</i>	<i>Above Target</i>	<i>Above Target</i>	<i>Above Target</i>	<i>Done</i>				MAX \$10m	10,000,000			
											Remaining Room	-	Expires 5/2023		

**TEMPORARY APPOINTMENTS FOR THE INTERIM EXECUTIVE  
DIRECTOR FOR CURRICULUM, TECHNOLOGY AND INNOVATION**

**Rocky Point UFSD**  
**Personnel Schedule for Board of Education Approval - 11/14/2022**

**11/14/2022 Schedule-A Classified Staff**

Last	First	Position	Building	Rate	BOE Date	Amount	Effective Date	Description/Comments
Kleis	Jeanine	School Teacher Aide	FJC	Annual	11/14/2022	1,000.00	9/21/2022	Supplemental Student Assistance Stipend 2022-2023 school year for 1/2 day (.5); Salary pro-rated.
Sicoli	Kelly	School Teacher Aide	FJC	Annual	11/14/2022	1,000.00	9/21/2022	Supplemental Student Assistance Stipend 2022-2023 school year for 1/2 day (.5); Salary pro-rated.
Fisher	Lindsay	Food Service Worker	DW	N/A	11/14/2022	N/A	10/19/2022	Resignation for personal reasons
Reilly	Beaty	Food Service Worker	JAЕ	Hourly	11/14/2022	15.00	11/16/2022	Part time, ten-month, 3.5 hours per day appointment. Replaces U. Altieri
Forman	Christopher	Part-Time Weekend Security Guard	DW	Annual - Step 0	11/14/2022	18.90	11/19/2022	Part-time twelve-month contractual conditional appointment. Two seven and one-half (7.5) hour shifts 3 PM to 11:15 PM. Replaces R. Allah.
Leo-Thorstensen	Patricia	Food Service Worker	DW	N/A	11/14/2022	N/A	11/8/2022	Resignation for personal reasons
Pangione	Anthony	School Lunch Monitor	FJC	N/A	11/14/2022	N/A	11/11/2022	Resignation for personal reasons

**Rocky Point UFSD  
Personnel Schedule for Board of Education Approval - 11/14/2022**

***11/14/2022 Schedule-B Certified Staff***

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

**Rocky Point UFSD**  
**Personnel Schedule for Board of Education Approval - 11/14/2022**

***11/14/2022 Schedule-C Non-Teaching Substitutes***

<b>Last</b>	<b>First</b>	<b>Position</b>	<b>Bldg.</b>	<b>Rate</b>	<b>BOE Date</b>	<b>Amount</b>	<b>Effective Date</b>	<b>Description/Comments</b>
Spina	Debra	Substitute Clerical	DW	Hourly	11/14/2022	15.00	9/1/2022	2022-2023 school year
Canfora	Marianne	Substitute Teacher Aide/Monitor	DW	Hourly	11/14/2022	15.00	11/17/2022	2022-2023 school year
Nelson	Ralph	Substitute Clerical	DW	Hourly	11/14/2022	15.00	11/16/2022	2022-2023 school year
Pollina	Amanda	Substitute Teacher Aide/Monitor	DW	Hourly	11/14/2022	15.00	11/16/2022	2022-2023 school year
Pitcher	Andrea	Substitute Guard	DW	Hourly	11/14/2022	18.30	11/16/2022	2022-2023 school year
Shaughnessy	Denice	Substitute Clerical	DW	Hourly	11/14/2022	15.00	11/20/2022	2022-2023 school year

**Rocky Point UFSD**  
**Personnel Schedule for Board of Education Approval - 11/14/2022**

**11/14/2022 Schedule-D Teaching/Certified Substitutes**

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
McAllister	Mackenzie	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	11/14/2022	130.00 non preferred; 160.00 preferred	11/16/2022	2022-2023 school year
Santoro	Nina	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	11/14/2022	130.00 non preferred; 160.00 preferred	11/16/2022	2022-2023 school year
Naples	Joseph	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	11/14/2022	130.00 non preferred; 160.00 preferred	11/16/2022	2022-2023 school year
Karasu	Omer	Per Diem Substitute Teacher/Teaching Assistant	DW	Daily	11/14/2022	130.00 non preferred; 160.00 preferred	11/16/2022	2022-2023 school year

**Rocky Point UFSD**  
**Personnel Schedule for Board of Education Approval - 11/14/2022**

**11/14/2022 Schedule-E Co-Curricular Positions 2022/2023**

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Panella	Patrick	Varsity Asst Girls Indoor Track & Field (Year 16)	DW	Annual	11/14/2022	6,237	11/14/2022	Amended year and amount for 2022-2023 school year
Schumacher	Sarah	Mark Twain	HS	Annual	11/14/2022	1,274	8/31/2022	2022-2023 school year - Shared stipend
Blume	Christine	Mark Twain	HS	Annual	11/14/2022	1,274	8/31/2022	2022-2023 school year - Shared stipend
Lamia	Emily	8th Grade Advisor	MS	Annual	11/14/2022	2,124	8/31/2022	2022-2023 school year
Nobre	Anthony	Pocket Theater Set Building	HS	Annual	11/14/2022	2,124	8/31/2022	2022-2023 school year - Shared stipend
Gabrinowitz	Joseph	Pocket Theater Set Building	HS	Annual	11/14/2022	2,124	8/31/2022	2022-2023 school year - Shared stipend
Sicoli	Kelly	Chaperone	DW	Hourly	11/14/2022	See below*	11/15/2022	2022-2023 school year
DeRosa	Deanine	Chaperone	DW	Hourly	11/14/2022	See below*	11/15/2022	2022-2023 school year
Lipski	Aaron	Chaperone	DW	Hourly	11/14/2022	See below*	11/15/2022	2022-2023 school year
Settepani	Joseph	RPSSS - Credit Recovery, Test Prep and ALC	HS	Hourly	11/14/2022	69.00	10/18/2022	2022-2023 school year
Rhinehart	Annika	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	Inactivate for the 2022-2023 school year. Volleyball
Bryan	Kaylly	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Field Hockey
Anzalone	Anthony	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Baseball
Strovink	Eric	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Baseball
Jordan	James	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Boys Basketball
Walsh	Thomas	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Boys Lacrosse
Dougherty	Sean	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Boys Spring Track and Field
Camarda	Joseph	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Boys Spring Track and Field
Buonconsiglio	James	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Boys Tennis
Nobre	Anthony	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Boys Tennis
Dougherty	Sean	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Boys Winter Track and Field
Camarda	Joseph	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Boys Winter Track and Field
Wankel	Richard	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Girls Basketball

Brooks	Tesia	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Girls Basketball
Sanchez	Michael	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Girls Lacrosse
Reh	Taylor	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Girls Lacrosse
Amoscato	Maria	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Softball
Costa	Peter	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Softball
Melella	Samantha	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Winter Cheerleading
Bennett-Rosman	Alexa	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Winter Cheerleading
Goldstein	Darren	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Wrestling
DeVito	Anthony	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Wrestling
Mattia	John	Intramural Athletics	DW	Hourly	11/14/2022	24.00	7/1/2022	2022-2023 school year. Not to exceed 20 hours per program. Girls Spring Track

\*Up to two hours: \$57.00; in excess of two hours: \$85.00; Junior/Senior Prom: \$57.00 per hour 2022/2023 school year

**Rocky Point UFSD**  
**Personnel Schedule for Board of Education Approval - 11/14/2022**

**11/14/2022 Schedule-F Community Education**

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