

AGENDA
Annual Organizational Meeting and July 2023 Regular Business Meeting
Rocky Point Schools - Board of Education
July 6, 2023

I. OPENING OF MEETING BY DISTRICT CLERK

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

II. DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO RE-ELECTED BOARD MEMBERS JESSICA WARD AND ERIN WALSH

III. ELECTION OF OFFICERS

a. **ELECTION OF THE PRESIDENT OF THE BOARD**

(Ed. Law 1701, 2504, 2563)

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

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

- 4. **The President becomes the Chairperson of the meeting.**

b. **ELECTION OF VICE PRESIDENT OF THE BOARD**

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

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

IV. ANNUAL APPOINTMENTS

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

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

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

17	Homeless and Foster Children and Youth	Amy Canzanella, Liaison	As per BOE appointment
18	FERPA Officer	Dr. Aaron Factor	No additional compensation beyond contractual wages
19	Medicaid Compliance Officer	Andrea Moscatiello	No additional compensation beyond contractual wages
20	Section 504 Coordinators	James Moeller (RPHS), Dawn Meyers (RPMS), Linda Greening (JAE), Jason Westerlund (FJC), Andrea Moscatiello (District)	No additional compensation beyond contractual wages
21	Title IX Coordinators / Complaint Officers	Dr. Aaron Factor, Susann Crossan, Christopher Van Cott, and District General Counsel	No additional compensation beyond contractual wages for employee coordinators; as per contract for General Counsel
22	Americans with Disabilities Act (ADA) Coordinator	Susann Crossan	No additional compensation beyond contractual wages
23	Records Management Officer	Christopher Van Cott	No additional compensation beyond contractual wages
24	Records Access Officer	Christopher Van Cott	No additional compensation beyond contractual wages
25	Records Appeal Officer	Dr. Scott O'Brien	No additional compensation beyond contractual wages
26	Federal Child Nutrition Program Hearing Official	Shakia Hall	No additional compensation beyond contractual wages
27	Federal Child Nutrition Program Reviewing Official	Shakia Hall	No additional compensation beyond contractual wages
28	Federal Child Nutrition Program Verification Official	Shakia Hall	No additional compensation beyond contractual wages
29	Asbestos Officer / AHERA LEA Designee	Paul Martinez	No additional compensation beyond contractual wages
30	Chemical Hygiene Officer	Paul Martinez	No additional compensation beyond contractual wages
31	School Pesticide Officer	Paul Martinez	No additional compensation beyond contractual wages
32	Attendance Officers	James Moeller (RPHS), Dawn Meyers (RPMS), Linda Greening (JAE), Jason Westerlund (FJC)	No additional compensation beyond contractual wages

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

Ayes _____

Motion Carried _____

Nays _____

Or

Motion Defeated _____

V. DESIGNATIONS

A. OFFICIAL BANK DEPOSITORY - ALL FUNDS

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

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

B. REGULAR MONTHLY MEETINGS

(Ed. Law 1708 (quarterly), 2504)

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

**D. OFFICIAL NEWSPAPERS
(Ed. Law 2004; Gen. Municipal Law 103)**

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

VI. OTHER APPOINTMENTS

**A. COMMITTEE/SUBCOMMITTEE ON SPECIAL EDUCATION:
(Comm. Reg. Subchapter P, Part 200)**

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

B. APPOINTMENTS TO THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

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

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

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

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

Chairperson	Andrea Moscatiello
Chairperson	Kristen White
Chairperson	Susan Randazzo
Chairperson	Michael Sherer
Alternate Chairperson	Melissa May
Alternate Chairperson	Mark Muchnik
Alternate Chairperson	Juliet Williams

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

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

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

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

Ayes _____	Motion Carried _____
	Or
Nays _____	Motion Defeated _____

C. SURROGATE PARENT:

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

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

Michelle Meyers
 Mary Anne Palmese
 Jenny Andersson

Ayes _____	Motion Carried _____
	Or
Nays _____	Motion Defeated _____

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

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

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

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

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

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

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

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

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

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

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

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

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

Ayes _____

Motion Carried _____

Or

Nays _____

Motion Defeated _____

VII. AUTHORIZATIONS

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

F. AUTHORIZATION FOR USE OF CHECK SIGNER

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

G. AUTHORIZATION TO INVEST DISTRICT FUNDS

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

VIII. OTHER ITEMS

A. BONDING OF EMPLOYEES AND SCHOOL BOARD MEMBERS

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

D. ESTABLISH THE SUBSTITUTE RATE OF PAY SCHEDULE

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

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

Non-Instructional Staff:

Clerical	\$ 16.00 per hour
Custodial	\$ 16.00 per hour
Groundskeeper I	\$ 16.00 per hour
Food Service Worker	\$ 16.00 per hour
School Health Aide	\$ 16.00 per hour
Guard	\$ 22.00 per hour

Teacher Aide/ Hall Monitor/Monitor	\$ 16.00 per hour
School Nurse	\$ 28.00 per hour
Maintenance Mechanic II	\$ 18.86 per hour
School Communications Coordinator	\$ 25.00 per hour

Budget Hearing/Vote/Election Staff:

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

Teaching/Teaching Assistant Staff:

- A. Substitute Teacher/Teaching Assistant per diem daily rate of \$130
- B. In cases where the Substitute Teacher/Teaching Assistant assignment lasts thirty (30) continuous days or more for the same teacher, the substitute will be paid at a per diem rate of \$245 beginning on day thirty-one (31).
- C. Preferred Substitute Teachers/Teaching Assistants will earn a per diem rate of \$160.

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

E. ROCKY POINT SCHOOL DISTRICT SAFETY PLAN

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

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

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

F. ADOPTION OF THE PURCHASING MANUAL

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

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

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

G. OPENING/CLOSING OF DISTRICT BANK ACCOUNTS

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

H. STUDENT ACTIVITY CONTRACTS

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

I. ADOPTION OF THE 2023-24 AUDIT COMMITTEE CHARTER

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

J. AUTHORIZATION – SCHOOL BOARD MEMBERSHIP DUES

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

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

Nassau/Suffolk School Boards Association \$3,575.00

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

K. RESOLUTION IN OPPOSITION TO FIELD TESTING

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

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

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

M. 2024-2025 BUDGET DEVELOPMENT CALENDAR

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

O. JAE PARTICIPATION PRIZE - FIRST IN MATH COMPETITION

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

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

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

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

A2110 500 02 0000 \$1,000.00

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

Q. DONATION OF APPLE IPAD FOR PBIS PROGRAM-MS

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

R. SURPLUS EQUIPMENT

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

- 3280 -Use of School Facilities, Materials and Equipment

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

U. FOOD SERVICES RENEWAL FOR 2023-24

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

Z. SPECIAL EDUCATION SUMMER 2023 CONTRACT-CENTER MORICHES UFSD

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AA. CENTER MORICHES UFSD 2023-24 SPECIAL EDUCATION CONTRACT

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AE. APPOINTMENT OF CHAPERONES, LUNCH DUTY AND PROCTORS

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AJ. MODIFICATION TO THE EMPLOYMENT AGREEMENT - KRISTEN WHITE

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AK. SETTLEMENT AGREEMENT

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AL. PERSONNEL

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AM. NEW BUSINESS

AN. EXECUTIVE SESSION (if necessary)

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

The Board returned to Open Session at _____

AO. ADJOURNMENT

Moved by _____

Seconded by _____

Vote _____

Time _____

OPENING OF MEETING BY DISTRICT CLERK

**DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO RE-
ELECTED BOARD MEMBERS ERIN WALSH AND JESSICA WARD**

ELECTION OF OFFICERS

ELECTION OF THE PRESIDENT OF THE BOARD

ELECTION OF VICE PRESIDENT OF THE BOARD

ANNUAL APPOINTMENTS

#1-4 OFFICERS

**#5 – CLAIMS AUDITOR / EXTRA-CLASSROOM ACTIVITY ACCOUNTS
CLAIM**

**#6-7 NON-OFFICERS – TAX COLLECTOR & TREASURER – EXTRA-
CLASSROOM ACTIVITIES ACCOUNT**

#8 – EXTERNAL AUDITORS

#9 – INTERNAL AUDITOR

#10 – GENERAL / LABOR COUNSEL



PHONE: 212-820-9300
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June 29, 2023

Rocky Point Union Free School District, New York
Bond Counsel Letter of Engagement for 2023-2024

Christopher A. Van Cott
Assistant Superintendent for Business
Rocky Point Union Free School District
170 Route 25A
Rocky Point, New York 11778

Dear Chris:

BOND COUNSEL LETTER OF ENGAGEMENT FOR 2023-2024

This is a Letter of Engagement to retain our services as Bond Counsel to the Rocky Point Union Free School District (the "School District"), in the County of Suffolk, New York, for the school year that commences July 1, 2023 and ends June 30, 2024, in relation to the issuance of the School District's tax anticipation notes, lease financing, and certain other matters. Should any other School District financing requirements arise during such fiscal year, we will supplement this letter.

Services. Our primary responsibility as Bond Counsel to the School District is to render an opinion in connection with the issuance of obligations by the School District which expresses our belief (i) that the obligations have been properly authorized and issued and are valid, (ii) that the essential sources of security for the obligations have been legally provided for, and (iii) that interest on the obligations is exempt from federal income taxation. A significant emphasis in discharging this responsibility is the preparation of a record sufficient to enable us to render this opinion. Our specific services to the School District would include the following:

- (1) Participation in conferences and telephone discussions with representatives of the School District regarding the School District's cash flow financing requirements;
- (2) Drafting of authorizing documents for the Board relating to the financing, including the tax anticipation note resolution, and proceedings with respect to the sale of the School District's tax anticipation notes;
- (3) Providing advice and consultation with respect to compliance with applicable provisions of the Internal Revenue Code of 1986, as amended, including all federal arbitrage regulations;

- (4) Participation with the School District and its financial advisors in scheduling and structuring each note financing;
- (5) Assistance in drafting and review of agreements, forms and underlying documentation relating to the financing;
- (6) Review of the Official Statement, if any, used in the public offering of School District's notes;
- (7) Assistance, upon request, in the negotiation of contracts and other matters related to the note offering and rendering of additional opinions as to specific matters;
- (8) Administrative coordination of meetings, and sale and closing arrangements;
- (9) Consultation with the School District, its accountants and attorneys, credit rating agencies, municipal bond insurers and others in regard to the financing;
- (10) Attending to all necessary Internal Revenue Service issue-reporting requirements, as required pursuant to the Internal Revenue Code of 1986, as amended;
- (11) Preparation, drafting and review of closing papers including:
 - (a) Certificate of Determination of the President of the Board of Education,
 - (b) Closing Certificates,
 - (c) School Attorney's Certificate,
 - (d) Tax Certificate, and
 - (e) Certificate with Respect to the Official Statement;
- (12) Preparation of the form of the note for each note sale;
- (13) Preparation of the draft opinion for each note sale, and the furnishing of same to the credit rating agencies, as requested;
- (14) Preparation of all continuing disclosure agreements, as required under applicable federal securities laws and/or regulations;
- (15) Delivery of securities to The Depository Trust Company in New Jersey to be held in escrow until the closing;
- (16) Rendering of our final approving legal opinion with respect to each financing;
- (17) Administrative coordination of note closings with the School District, financial advisor, underwriter and the Depository Trust Company;
- (18) Continuous and unlimited communication with the School District throughout the course of each financial transaction; and
- (19) Availability at all times of our skilled and caring team of professionals to assist with any questions or concerns relating directly or indirectly to the transaction.

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

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

Our final approving legal opinion will be based on facts and law existing as of its date. In rendering such opinion we will rely upon the certified proceedings and other representations and certifications of public officials, counsel for and representatives of the School District, any credit enhancer or liquidity provider for the obligations, and the underwriter of the obligations, and other persons, furnished to us without any undertaking by us to verify the same by independent investigation, and we will assume continuing compliance by the School District and all other participants in the transaction with applicable laws relating to the obligations. During the course of this engagement, we will rely on the School District to provide us with complete and timely information on all developments pertaining to any aspect of the obligations and their security. We understand that the School District will direct members of its staff and other employees to cooperate with us in this regard. Our duties in this engagement are limited to those expressly set forth above.

Unless agreed to in advance by the School District as services to be provided on an hourly basis, our duties do not include, among other things:

- (1) Except as described in paragraph (6) above, assisting in the preparation of the Official Statement or any other disclosure document with respect to the obligations, or performing an independent investigation to determine the accuracy, completeness or sufficiency of any such document or rendering advice that the Official Statement or other disclosure document does not contain any untrue statement of a material fact or omit to state a material fact necessary to make the statements contained therein, in light of the circumstances under which they were made, not misleading;
- (2) Preparing requests for tax rulings from the Internal Revenue Service, or no action letters from the Securities and Exchange Commission;
- (3) Preparing blue sky or investments surveys with respect to the obligations;
- (4) Opining on a continuing disclosure undertaking pertaining to the obligations or, after closing, providing advice concerning any actions necessary to assure compliance with any continuing disclosure undertaking;

- (5) Rebate calculations for Obligations;
- (6) Drafting state constitutional or legislative amendments;
- (7) Pursuing test cases or other litigation such as contested validation proceedings;
- (8) Making an investigation or expressing any view as to the creditworthiness or financial strength of the School District or any other party or of the obligations;
- (9) Representing the School District in Internal Revenue Service examinations or inquiries, or Securities and Exchange Commission investigations; and
- (10) Addressing any other matter not specifically set forth above that is not required to render our opinion.

It is expressly agreed that the School District shall not request the firm to provide predictions or advice regarding, and that the firm shall provide no predictions or advice and owes the School District no duty regarding, the financial structuring or feasibility of any arrangement nor any predictions or advice as to the ability or likelihood of any other party actually performing its obligations relating thereto.

In delivering our opinion, the firm does not represent, warrant or guarantee that a court will not invalidate either any of the procedures or contracts being utilized in connection with the issuance of the obligations, nor does the firm represent, warrant or guarantee the actual performance rendered by participants in any transaction with the School District.

It is also expressly agreed that (i) our client for purposes of this representation is the School District and not any of its officers or employees, members, creditors, bond or note holders, or any other entities having any interest in the School District or in which the School District has an interest, and (ii) accordingly, this engagement will not establish an attorney-client relationship between the firm and any such individual, member or other entity, except for the School District.

* * * *

FEES: Fees for our services in connection with this engagement shall be calculated as described in the attached **Exhibit A**. Such fees described in **Exhibit A** do not, of course, include the drafting of legislation or the handling of litigation, none of which is necessary or to be anticipated in an ordinary financing; or assistance in responding to SEC initiatives or inquiries, IRS audits, or any related matters.

It is our practice to submit a bill for our services rendered in connection with any issue within ten days following a closing.

ADDITIONAL INFORMATION: In recent years, several courts have held that when a firm reviews its compliance with professional conduct rules or other law in the representation of a client, the firm may not be able to claim attorney-client privilege for its review unless the firm withdraws from representing the particular client before conducting the review or the client agrees that the firm can assert privilege for any such review. We believe it is in the interest of our clients that the firm have the protection of the privilege in connection with internal reviews of its work for you. The School District agrees that any communications between the lawyers and staff working on the School District matters and the lawyers at the firm who may be reviewing that work for compliance with professional conduct rules or other law will be protected by the firm's own attorney-client privilege and that any such review will not constitute a conflict between our interests and your interests.

After completion of this engagement, changes may occur in applicable laws or regulations, or in administrative or judicial interpretations thereof, that could have an impact upon issues as to which we have advised the School District during the course of this engagement. Unless you subsequently engage us, after completion of this engagement, to provide additional advice on such issues, the firm has no continuing obligation to advise you with respect to any such future legal developments.

In addition to, and not in limitation of, any other rights, the School District may have a right to arbitrate fee disputes under applicable law, including Part 137 of Title 22 of the Codes, Rules and Regulations of the State of New York. Pursuant to Part 137 of the Rules of the Chief Administrator of the New York State Office of Court Administration, New York State has established a fee dispute resolution program which allows a client to seek the informal and expeditious resolution of a fee dispute under certain circumstances. In the event a dispute arises concerning our fees, the School District may therefore have a right to arbitrate under Part 137. A copy of the applicable rules can be found at the following link: <https://ww2.nycourts.gov/rules/chiefadmin/137.shtml>.

The firm from time to time has represented, currently represents, and may in the future represent, various underwriters or purchasers of municipal bonds in financings involving other issuers. The School District consents to the firm simultaneously representing such underwriters or purchasers and the School District. The School District acknowledges and agrees that it has not relied upon any firm representations or statements of any kind in deciding to give its consent. Instead, to the extent it has deemed it necessary, the School District has consulted with other independent counsel and it has exclusively relied upon such other counsel in deciding to consent.

This agreement is intended as a complete integration of the terms of this engagement and, as such, all prior understandings, representations, warranties and agreements are fully and completely merged herein.

This agreement is terminable at will on thirty (30) days' notice and the School District's responsibility at termination would be to pay only those fees and expenses incurred up to the date of termination. In the event that we terminate the engagement, we will take such steps as

are reasonably practicable to protect the School District's interests in matters within the scope of this engagement.

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

It is our pleasure to provide Bond Counsel services to the Rocky Point Union Free School District and we look forward to continue to work with you. Please feel free to call me if you have any questions or need any further information at any time.

With best wishes and kind regards, I am

Very truly yours,



William J. Jackson

WJJ: s

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

By: President of the Board of Education

(printed name)

(signature)

Date: _____

EXHIBIT A

For our customary and usual services as described above, we would propose the following schedule of fees to pertain to obligations issued by the School District in connection with its contemplated financings.

The fees provided herein shall apply for the **2023-2024** fiscal year, as well as each successive fiscal year thereafter unless and until such fees are modified by mutual consent.

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

<u>ISSUE AMOUNT IN DOLLARS</u>	<u>FEE</u>
Issues of \$ 4 million	\$ 6,250
Issues of \$ 5 million	\$ 6,750
Issues of \$ 6 million	\$ 7,250
Issues of \$ 7 million	\$ 7,750
Issues of \$ 8 million	\$ 8,000

Plus \$250 for each additional \$1 million notes up to an issue of \$20 million.

The fees for tax anticipation note issues are pro-rated to the exact amount of the issue.

Our fees for tax anticipation notes include all of our customary and usual out of pocket expenses except for the costs relating to the preparation of book-entry securities. We charge \$225 for the initial book-entry instrument for each tax anticipation note issue, and \$25 for each additional instrument. Such charge includes our costs of security preparation, as well as our services in delivering such securities to The Depository Trust Company in escrow pending a closing. We charge \$100 for each note instrument delivered to a bank in other than book-entry format.

Lease Financing. With respect to each separate lease financing, we expect to render our final approving opinion addressed to the School District as to the tax-exempt status of the interest component on the lease payments to be made by the School District in connection with any such lease. Our services will include review of a variety of records and other documents to be provided by the School District and the lending institution, including a Master Equipment Lease Purchase Agreement; participation in telephone conferences with representatives of the lending institution, the School District, and the School Attorney; and preparation and filing of required IRS Reporting Forms.

Our fee in connection with each such matter is expected to be computed as follows: \$2,950, plus an amount based on the principal amount of the lease financing calculated at the rate of

\$1.25 per \$1,000 of the principal amount thereof. The foregoing fee does not include any of our out-of-pocket disbursements, such as duplication of documents, FedEx or other overnight delivery charges, and postage. Based on our experience with lease financings, our out-of-pocket expenses are usually negligible and should not exceed \$250.

Other Matters. Legal fees for our professional services requested in connection with the drafting of resolutions submitting propositions for the establishment of, or expenditure from, a capital reserve fund, shall range from \$750 to \$2,500, dependent upon the complexity of each such matter.

* * * *

Think**SMART!**TM

Concussion Management Program

The Medical Team

(All of the physicians listed are IMPACTTM Trained)

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

Physicians are available in the following locations:

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

East Setauket: 6 Technology Drive

Patchogue: 55 Medford Ave, Suite E

West Babylon: 60 Fleets Point Drive

Riverhead: 715 Roanoke Ave, Bld. A, Suite 3

Commack: 500 Commack Road, Suite 150B

Wading River: 6144 Route 25A, Suite 4&5

Melville: 1895 Walt Whitman Road

Hayley Queller, MD

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

Jennifer Gray, DO

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

Anuja Korlipara, MD

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

Mark Harary, MD

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

Danielle DeGiorgio, DO

Danielle DeGiorgio, DO, is a native of Long Island, graduating from Longwood High School as a three-sport athlete. She attended Stony Brook University on a full athletic scholarship and served as captain of the women's basketball team. After obtaining her medical degree from New York College of Osteopathic Medicine, Dr. DeGiorgio completed a residency in Physical Medicine and Rehabilitation (PM&R) at Stony Brook University Medical Center, serving as chief resident in her senior year. In addition, Dr. DeGiorgio completed training in structural acupuncture at Harvard Medical School. Following her residency, Dr. DeGiorgio went on to complete a Fellowship in Sports Medicine at Christiana Care, serving as a Fellow team physician for the University of Delaware, Delaware State University. Dr. DeGiorgio is dual board certified in PM&R and Sports Medicine and is a certified acupuncturist. She is the director of Regenerative Medicine at St. Charles Hospital and was named Castle Connolly Top Doctor 2021. She is a member of the American Academy of Physical Medicine and Rehabilitation, the American Medical Society for Sports Medicine and the American College of Sports Medicine.

Brett Silverman, DO

Brett Silverman, MD attended Cornell University earning his B.S. in Biological sciences and his Masters (M.S.) in Nutritional Sciences. Dr. Silverman then attended New York College of Osteopathic Medicine where he became a founding member of the college's local chapter of the National Medical Honor Society. Following medical school, Dr. Silverman completed his residency in Physical Medicine and Rehabilitation at New York University Medical Center/Rusk Institute where he served as chief resident during his senior year. Following Dr. Silverman's medical training, he worked as an Attending Physician and Clinical Instructor at NYU School of Medicine/Hospital for Joint Diseases in NYC. He then moved to Long Island to practice musculoskeletal/sports/electrodiagnostic medicine with an orthopedic group for more than 10 years. Dr. Silverman joined St. Charles Hospital doing both inpatient rehabilitation and outpatient musculoskeletal medicine and concussion management. Dr. Silverman is board certified in Physical Medicine and Rehabilitation.

#13-40 NON-OFFICERS

DESIGNATIONS

OFFICIAL BANK DEPOSITORY – ALL FUNDS

REGULAR MONTHLY MEETINGS

DISTRICT ANNUAL PUBLIC HEARING / BUDGET VOTE / ELECTION

OFFICIAL NEWSPAPERS

OTHER APPOINTMENTS

COMMITTEE / SUBCOMMITTEE ON SPECIAL EDUCATION

**APPOINTMENTS TO THE COMMITTEE ON PRESCHOOL SPECIAL
EDUCATION**

SURROGATE PARENT

IMPARTIAL HEARING OFFICERS

COMPENSATION OF IMPARTIAL HEARING OFFICERS (IHO)

**2023-2024 COMPENSATION SCHEDULE FOR IMPARTIAL
HEARING OFFICERS**

AUTHORIZATIONS

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

**AUTHORIZATION TO APPROVE CONFERENCE, WORKSHOP, ETC.
REQUESTS**

AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS

DESIGNATION OF AUTHORIZED SIGNATURES ON CHECKS

**AUTHORIZATION FOR CHIEF SCHOOL OFFICER AND
ASSISTANT SUPERINTENDENT FOR BUSINESS TO APPROVE
BUDGET TRANSFERS**

AUTHORIZATION FOR USE OF CHECK SIGNER

AUTHORIZATION TO INVEST DISTRICT FUNDS

**AUTHORIZATION TO ENTER INTO AN AGREEMENT FOR
COOPERATIVE EDUCATIONAL SERVICES WITH ESBOCES**

OTHER ITEMS

BONDING OF EMPLOYEES AND SCHOOL BOARD MEMBERS

ESTABLISH MILEAGE REIMBURSEMENT RATE

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

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

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

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

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

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

(Continued)

Community Relations

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

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

(Continued)

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

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

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

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

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

Privacy Rights

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

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

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

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

SUBJECT: DISTRICT INVESTMENTS

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

Objectives

The objectives of this investment policy are as follow:

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

Authorization

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

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

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

(Continued)

SUBJECT: DISTRICT INVESTMENTS (Cont'd.)

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

Implementation

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

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

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

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

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

SUBJECT: PURCHASING

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

Competitive Bids and Quotations

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

A bid bond may be required if considered advisable.

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

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

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

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

Request for Proposal Process for the Independent Auditor

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

Procurement of Goods and Services

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

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

(Continued)

SUBJECT: PURCHASING (Cont'd.)

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

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

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

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

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

Best Value

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

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Adoption Date 3/23/09

Revision Dates 8/29/11, 7/11/13, 8/27/18

Review Dates 7/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23

SUBJECT: PURCHASING (Cont'd.)

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

"Piggybacking" Law - Exception to Competitive Bidding

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

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

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

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

Alternative Formats for Instructional Materials

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

(Continued)

Adoption Date 3/23/09

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SUBJECT: PURCHASING (Cont'd.)

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

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

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

Geographic Preference in Procuring Local Agricultural Products

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

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

Computer Software Purchases

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

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

(Continued)

SUBJECT: PURCHASING (Cont'd.)

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

Environmentally Sensitive Cleaning and Maintenance Products

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

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

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

Non-Competitive Bidding Purchases

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

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

(Continued)

SUBJECT: PURCHASING (Cont'd.)

Contracts for Goods, Services and Public Works

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

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

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

7 CFR 210.21, 215.14(a) and 220.16

20 USC Section 1474(e)(3)(B)

Education Law Sections 305(14), 409-I, 701, 751(2)(b), 1604, 1709, 1950, 2503, 2554 and 3602

General Municipal Law Articles 5-A, 18 and Section 103

State Finance Law Sections 162 and 163-b

8 NYCRR Sections 155, 170.2, 200.2(b)(10), 200.2(c)(2) and 200.2(i)

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

Adoption Date 3/23/09

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Review Dates 7/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS

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

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

District-Wide School Safety Plan

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

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

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

Building-Level School Safety Plans

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

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Adoption Date 3/23/09

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Review Dates 07/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/27/18, 6/17/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

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

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

Training Requirement

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

Filing/Disclosure Requirements

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

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

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**SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE
ATTENDANCE PLAN**

Objectives

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

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

Strategies Employed to Accomplish Objectives

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

Increase awareness of policy among students by:

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

(Continued)

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

Increase awareness of policy among parents by:

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

General Procedures

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

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

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

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

(Continued)

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

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

Minimum Attendance Requirements for 9th through 12th Grade Students

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

Students will not receive course credit if absent more than:

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

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

Applicability

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

(Continued)

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

Absences

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

Notification Sequence

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

- a) As soon as possible after the fourteenth, twenty-first, and twenty-eighth absence from a full year course, the high school administration shall send written notification to the student's parent(s) and guidance counselor. The letters shall notify the parent(s) as follows:
 - After the 14th absence: The student has been absent half the number of maximum absences and may lose credit if absences continue.
 - After the 21st absence: The student has only seven absences remaining and will lose credit if absences exceed the limit.
 - After the 28th absence: The student will not receive credit due to excessive absenteeism.
- b) Similarly, as soon as possible after the sixth, tenth, and fourteenth absence from a half-year course, or a full-year alternating day course, the high school administration shall send written notification to the student's parent(s) and guidance counselor. The letters shall notify the parent(s) as follow:

(Continued)

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

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

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

Appeals Process

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

Minimum Attendance Requirements for 6th-8th Grade Students

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

Notification Sequence and Consequences

- After 5th absence: Main office notification letter home.

(Continued)

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

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

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

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

Notification Sequence

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

(Continued)

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

Consequences of Excessive Absenteeism at the Elementary Level

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

Incentives and Consequences for Attendance Patterns

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

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

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

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

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

ESTABLISH THE SUBSTITUTE RATE OF PAY SCHEDULE

ROCKY POINT SCHOOL DISTRICT SAFETY PLAN

ROCKY POINT UNION FREE SCHOOL DISTRICT

Purchasing Procedures Manual

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PURCHASING PROCEDURES MANUAL

INTRODUCTION

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

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

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

DEFINITIONS

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

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

GENERAL MUNICIPAL LAW

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

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

Lease/rental of personal property (Section 1725 of Education Law)

"Lease Purchasing" agreement for instructional equipment (Section 172S-A of Education Law)

"Installment Purchase" of equipment, machinery and apparatus (Section 109-8 of General Municipal Law)

Cooperative Bid Arrangements (Section 119-9 of General Municipal Law)

Standardization (Section 103 of General Municipal Law)

Transportation contracts and cafeteria contracts covered by "Education Law" are subject to same limits as "Purchase Contracts" under (Section 103 of General Municipal Law 9 Section 305, Subdivision 14, Education Law)

BEST VALUE

Effective January 27, 2012, General Municipal Law (GML) Section 103 was amended to permit a school district or BOCES to award purchase contracts in excess of twenty thousand dollars (\$20,000) on the basis of "best value", rather than on the basis of the lowest responsible bid. The Board of Education must adopt a resolution at a public meeting authorizing the award of bids based on "best value." The Board of Education may also approve "best value" bid award recommendations on an individual bid basis at a scheduled public meeting. A best value award is one that optimizes quality, cost and efficiency, typically applies to complex services and technology contracts and is quantifiable whenever possible.

PROFESSIONAL SERVICES- EXCEPTION TO COMPETITIVE BIDDING

One of the most prominent exceptions to competitive bidding is professional services. Professional services generally include services rendered by attorneys, engineers and certain other services requiring specialized or technical skills or professional judgement. In addition, insurance coverage (e.g., health, liability and workers' compensation) is not subject to competitive bidding requirements.

In order to promote competition in professional services, where price is not necessarily the sole criterion for award, the District will issue requests for proposals (RFP's) as deemed in the best interest of the District and/or request by the Board of Education. The RFP document will provide detailed information on the type of service to be provided, minimum requirements, and where applicable, the evaluation criteria that will govern the contract award.

Proposals may be solicited via public advertisement or potential vendors may be contacted directly and provided with the RFP. Proposers may be contacted for clarification and questions and proposals will be evaluated by one or more qualified individuals prior to award.

"PIGGYBACKING" LAW-EXCEPTION TO COMPETITIVE BIDDING

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

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

- a) Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district therein;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and

- c) Was let in a manner that constitutes competitive bidding consistent with New York State law and is not in conflict with other New York State laws.

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

PURCHASES DIRECTLY CHARGED TO A FEDERAL AWARD

To the extent that its requirements are not already included in this Policy, the District will comply with the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, ("Uniform Guidance") when making purchases directly charged to a federal award. The District's contracts with respect to these purchases will contain the applicable provisions set forth in Appendix II to Part 200, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

As required by the Uniform Guidance, the below provisions apply only to procurements for goods and services that are directly charged to a federal award and are to be applied in addition to all other provisions set forth above in this Policy. The below provisions do not apply to indirect costs.

A. GENERAL PROCUREMENT STANDARDS

- a) The District will maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- b) The District will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. The officers, employees, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the District may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct will provide for the possibility of disciplinary action for violations of such standards by officers, employees, or agents of the District.
- c) The District's procedures will avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- d) The District will maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited, to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

- e) The District may use a "time and materials type contract" only after it determines that no other contract is suitable and provided that the contract includes a ceiling price that the contractor exceeds at its own risk. "Time and materials type contract" means a contract for which the cost to the District is the sum of: The actual cost of materials; and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a "time and materials contract" provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract will set a ceiling price that the contractor exceeds at its own risk. Further, the District will assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

- f) The District alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes and claims. These standards do not relieve the District of any contractual responsibilities pursuant to its contracts. The Federal awarding agency will not substitute its judgment for that of the District unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority with proper jurisdiction.

B. COMPETITION

- a) All procurement transactions will be conducted in a manner providing full and open competition consistent with the standards of this policy and applicable law. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statement of work, or invitations for bids or requests for proposals will be excluded from competing for those procurements. Some of the situations considered to be restrictive of competition include, but are not limited to:
 - 1. Placing unreasonable requirements on firms in order for them to qualify to do business;
 - 2. Requiring unnecessary experience and excessive bonding;
 - 3. Noncompetitive pricing practices between firms or between affiliated companies;
 - 4. Noncompetitive contracts to consultants that are on retainer contracts;
 - 5. Organizations conflicts of interest;
 - 6. Specifying on a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
 - 7. Any arbitrary action in the procurement process.
- b) The District will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural or engineering (A/E) services, geographic location may be a selection criterion provided its application leaves and appropriate number of qualified firms, given the nature and size of the project, to compete

for the contract.

- c) The District will have written procedures for procurement transactions. These procedures will ensure that all solicitation incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and such description will not contain features that unduly restrict competition.

C. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES (SMWBE) AND LABOR SURPLUS AREA FIRMS

- a) The District will take all necessary steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible.
- b) Affirmative steps will include placing qualified small and minority businesses and women's business enterprises on solicitation lists; assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources; dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises; and establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.

D. FEDERAL AWARDING AGENCY OR PASS-THROUGH ENTITY REVIEW

- a) The District will make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes that review is needed to ensure that the item or service specified is the one being proposed for acquisition.
- b) The District will make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents (for example, requests for proposals or invitations for bids, or independent cost estimates).

THE PURCHASING AGENT

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

PROCEDURE FOR BIDS: ADVERTISEMENTS, OPENINGS, EVALUATIONS

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

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

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

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

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

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

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

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

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

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

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

The Board must adopt the contract by resolution.

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

Bid bonds or deposits may be required, at the discretion of the Purchasing Agent, on all purchase contracts. Deposits may be required for labor or service contracts. Performance Bonds of one hundred percent (100%) of the bid price may be required for contracts at the discretion of the Purchasing Agent. Every bid shall contain the Non-Collusive certification, properly executed by the bidder, required by Section 103-d of the General Municipal Law.

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

SUBMITTING A FORMAL BID REQUEST

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

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

Requests must include the following:

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

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

PURCHASE SPECIFICATIONS

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

Specifications for all advertised bids will be furnished to bidders by the purchasing department, utilizing the vendor list maintained, upon request of bidder, by mail or phone. The Board of Education reserves the right to reject all bids in accordance with applicable law. The award of bids may not be done in a manner that may be construed as arbitrary or capricious, but rather based on facts submitted by the lowest responsible bidder.

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

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

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

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

EVALUATION OF PRODUCTS/QUALITY CONTROL

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

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

REQUISITIONING/ORDERING

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

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

- The number of purchase orders will be kept to a minimum. Purchase orders shall be processed to conform to the purchasing schedule.
- It shall be the responsibility of the Assistant Superintendent for Business to ensure that appropriate financial record keeping and accounting is performed.

PREPARATION OF PURCHASE ORDER

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

- Description of item requested
- Quantity required
- Code to be charged
- Vendor number
- Date
- Signature of budget supervisor
- Bid/contract number
- Delivery Instructions/ship to information
- Discounts as appropriate
- Bill to information
- Unit price/Total price

In no circumstances are Purchase Orders to be mailed directly to supplier without first routing through the Purchasing Office.

PROCESSING OF PURCHASE ORDER

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

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

BLANKET ORDERS

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

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

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

CONFIRMING ORDERS

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

PETTYCASH

- Petty cash funds shall be established annually in increments of \$100 for each school building, central administrative office, and other programs designated by the Board. Such funds shall be used for the payment of properly itemized bills of nominal amounts and under conditions calling for immediate payment. Responsibility, security, and accounting of petty cash funds shall be in accordance with the regulations of the Board and Commissioner of Education. Section 170.3 of the Regulations of the

Commissioner of Education.

- Original receipts and an itemized statement of expenditures must be attached to request for reimbursement of funds. Tax will not be reimbursed; all receipts should be itemized and only original receipts will be processed. Mileage should not be submitted as a petty cash expense.

INSUFFICIENT APPROPRIATIONS

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

RECEIPT/PAYMENT OF PURCHASE ORDERS

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

CANCELLATION OF ORDER

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

Appendix A

ROCKY POINT PURCHASING PROCEDURES

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

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

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

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

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

ROCKY POINT PURCHASING PROCEDURES

Alternative proposals or quotations will not be required for the following pu,-chases:

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

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

ROCKY POINT PURCHASING PROCEDURES

	Verbal Quotes		Written Quotes		Other
		At Least 3	More Than3	At Least 3	
Purchase Contracts up to \$20,000:					
Under \$5,000	X				
\$5,001-\$20,000				X	
Public Work Contracts up to \$35,000:					
Under \$7,000	X				
\$7,001-\$10,000		X			
\$10,001-\$35,000				X	
Emergencies					X
Sole Source					X

OPENING / CLOSING OF DISTRICT BANK ACCOUNTS

Student Activity and District Sponsored Contracts:

7/1/23

Group:

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

Service Contracts:

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



**ROCKY POINT UFSD
AUDIT COMMITTEE CHARTER
2023-24**

Audit Committee Authority

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

Mission

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

Composite and Requisite Skills

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

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

Duties and Responsibilities

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

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

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

Meetings and Notification

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

The District Clerk will be responsible to:

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

Decision Making Process

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

Reporting Requirements

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

Review of the Charter

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

N-SSBA

Nassau-Suffolk School Boards Association

219 Bedford Avenue
PO Box 385
Bellmore, NY 11710

BILL TO
Rocky Point UFSD

INVOICE NO.	DATE
10780	7/1/2023

DUE DATE
7/1/2023

DESCRIPTION	AMOUNT
Annual Membership Dues 2023-2024	3,575.00
Make checks payable to: Nassau Suffolk School Boards Assoc. Remit to: PO Box 385 Bellmore, NY 11710	

Make check payable to Nassau-Suffolk School Boards Assoc. Remit to: PO Box 385, Bellmore, NY 11710	Total	\$3,575.00
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Phone #	Fax #	E-mail
516-781-2053	516-679-0401	lmentz@nssba.org

RESOLUTION TO OPPOSE FIELD TESTING

**RECERTICATION OF QUALIFIED LEAD EVALUATORS AND
EVALUATORS FOR TEACHERS AND PRINCIPALS**

ROCKY POINT UNION FREE SCHOOL DISTRICT
2024-2025 BUDGET DEVELOPMENT CALENDAR



Date(s)		Action(s)
10/13/2023	Friday	Budget Request forms distributed to Administrators
10/23/2023 - 10/27/2023	Monday-Friday	Review of preliminary budgets with Principals and Directors as needed
11/10/2023	Friday	Administrators to return finalized Budget Request forms to the Business Office
12/2023	Friday	Preliminary operating budget prepared and reviewed internally
1/2024	TBD	Governor's Preliminary School District State Aid Budget for 2024-25 released
2/5/2024	Monday - 6:00 PM	Budget Forum #1 in HS Auditorium
3/1/2024	Friday	Submission of the Property Tax Cap form to NYS Comptroller's Office on or before March 1 annually
3/4/2024	Monday - 6:00 PM	Budget Forum #2 in HS Auditorium
3/18/2024	Monday - 6:00 PM	Budget Forum #3 in HS Auditorium
4/1/2024	Monday	NYS final budget for school aid anticipated to be published on or before April 1 annually
4/12/2024	Wednesday	Submission of the Property Tax Report Card and Salary Disclosure Notice to SED
4/16/2024	Wednesday - 7:00 PM	Budget Adoption, BOE Meeting (Property Tax Report Card to be approved) and BOCES Budget Vote/Election
4/26/2024	Friday	Adopted Budget and required attachments made available upon request at each school building
5/7/2024	Tuesday - 5:00 PM	Public Hearing on proposed School Budget in HS Auditorium
5/8/2024	Wednesday	Begin Process of Mailing School Budget Notice and Budget Brochure to all qualified voters
5/21/2024	Tuesday	Statewide School Budget Vote and annual BOE Trustee Election
6/18/2024	Tuesday	Statewide Budget Revote (if needed)
7/1/2024	Monday	Implement new budget

Interoffice Memorandum

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

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

DATE: *June 20, 2023*

RE: *Board Action Sheets*

Below please find the schedule to be approved at the July 6, 2023 Board of Education meeting:

SCHEDULE-A 7/6/23/23		
Year	Date	Location
2022-2023	May 25, 2023 – June 16, 2023	CSE & SCSE meetings conducted for students attending in-district and out of district placements
2022-2023	May 25, 2023 – June 16, 2023	CSE District Wide Amendments without meetings

CMA BOE Date	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
07/06/2023	CSE	Annual Review	Classified	03/22/2023	05		Special Class	09/06/2023	06/21/2024	15:1+1	6 Daily		40	Special Location	Speech/Language Therapy	09/13/2023	06/12/2024		Small Group	1 Weekly	30
		Annual Review	Classified		05		Special Class	09/06/2023	06/21/2024	15:1+1	6 Daily		40	Special Location	Counseling-Social Skills	09/13/2023	06/12/2024		Small Group	1 Weekly	30
		Annual Review	Classified		05		Special Class	09/06/2023	06/21/2024	15:1+1	6 Daily		40	Special Location	Itinerant Hearing Teacher	09/13/2023	06/12/2024		Individual	2 Weekly	30
		Annual Review	Classified		05		Special Class	09/06/2023	06/21/2024	15:1+1	6 Daily		40	Special Location	Speech/Language Therapy	09/13/2023	06/12/2024		Individual	3 Weekly	30
		Annual Review	Classified		05		Special Class	09/06/2023	06/21/2024	15:1+1	6 Daily		40	Special Location	Itinerant Hearing Teacher	09/13/2023	06/12/2024		Individual	2 Weekly	30
		Annual Review	Classified	04/21/2023	10		Integrated Co-teaching Services	09/06/2023	06/13/2024		5 Weekly		40	English Class	Parent Counseling and Training	09/13/2023	06/12/2024		Small Group	4 Yearly	60
		Annual Review	Classified		10		Integrated Co-teaching Services	09/06/2023	06/13/2024		5 Weekly		40	English Class	Occupational Therapy	09/13/2023	06/12/2024		Small Group	1 Weekly	30
		Annual Review	Classified		10		Integrated Co-teaching Services	09/06/2023	06/13/2024		5 Weekly		40	English Class	Psychological Counseling Services	09/13/2023	06/12/2024		Small Group	1 Weekly	30
		Annual Review	Classified		10		Integrated Co-teaching Services	09/06/2023	06/13/2024		5 Weekly		40	English Class	Counseling-Social Skills	09/13/2023	06/12/2024		Small Group	1 Weekly	30
		Annual Review	Classified		10		Integrated Co-teaching Services	09/06/2023	06/13/2024		5 Weekly		40	Social Studies Class	Parent Counseling and Training	09/13/2023	06/12/2024		Small Group	4 Yearly	60
		Annual Review	Classified		10		Integrated Co-teaching Services	09/06/2023	06/13/2024		5 Weekly		40	Social Studies Class	Occupational Therapy	09/13/2023	06/12/2024		Small Group	1 Weekly	30
		Annual Review	Classified		10		Integrated Co-teaching Services	09/06/2023	06/13/2024		5 Weekly		40	Social Studies Class	Psychological Counseling Services	09/13/2023	06/12/2024		Small Group	1 Weekly	30
		Annual Review	Classified		10		Integrated Co-teaching Services	09/06/2023	06/13/2024		5 Weekly		40	Social Studies Class	Counseling-Social Skills	09/13/2023	06/12/2024		Small Group	1 Weekly	30
		Reevaluation/Annual Review	Classified	04/24/2023	10		Resource Room Program	09/06/2023	06/13/2024	5:1	5 Weekly		40	Separate	Speech/Language Therapy	09/13/2023	06/12/2024		Individual	1 Weekly	30
		Annual Review	Classified	04/28/2023	07		Special Class - Math	09/06/2023	06/21/2024	15:1	5 Weekly		40	Math Class	Speech/Language Therapy	09/13/2023	06/12/2024		Small Group	2 Weekly	30
		Annual Review	Classified		07		Special Class - Science	09/06/2023	06/21/2024	15:1	5 Weekly		40	Science Class	Speech/Language Therapy	09/13/2023	06/12/2024		Small Group	2 Weekly	30
		Annual Review	Classified		07		Special Class - Social Studies	09/06/2023	06/21/2024	15:1	5 Weekly		40	Social Studies Class	Speech/Language Therapy	09/13/2023	06/12/2024		Small Group	2 Weekly	30
		Annual Review	Classified		07		Special Class - English	09/06/2023	06/21/2024	15:1	5 Weekly		40	English / Language Arts Class	Speech/Language Therapy	09/13/2023	06/12/2024		Small Group	2 Weekly	30
		Annual Review	Classified		07		Special Class - Reading	09/06/2023	06/21/2024	15:1	5 Weekly		40	English / Language Arts Class	Speech/Language Therapy	09/13/2023	06/12/2024		Small Group	2 Weekly	30
		Reevaluation/Annual Review	Classified		08		Integrated Co-teaching Services	09/06/2023	06/21/2024		5 Weekly		40	English / Language Arts Class							
		Reevaluation/Annual Review	Classified		08		Integrated Co-teaching Services	09/06/2023	06/21/2024		5 Weekly		40	Social Studies Class							
		Requested Review Transfer Student	Classified	05/01/2023	Kdg.		Special Class	09/06/2023	06/21/2024	8:1+1	6 Daily		40	Classroom	Speech/Language Therapy	09/06/2023	06/21/2024		Individual	1 Weekly	30
		Requested Review Transfer Student	Classified		Kdg.		Special Class	09/06/2023	06/21/2024	8:1+1	6 Daily		40	Classroom	Speech/Language Therapy	09/06/2023	06/21/2024		Small Group	1 Weekly	30
		Requested Review Transfer Student	Classified		Kdg.		Special Class	09/06/2023	06/21/2024	8:1+1	6 Daily		40	Classroom	Occupational Therapy	09/06/2023	06/21/2024		Individual	1 Weekly	30
		Requested Review Transfer Student	Classified		Kdg.		Special Class	09/06/2023	06/21/2024	8:1+1	6 Daily		40	Classroom	Physical Therapy	09/06/2023	06/21/2024		Individual	1 Weekly	30

Requested Review Transfer Student	Classified	Kdg.	Adapted Physical Education	09/06/2023 06/21/2024 8:1+2	2 Weekly	45 Physical Education	Parent Counseling and Training	09/06/2023 06/21/2024 Small Group	9 Yearly	60
Requested Review Transfer Student	Classified	Kdg.	Adapted Physical Education	09/06/2023 06/21/2024 8:1+2	2 Weekly	45 Physical Education	Speech/Language Therapy	09/06/2023 06/21/2024 Individual	1 Weekly	30
Requested Review Transfer Student	Classified	Kdg.	Adapted Physical Education	09/06/2023 06/21/2024 8:1+2	2 Weekly	45 Physical Education	Speech/Language Therapy	09/06/2023 06/21/2024 Small Group	1 Weekly	30
Requested Review Transfer Student	Classified	Kdg.	Adapted Physical Education	09/06/2023 06/21/2024 8:1+2	2 Weekly	45 Physical Education	Occupational Therapy	09/06/2023 06/21/2024 Individual	1 Weekly	30
Requested Review Transfer Student	Classified	Kdg.	Adapted Physical Education	09/06/2023 06/21/2024 8:1+2	2 Weekly	45 Physical Education	Physical Therapy	09/06/2023 06/21/2024 Individual	1 Weekly	30
Requested Review Transfer Student	Classified	Kdg.	Adapted Physical Education	09/06/2023 06/21/2024 8:1+2	2 Weekly	45 Physical Education	Parent Counseling and Training	09/06/2023 06/21/2024 Small Group	9 Yearly	60
Reevaluation CPSE to CSE Transition Annual Review	Classified	05/02/2023 Kdg.	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Annual Review	Classified	07	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	07	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	07	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Occupational Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Occupational Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	05/05/2023 03	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	03	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Annual Review	Classified	03	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	02	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	02	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Annual Review	Classified	02	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	02	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	02	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Annual Review	Classified	02	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	02	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	02	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small	2 Weekly	30

Annual Review	Classified	02	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	02	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	02	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	02	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	05/09/2023 08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Physical Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Physical Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Physical Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 English Class	Physical Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 Reading Class	Physical Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 Reading Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 Reading Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 Reading Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 Reading Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Parent Counseling and	09/13/2023 06/12/2024	Small Group	4 Yearly	60

Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Itinerant Hearing Teacher	09/13/2023 06/12/2024	Individual	5 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.					Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.					Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 Reading Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Resource Room Program	09/06/2023 06/21/2024 5:1	5 Weekly	40 Separate	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class					
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class					
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class					
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 English Class					
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 Reading Class					

Annual Review	Classified	05							Speech/Language 09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	05							Speech/Language 09/13/2023 06/12/2024 Individual Therapy	1 Weekly	30
Annual Review	Classified	05/11/2023 08		Integrated 09/06/2023 06/21/2024	5 Weekly	40	Science Class				
Annual Review	Classified	08		Integrated 09/06/2023 06/21/2024	5 Weekly	40	Social Studies Class				
Annual Review	Classified	08		Integrated 09/06/2023 06/21/2024	5 Weekly	40	English Class				
Annual Review	Classified	08		Integrated 09/06/2023 06/21/2024	5 Weekly	40	Math Class				
Annual Review	Classified	09		Special Class - English 09/06/2023 06/13/2024 15:1	5 Weekly	40	English Class	Speech/Language 09/13/2023 06/12/2024 Individual Therapy	1 Weekly	30	
Annual Review	Classified	09		Special Class - Science 09/06/2023 06/13/2024 15:1	5 Weekly	40	Science Class	Speech/Language 09/13/2023 06/12/2024 Individual Therapy	1 Weekly	30	
Annual Review	Classified	09		Special Class - Social Studies 09/06/2023 06/13/2024 15:1	5 Weekly	40	Social Studies Class	Speech/Language 09/13/2023 06/12/2024 Individual Therapy	1 Weekly	30	
Annual Review	Classified	09		Special Class - Math 09/06/2023 06/13/2024 15:1	5 Weekly	40	Math Class	Speech/Language 09/13/2023 06/12/2024 Individual Therapy	1 Weekly	30	
Annual Review	Classified	09		Special Class 09/06/2023 06/13/2024 15:1	5 Every 2 weeks	40	Science Class	Speech/Language 09/13/2023 06/12/2024 Individual Therapy	1 Weekly	30	
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	English Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	Social Studies Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	Math Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	Science Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Every 2 weeks	40	Math Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Every 2 weeks	40	Science Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	English Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	Social Studies Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	Math Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	Science Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Every 2 weeks	40	Math Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Every 2 weeks	40	Science Class				
Annual Review	Classified	09		Integrated 09/06/2023 06/13/2024	5 Weekly	40	English Class	Counseling 09/13/2023 06/12/2024 Individual	1 Weekly	30	

Review Type	Classification	Start Date	End Date	Frequency	Class	Service	Start Date	End Date	Frequency	Group	Duration
Annual Review	Classified	09		5 Weekly	40 Math Class	Counseling	09/13/2023	06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09		5 Weekly	40 Science Class	Counseling	09/13/2023	06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09		5 Weekly	40 Social Studies Class	Counseling	09/13/2023	06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09		5 Every 2 weeks	40 Math Class	Counseling	09/13/2023	06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09		5 Every 2 weeks	40 Science Class	Counseling	09/13/2023	06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	05/12/2023	08	5 Weekly	40 English Class						
Annual Review	Classified	08		5 Weekly	40 Math Class						
Annual Review	Classified	08		5 Weekly	40 Science Class						
Annual Review	Classified	08		5 Weekly	40 Social Studies Class						
Reevaluation/Annual Review	Classified	08		5 Weekly	40 Reading Class	Counseling	09/13/2023	06/12/2024	Individual	2 Monthly	30
Reevaluation/Annual Review	Classified	08		5 Weekly	40 Math Class	Counseling	09/13/2023	06/12/2024	Individual	2 Monthly	30
Reevaluation/Annual Review	Classified	08		5 Weekly	40 Science Class	Counseling	09/13/2023	06/12/2024	Individual	2 Monthly	30
Reevaluation/Annual Review	Classified	08		5 Weekly	40 Social Studies Class	Counseling	09/13/2023	06/12/2024	Individual	2 Monthly	30
Reevaluation/Annual Review	Classified	08		5 Weekly	40 English Class	Counseling	09/13/2023	06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08		5 Weekly	40 Social Studies Class	Occupational Therapy	09/13/2023	06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08		5 Weekly	40 Social Studies Class	Physical Therapy	09/13/2023	06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	08		5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08		5 Weekly	40 English Class	Occupational Therapy	09/13/2023	06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08		5 Weekly	40 English Class	Physical Therapy	09/13/2023	06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	08		5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08		5 Weekly	40 Math Class	Occupational Therapy	09/13/2023	06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08		5 Weekly	40 Math Class	Physical Therapy	09/13/2023	06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	08		5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08		5 Weekly	40 Science Class	Occupational Therapy	09/13/2023	06/12/2024	Small Group	1 Weekly	30

Annual Review	Classified	08	Science Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	08	Science Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Science Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Science Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	08	Science Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	08	Science Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class					
Reevaluation/Annual Review	Classified	08	Science Special Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class					
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class					
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class					
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class					
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30

Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Math Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Science Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Science Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class					
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	07	Special Class -	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30

Annual Review	Classified	07	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	07	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	07	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	07	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	07	Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	07	Special Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Science Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Math Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Science Class					
Reevaluation/Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class					
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class					
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class					
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class					
Annual Review	Classified	07	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class					
Annual Review	Classified	05/16/2023 08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30

Annual Review	Classified	08	Services Integrated 09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Co-teaching Services Resource Room Program 09/06/2023 06/21/2024 5:1	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Resource Room Program 09/06/2023 06/21/2024 5:1	5 Weekly	40 Classroom	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	1 Daily	40 English Class					
Reevaluation/Annual Review	Classified	08	Co-teaching Services Integrated 09/06/2023 06/21/2024	1 Daily	40 Math Class					
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	1 Daily	40 Science Class					
Reevaluation/Annual Review	Classified	08	Co-teaching Services Integrated 09/06/2023 06/21/2024	1 Daily	40 Social Studies Class					
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 English Class					
Annual Review	Classified	08	Co-teaching Services Integrated 09/06/2023 06/21/2024	5 Weekly	40 Math Class					
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Science Class					
Annual Review	Classified	08	Co-teaching Services Integrated 09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class					
Annual Review	Classified	08	Special Class - Math 09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Math 09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Special Class - Science 09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Science 09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies 09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies 09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Special Class - English 09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - English 09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Special Class - Reading 09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Reading 09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	03	Special Class 09/06/2023 06/26/2024 8:1:1	5 Weekly	330 Special Class	Occupational Therapy	09/06/2023 06/26/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	03	Special Class 09/06/2023 06/26/2024 8:1:1	5 Weekly	330 Special Class	Speech/Language Therapy	09/06/2023 06/26/2024	Individual	4 Weekly	30
Reevaluation/Annual Review	Classified	03	Special Class 09/06/2023 06/26/2024 8:1:1	5 Weekly	330 Special Class	Parent Counseling and Training	09/06/2023 06/26/2024	Individual	1 Monthly	60
Annual Review	Classified	11	Special Class - 09/06/2023 06/13/2024 15:1	5 Weekly	40 English Class					

Annual Review	Classified	11	English Special Class - Social Studies	09/06/2023 06/13/2024 15:1	5 Weekly	40 Social Studies Class				
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class				
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class				
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class				
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 English Class	Speech/Language	09/13/2023 06/12/2024 Individual Therapy	2 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 English Class	Speech/Language	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 English Class	Occupational Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 English Class	Behavior Intervention Services	09/13/2023 06/12/2024 Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Reading Class	Speech/Language	09/13/2023 06/12/2024 Individual Therapy	2 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Reading Class	Speech/Language	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Reading Class	Occupational Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Reading Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Reading Class	Behavior Intervention Services	09/13/2023 06/12/2024 Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Reading Class	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Math Class	Speech/Language	09/13/2023 06/12/2024 Individual Therapy	2 Weekly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Math Class	Speech/Language	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Math Class	Occupational Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Math Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Math Class	Behavior Intervention Services	09/13/2023 06/12/2024 Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Social Studies Class	Speech/Language	09/13/2023 06/12/2024 Individual Therapy	2 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Social Studies Class	Speech/Language	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Social Studies Class	Occupational Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 12:1+1	5 Weekly	40 Social Studies Class	Parent Counseling and	09/13/2023 06/12/2024 Small Group	4 Yearly	60

Service	Category	Classified	Zone	Special	Social Studies	Start Date	End Date	Time	Frequency	Room	Service	Start Date	End Date	Frequency	Credits
Annual Review	Classified	08		Special Class - Social Studies	09/06/2023 06/21/2024 12:1+1			5 Weekly	40 Social Studies Class	Behavior Intervention Services	09/13/2023 06/12/2024	Individual		2 Monthly	30
Annual Review	Classified	08		Special Class - Social Studies	09/06/2023 06/21/2024 12:1+1			5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group		1 Weekly	30
Annual Review	Classified	08		Special Class - Science	09/06/2023 06/21/2024 12:1+1			5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual		2 Weekly	30
Annual Review	Classified	08		Special Class - Science	09/06/2023 06/21/2024 12:1+1			5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group		1 Weekly	30
Annual Review	Classified	08		Special Class - Science	09/06/2023 06/21/2024 12:1+1			5 Weekly	40 Science Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group		1 Weekly	30
Annual Review	Classified	08		Special Class - Science	09/06/2023 06/21/2024 12:1+1			5 Weekly	40 Science Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group		4 Yearly	60
Annual Review	Classified	08		Special Class - Science	09/06/2023 06/21/2024 12:1+1			5 Weekly	40 Science Class	Behavior Intervention Services	09/13/2023 06/12/2024	Individual		2 Monthly	30
Annual Review	Classified	08		Special Class - Science	09/06/2023 06/21/2024 12:1+1			5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group		1 Weekly	30
Annual Review	Classified	04		Special Class	09/06/2023 06/26/2024 8:1:1			5 Weekly	330 Classroom	Occupational Therapy	09/06/2023 06/26/2024	Individual		2 Weekly	30
Annual Review	Classified	04		Special Class	09/06/2023 06/26/2024 8:1:1			5 Weekly	330 Classroom	Speech/Language Therapy	09/06/2023 06/26/2024	Individual		3 Weekly	30
Annual Review	Classified	08		Special Class - Reading	09/06/2023 06/21/2024 15:1			5 Daily	40 Reading Class						
Annual Review	Classified	08		Special Class - Math	09/06/2023 06/21/2024 15:1			5 Weekly	40 Math Class						
Annual Review	Classified	08		Special Class - Science	09/06/2023 06/21/2024 15:1			5 Weekly	40 Science Class						
Annual Review	Classified	08		Special Class - Social Studies	09/06/2023 06/21/2024 15:1			5 Weekly	40 Social Studies Class						
Annual Review	Classified	08		Special Class - English	09/06/2023 06/21/2024 15:1			5 Weekly	40 English Class						
Reevaluation/Annual Review	Classified	11		Integrated Co-teaching Services	09/06/2023 06/13/2024			5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group		4 Yearly	60
Reevaluation/Annual Review	Classified	11		Integrated Co-teaching Services	09/06/2023 06/13/2024			5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual		2 Monthly	30
Reevaluation/Annual Review	Classified	11		Integrated Co-teaching Services	09/06/2023 06/13/2024			5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group		4 Yearly	60
Reevaluation/Annual Review	Classified	11		Integrated Co-teaching Services	09/06/2023 06/13/2024			5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual		2 Monthly	30
Reevaluation/Annual Review	Classified	11		Resource Room Program	09/06/2023 06/13/2024 5:1			5 Every 2 weeks	40 Separate	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group		4 Yearly	60
Reevaluation/Annual Review	Classified	11		Resource Room Program	09/06/2023 06/13/2024 5:1			5 Every 2 weeks	40 Separate	Counseling	09/13/2023 06/12/2024	Individual		2 Monthly	30
Annual Review	Classified	05/17/2023 03		Integrated Co-teaching Services	09/06/2023 06/21/2024			5 Weekly	80 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group		2 Weekly	30
Annual Review	Classified	03		Integrated Co-teaching Services	09/06/2023 06/21/2024			5 Weekly	80 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group		2 Weekly	30
Annual Review	Classified	03		Integrated Co-teaching Services	09/06/2023 06/21/2024			5 Weekly	80 Classroom	Physical Therapy	09/13/2023 06/12/2024	Individual		2 Weekly	30
Annual Review	Classified	03		Integrated Co-teaching	09/06/2023 06/21/2024			5 Weekly	80 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual		5 Weekly	5

Request	Category	Classification	Quantity	Services	Effective Date	End Date	Frequency	Location	Start Date	End Date	Grouping	Frequency	Points
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Individual	5 Weekly	5
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Individual	5 Weekly	5
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	03	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Classroom	09/13/2023	06/12/2024	Individual	5 Weekly	5
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024	Co-teaching Services	09/06/2023	06/13/2024	5 Weekly	40 English Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024	Co-teaching Services	09/06/2023	06/13/2024	5 Weekly	40 Math Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024	Co-teaching Services	09/06/2023	06/13/2024	5 Weekly	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024	Co-teaching Services	09/06/2023	06/13/2024	5 Weekly	40 Social Studies Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024	Co-teaching Services	09/06/2023	06/13/2024	5 Every 2 weeks	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024	Co-teaching Services	09/06/2023	06/13/2024	5 Every 2 weeks	40 Math Class					
Reevaluation/Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 English Class					
Reevaluation/Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Math Class					
Reevaluation/Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Science Class					
Reevaluation/Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024	Co-teaching Services	09/06/2023	06/21/2024	5 Weekly	40 Social Studies					

Class	Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
	Reevaluation/Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Math Class					
	Reevaluation/Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Science Class					
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Math Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Science Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Science Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Math Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Every 2 weeks	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
	Annual Review	Classified	09	Co-teaching Services	Integrated 09/06/2023 06/21/2024	5	Weekly	40 English Class					

Annual Review	Classified	09	Services/Class	For	Class	Room	Class	Room	Class	Room	Class
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services		5 Weekly		40 Social Studies Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Weekly		40 English Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Weekly		40 Math Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Weekly		40 Science Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Weekly		40 Social Studies Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Every 2 weeks		40 Math Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Every 2 weeks		40 Science Class				
Annual Review	Classified	03	Resource Room Program 09/06/2023 06/21/2024 5:1		1 Daily	40 Classroom	Counseling	09/13/2023 06/12/2024 Individual		1 Weekly	30
Annual Review	Classified	03	Resource Room Program 09/06/2023 06/21/2024 5:1		1 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Individual		5 Weekly	5
Annual Review	Classified	03	Resource Room Program 09/06/2023 06/21/2024 5:1		1 Daily	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group		1 Weekly	30
Annual Review	Classified	03	Resource Room Program 09/06/2023 06/21/2024 5:1		1 Daily	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024 Small Group		2 Weekly	30
Annual Review	Classified	03	Special Class 09/06/2023 06/21/2024 15:1+1		6 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group		2 Weekly	30
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services		5 Weekly		40 English Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services		5 Weekly		40 Math Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services		5 Every 2 weeks		40 Math Class				
Annual Review	Classified	02	Special Class 09/06/2023 06/21/2024 15:1+1		6 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group		2 Weekly	30
Annual Review	Classified	02	Special Class 09/06/2023 06/21/2024 15:1+1		6 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Individual		3 Weekly	10
Annual Review	Classified	02	Special Class 09/06/2023 06/21/2024 15:1+1		6 Daily	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group		1 Weekly	30
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Weekly		40 English Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Weekly		40 Math Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Weekly		40 Science Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Weekly		40 Social Studies Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Every 2 weeks		40 Science Class				
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services		5 Every 2 weeks		40 Math Class				

Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 English Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Math Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Social Studies Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Every 2 weeks	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Every 2 weeks	40 Math Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Math Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 English Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Social Studies Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Every 2 weeks	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Every 2 weeks	40 Math Class					
Annual Review	Classified	09	Resource Room Program 09/06/2023 06/13/2024 5:1	5 Weekly	40 Separate					
Annual Review	Classified	05/18/2023 01	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	01	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	01	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	01	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	01	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	10
Annual Review	Classified	01	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	01	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	01	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	01	Integrated 09/06/2023 06/21/2024 Co-teaching	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30

Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	10
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	10
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	01	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	10
Annual Review	Classified	09	Special Class - Reading	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 English / Language Arts Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	09	Special Class - Reading	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 English / Language Arts Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09	Special Class - Reading	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 English / Language Arts Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	09	Special Class - English	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 English / Language Arts Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	09	Special Class - English	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 English / Language Arts Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09	Special Class - English	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 English / Language Arts Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	09	Special Class - Math	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 Math Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	09	Special Class - Math	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09	Special Class - Math	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	09	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 Social Studies Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	09	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	09	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+1	5 Weekly	40 Science Class	Occupational	09/13/2023 06/12/2024	Small	1 Weekly	30

Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Every 2 weeks	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Every 2 weeks	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	42 Math Class					
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class					
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class					
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class					
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Every 2 weeks	40 Science Class					
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class					
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class					
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class					
Reevaluation/Annual Review	Classified	08	Resource Room Program	09/06/2023 06/21/2024 5:1	5 Weekly	40 Separate					
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	1 Quarterly	60
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	1 Quarterly	60
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30

Annual Review	Classified	08	Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	1 Quarterly	60
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	1 Quarterly	60
Annual Review	Classified	08	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	1 Quarterly	60
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class					
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class					
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Reevaluation/Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	05/19/2023 09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English / Language Arts Class					

Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Math Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Social Studies Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Every 2 weeks	40 Math Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Every 2 weeks	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 English / Language Arts Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Social Studies Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Every 2 weeks	40 Science Class					
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Science Class					
Annual Review	Classified	11	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Annual Review	Classified	11	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 English / Language Arts Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Program Review	Classified	10	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 English / Language Arts Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Program Review	Classified	10	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Program Review	Classified	10	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Daily	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Program Review	Classified	10	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Program Review	Classified	10	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Every 2 weeks	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Program Review	Classified	10	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Every 2 weeks	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Annual Review	Classified	09	Special Class - Science 09/06/2023 06/13/2024 15:1	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Annual Review	Classified	09	Special Class - Science 09/06/2023 06/13/2024 15:1	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30	
Annual Review	Classified	09	Special Class - Math 09/06/2023 06/13/2024 15:1	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Annual Review	Classified	09	Special Class - Math 09/06/2023 06/13/2024 15:1	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30	
Annual Review	Classified	09	Integrated 09/06/2023 06/13/2024 Co-teaching Services	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30	
Annual Review	Classified	09	Integrated 09/06/2023 05/13/2024 Co-	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30	

Annual Review	Classified	09	teaching Services Integrated	09/06/2023 06/13/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09	Co-teaching Services Integrated	09/06/2023 06/13/2024	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	09	Special Class	09/06/2023 06/13/2024 15:1	5 Every 2 weeks	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09	Special Class	09/06/2023 06/13/2024 15:1	5 Every 2 weeks	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified	11	Special Class	09/06/2023 06/13/2024 15:1	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	09	Special Class - English	09/06/2023 06/13/2024 15:1	5 Weekly	40 Math Class					
Annual Review	Classified	09	Special Class - Math	09/06/2023 06/13/2024 15:1	5 Weekly	40 Social Studies Class					
Annual Review	Classified	09	Special Class - Social Studies	09/06/2023 06/13/2024 15:1	5 Weekly	40 Social Studies Class					
Annual Review	Classified	09	Special Class - Science	09/06/2023 06/13/2024 15:1	5 Every 2 weeks	40 Science Class					
Annual Review	Classified	11	Integrated	09/06/2023 06/13/2024	5 Weekly	40 English Class					
Annual Review	Classified	11	Co-teaching Services Integrated	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class					
Annual Review	Classified	11	Resource Room Program	09/06/2023 06/13/2024 5:1	5 Every 2 weeks	40 Resource Room					
Reevaluation/Annual Review	Classified	09	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	42 Math Class					
Reevaluation/Annual Review	Classified	09	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	42 Science Class					
Reevaluation/Annual Review	Classified	09	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	42 Social Studies Class					
Reevaluation/Annual Review	Classified	09	Special Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	42 English / Language Arts Class					
Reevaluation/Annual Review	Classified	09	Special Class	09/06/2023 06/21/2024 15:1	5 Every 2 weeks	40 Science Class					
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Co-teaching Services Integrated	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Co-teaching Services Integrated	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Co-teaching Services Integrated	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Co-teaching Services Integrated	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Co-teaching Services Integrated	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Co-teaching Services Integrated	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30

to CSE Transition	Classification	Grade	Co-teaching Services	Frequency	Classroom	Therapy	Frequency	Group	Frequency	Frequency
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Annual Review	Classified	05/22/2023 08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Math Class	Itinerant Hearing Teacher	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Science Class	Itinerant Hearing Teacher	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Itinerant Hearing Teacher	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024	5 Weekly	40 English Class	Itinerant Hearing Teacher	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Resource Room Program 09/06/2023 06/21/2024 5:1	5 Weekly	40 Separate	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Resource Room Program 09/06/2023 06/21/2024 5:1	5 Weekly	40 Separate	Itinerant Hearing Teacher	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Special Class - Science 09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Special Class - Science 09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation/Annual Review	Classified	08	Special Class - Social Studies 09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation/Annual Review	Classified	08	Special Class - Social 09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30

Reevaluation/Annual Classified Review	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation/Annual Classified Review	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation/Annual Classified Review	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation/Annual Classified Review	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Program Review Classified	10	Special Class - English	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 English Class	Occupational Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Program Review Classified	10	Special Class - English	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 English Class	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Program Review Classified	10	Special Class - English	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	30
Program Review Classified	10	Special Class - English	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Program Review Classified	10	Special Class - English	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Program Review Classified	10	Special Class - English	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 English Class	Applied Behavioral Analysis Services	09/13/2023 06/12/2024	Individual	4 Weekly	60
Program Review Classified	10	Special Class - English	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Program Review Classified	10	Adapted Physical Education	09/06/2023 06/13/2024	10 Every 2 weeks	40 Gym	Occupational Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Program Review Classified	10	Adapted Physical Education	09/06/2023 06/13/2024	10 Every 2 weeks	40 Gym	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Program Review Classified	10	Adapted Physical Education	09/06/2023 06/13/2024	10 Every 2 weeks	40 Gym	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	30
Program Review Classified	10	Adapted Physical Education	09/06/2023 06/13/2024	10 Every 2 weeks	40 Gym	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Program Review Classified	10	Adapted Physical Education	09/06/2023 06/13/2024	10 Every 2 weeks	40 Gym	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Program Review Classified	10	Adapted Physical Education	09/06/2023 06/13/2024	10 Every 2 weeks	40 Gym	Applied Behavioral Analysis Services	09/13/2023 06/12/2024	Individual	4 Weekly	60
Program Review Classified	10	Adapted Physical Education	09/06/2023 06/13/2024	10 Every 2 weeks	40 Gym	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Program Review Classified	10	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Social Studies Class	Occupational Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Program Review Classified	10	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Social Studies Class	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Program Review Classified	10	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	30
Program Review Classified	10	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Program Review Classified	10	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Program Review Classified	10	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Social Studies Class	Applied Behavioral Analysis Services	09/13/2023 06/12/2024	Individual	4 Weekly	60
Program Review Classified	10	Special Class - Social Studies	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30

Program Review	Classified	10	Special Class	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Separate	Occupational Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Program Review	Classified	10	Special Class	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Separate	Physical Therapy	09/13/2023 06/12/2024 Individual	2 Weekly	30
Program Review	Classified	10	Special Class	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Separate	Speech/Language	09/13/2023 06/12/2024 Individual	3 Weekly	30
Program Review	Classified	10	Special Class	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Separate	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Program Review	Classified	10	Special Class	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Separate	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Program Review	Classified	10	Special Class	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Separate	Applied Behavioral Analysis Services	09/13/2023 06/12/2024 Individual	4 Weekly	60
Program Review	Classified	10	Special Class	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Separate	Speech/Language	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Program Review	Classified	10	Special Class - Math	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Math Class	Occupational Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Program Review	Classified	10	Special Class - Math	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Math Class	Physical Therapy	09/13/2023 06/12/2024 Individual	2 Weekly	30
Program Review	Classified	10	Special Class - Math	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Math Class	Speech/Language	09/13/2023 06/12/2024 Individual	3 Weekly	30
Program Review	Classified	10	Special Class - Math	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Math Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Program Review	Classified	10	Special Class - Math	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Program Review	Classified	10	Special Class - Math	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Math Class	Applied Behavioral Analysis Services	09/13/2023 06/12/2024 Individual	4 Weekly	60
Program Review	Classified	10	Special Class - Math	09/06/2023 06/13/2024 12:1+2	5 Weekly	40 Math Class	Speech/Language	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Program Review	Classified	10	Special Class - Science	09/06/2023 06/13/2024 12:1+2	5 Every 2 weeks	40 Science Class	Occupational Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Program Review	Classified	10	Special Class - Science	09/06/2023 06/13/2024 12:1+2	5 Every 2 weeks	40 Science Class	Physical Therapy	09/13/2023 06/12/2024 Individual	2 Weekly	30
Program Review	Classified	10	Special Class - Science	09/06/2023 06/13/2024 12:1+2	5 Every 2 weeks	40 Science Class	Speech/Language	09/13/2023 06/12/2024 Individual	3 Weekly	30
Program Review	Classified	10	Special Class - Science	09/06/2023 06/13/2024 12:1+2	5 Every 2 weeks	40 Science Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Program Review	Classified	10	Special Class - Science	09/06/2023 06/13/2024 12:1+2	5 Every 2 weeks	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Program Review	Classified	10	Special Class - Science	09/06/2023 06/13/2024 12:1+2	5 Every 2 weeks	40 Science Class	Applied Behavioral Analysis Services	09/13/2023 06/12/2024 Individual	4 Weekly	60
Program Review	Classified	10	Special Class - Science	09/06/2023 06/13/2024 12:1+2	5 Every 2 weeks	40 Science Class	Speech/Language	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Program Review	Classified	10	Consultant Teacher Services	09/06/2023 06/13/2024	15 Weekly	40 Separate	Occupational Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Program Review	Classified	10	Consultant Teacher Services	09/06/2023 06/13/2024	15 Weekly	40 Separate	Physical Therapy	09/13/2023 06/12/2024 Individual	2 Weekly	30
Program Review	Classified	10	Consultant Teacher Services	09/06/2023 06/13/2024	15 Weekly	40 Separate	Speech/Language	09/13/2023 06/12/2024 Individual	3 Weekly	30
Program Review	Classified	10	Consultant Teacher Services	09/06/2023 06/13/2024	15 Weekly	40 Separate	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Program Review	Classified	10	Consultant Teacher Services	09/06/2023 06/13/2024	15 Weekly	40 Separate	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Program Review	Classified	10	Consultant Teacher Services	09/06/2023 06/13/2024	15 Weekly	40 Separate	Applied Behavioral Analysis Services	09/13/2023 06/12/2024 Individual	4 Weekly	60
Program Review	Classified	10	Consultant Teacher Services	09/06/2023 06/13/2024	15 Weekly	40 Separate	Speech/Language	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Annual Review	Classified	05/23/2023 09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	09	Integrated	09/06/2023 06/13/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30

Annual Review	Classified	09	Co-teaching Services Special Class - Science	09/06/2023 06/13/2024 15:1	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	09	Special Class - Social Studies	09/06/2023 06/13/2024 15:1	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	09	Special Class - Science	09/06/2023 06/13/2024 15:1	5 Every 2 weeks	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	05	Special Class	09/06/2023 06/21/2024 15:1+1	6 Dally	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	05	Special Class	09/06/2023 06/21/2024 15:1+1	6 Dally	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	2 Weekly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	05/24/2023 08	Special Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Parent Counseling and Training	09/13/2023 06/12/2024 Small Group	4 Yearly	60
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	08	Special Class - Math	09/06/2023 06/21/2024 15:1	5 Weekly	40 Math Class	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	08	Special Class - Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	08	Special	09/06/2023 06/21/2024 15:1	5 Weekly	40 Science Class	Speech/Language	09/13/2023 06/12/2024 Individual	1 Weekly	30

Annual Review	Classified	08	Special Science Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	08	Special Science Class - Social Studies	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	08	Special Science Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Counseling-Social Skills	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	08	Special Science Class - English	09/06/2023 06/21/2024 15:1	5 Weekly	40 English Class	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	08	Special Science Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Counseling-Social Skills	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	08	Special Science Class - Reading	09/06/2023 06/21/2024 15:1	5 Weekly	40 Reading Class	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	05/25/2023 02	Special Science Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Annual Review	Classified	02	Special Science Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	02	Special Science Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group	2 Weekly	30
Annual Review	Classified	05/30/2023 12	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class				
Annual Review	Classified	12	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English / Language Arts Class				
Annual Review	Classified	12	Resource Room Program	09/06/2023 06/13/2024 5:1	5 Every 2 weeks	40 Classroom				
Annual Review	Classified	03	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	03	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Physical Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	03	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	03	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Physical Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	03	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Occupational Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified	03	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Physical Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Science Class				
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Science Class				
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Math Class				
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class				
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class				
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class				

Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class					
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Math Class					
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Science Class					
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class					
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Science Class					
Annual Review	Classified	10	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class					
Reevaluation/Annual Review	Classified	02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation/Annual Review	Classified	02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Occupational Therapy	09/13/2023 06/12/2024	Small Group	2 Weekly	30
Reevaluation/Annual Review	Classified	02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Physical Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30
Reevaluation/Annual Review	Classified	02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Program Review	Classified	06/02/2023 11	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Program Review	Classified	11	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023 06/12/2024	Individual	1 Weekly	60
Program Review	Classified	11	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Program Review	Classified	11	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024	Individual	1 Weekly	60
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 8:1:1	6 Daily	40 Classroom	Occupational Therapy	09/06/2023 06/21/2024	Individual	3 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 8:1:1	6 Daily	40 Classroom	Parent Counseling and Training	09/06/2023 06/21/2024	Individual	1 Monthly	60
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Special Class	09/06/2023 06/21/2024 8:1:1	6 Daily	40 Classroom	Speech/Language Therapy	09/06/2023 06/21/2024	Individual	3 Weekly	30
Annual Review	Classified	06/05/2023 11	Special Class	09/05/2023 06/26/2024 15:1	5 Weekly	360 Separate	Counseling	09/05/2023 06/26/2024	Individual	1 Weekly	30
Annual Review	Classified	11	Special Class	09/05/2023 06/26/2024 15:1	5 Weekly	360 Separate	Counseling	09/05/2023 06/26/2024	Small Group (5:1)	1 Weekly	30
Amendment - Agreement No Meeting	Classified	03	Resource Room Program	09/06/2023 06/21/2024 5:1	5 Weekly	40 Resource Room	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group (5:1)	1 Weekly	30
Annual Review	Classified	06/06/2023 08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group (5:1)	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Counseling	09/13/2023 06/12/2024	Individual	1 Monthly	30
Annual Review	Classified	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group (5:1)	1 Weekly	30

Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Math Class	Speech/Language	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	1 Monthly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Science Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group (5:1)	1 Weekly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Science Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Science Class	Speech/Language	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	1 Monthly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Social Studies Class	Occupational Therapy	09/13/2023 06/12/2024	Small Group (5:1)	1 Weekly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Social Studies Class	Speech/Language	09/13/2023 06/12/2024	Individual	1 Weekly	30
Annual Review	Classified	08	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024	Individual	1 Monthly	30
Reevaluation CPSE to CSE Transition	Classified	06/07/2023 Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language	09/13/2023 06/12/2024	Individual	3 Weekly	10
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language	09/13/2023 06/12/2024	Individual	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language	09/13/2023 06/12/2024	Individual	3 Weekly	10
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Reevaluation CPSE to CSE Transition	Classified	Kdg.	Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60

Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	10	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Small Group	1 Weekly	30	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	3 Weekly	10	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Yearly	60	
Reevaluation CPSE to CSE Transition	Classified		Kdg.	teaching Services Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	1 Weekly	30	
Annual Review	Classified	06/08/2023	11				Counseling	09/13/2023 06/12/2024	Individual	2 Weekly	30	
Annual Review	Classified		11	Special Class	09/06/2023 06/21/2024 12:1+1	5 Weekly	360 Across School Setting	Psychological Counseling Services	09/13/2023 06/12/2024	Individual	2 Weekly	30
Annual Review	Classified		11	Special Class	09/06/2023 06/21/2024 12:1+1	5 Weekly	360 Across School Setting	Psychological Counseling Services	09/13/2023 06/12/2024	Small Group	1 Weekly	30
Annual Review	Classified		10	Special Class	09/06/2023 06/26/2024 12:1+1	5 Weekly	360 Classroom	Counseling	09/06/2023 06/26/2024	Individual	2 Weekly	30
Annual Review	Classified		10	Special Class	09/06/2023 06/26/2024 12:1+1	5 Weekly	360 Classroom	Counseling	09/06/2023 06/26/2024	Small Group	1 Weekly	30
Reevaluation/Annual Review	Classified	06/09/2023	08		Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Math Class					
Reevaluation/Annual Review	Classified		08		Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Science Class					
Reevaluation/Annual Review	Classified		08		Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 Social Studies Class					
Reevaluation/Annual Review	Classified		08		Integrated 09/06/2023 06/21/2024 Co-teaching Services	5 Weekly	40 English / Language Arts Class					
Reevaluation/Annual Review	Classified	06/12/2023	08		Special Class - Math	09/06/2023 06/21/2024 15:1	40 Math Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30
Reevaluation/Annual Review	Classified		08		Special	09/06/2023 06/21/2024 15:1	40 Science Class	Counseling	09/13/2023 06/12/2024	Individual	2 Monthly	30

Reevaluation/Annual Classified Review		08	Class Science	09/06/2023 06/21/2024 15:1	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024 Individual	2 Monthly	30
Reevaluation/Annual Classified Review		08	Special Class - Social Studies	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024 Individual	2 Monthly	30
Reevaluation/Annual Classified Review		08	Special Class - English	09/06/2023 06/21/2024 15:1+1	5 Weekly	40 Reading Class	Counseling	09/13/2023 06/12/2024 Individual	2 Monthly	30
Amendment - Agreement No Meeting	Classified	06/13/2023 01	Special Class - Reading	09/06/2023 06/21/2024 1:1	2 Weekly	60 Home/Community	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	2 Weekly	30
Reevaluation/Annual Classified Review		06/14/2023 09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Reevaluation/Annual Classified Review		09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Reevaluation/Annual Classified Review		09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Reevaluation/Annual Classified Review		09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Reevaluation/Annual Classified Review		09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Math Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Reevaluation/Annual Classified Review		09	Integrated Co-teaching Services	09/06/2023 06/13/2024	5 Every 2 weeks	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Program Review	Classified	06/15/2023 02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Program Review	Classified	02	Special Class	09/06/2023 06/21/2024 15:1+1	6 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023 06/12/2024 Individual	1 Weekly	40
Annual Review	Classified	06/16/2023 Ungraded	Special Class	09/06/2023 06/13/2024 12:1+1	4 Daily	40 Separate	Counseling-Social Skills	09/13/2023 06/12/2024 Small Group	1 Weekly	30
Annual Review	Classified No Services	05/03/2023 08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 English / Language Arts Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified No Services	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Social Studies Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Annual Review	Classified No Services	08	Integrated Co-teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling	09/13/2023 06/12/2024 Individual	1 Weekly	30
Reevaluation CPSE to CSE Transition	Ineligible	04/26/2023 Kdg.								
Reevaluation CPSE to CSE Review	Ineligible	06/07/2023 Kdg.								
Reevaluation CPSE to CSE Review	Ineligible	Kdg.								
Reevaluation CPSE to CSE Transition	Ineligible	06/14/2023 Kdg.								

CR Doc Committee Responsible Sub Total: 743

Total Records: 743
Total Students: 122

Interoffice Memorandum

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

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

DATE: *7/6/2023*

RE: *Board Action Sheets*

Below please find the schedule to be approved at the 7/6/2023 Board of Education meeting:

SCHEDULE- B 7/6/2023	
Date	Location
<i>4/26/2023</i>	<i>CPSE to CSE Committee</i>
<i>5/1/2023</i>	<i>CPSE Committee</i>
<i>5/1/2023</i>	<i>CPSE to CSE Committee</i>
<i>5/2/2023</i>	<i>CPSE to CSE Committee</i>
<i>5/3/2023</i>	<i>CPSE Amendment</i>
<i>5/5/2023</i>	<i>CPSE Committee</i>
<i>5/9/2023</i>	<i>CPSE Committee</i>
<i>5/9/2023</i>	<i>CPSE to CSE Committee</i>
<i>5/10/2023</i>	<i>CPSE Committee</i>
<i>5/12/2023</i>	<i>CPSE Committee</i>
<i>5/12/2023</i>	<i>CPSE to CSE Committee</i>
<i>5/16/2023</i>	<i>CPSE Committee</i>
<i>5/16/2023</i>	<i>CPSE to CSE Committee</i>
<i>5/19/2023</i>	<i>CPSE Committee</i>
<i>5/24/2023</i>	<i>CPSE Committee</i>
<i>5/30/2023</i>	<i>CPSE Committee</i>
<i>6/2/2023</i>	<i>CPSE to CSE Committee</i>

<i>6/7/2023</i>	<i>CPSE Committee</i>
<i>6/7/2023</i>	<i>CPSE to CSE Committee</i>
<i>6/14/2023</i>	<i>CPSE to CSE Committee</i>

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

Determination
Meeting

CR Doc Committee Responsible Sub Total: 21

Total Records: 21

Total Students: 13

BOE ACTION Summary DATE? DECISION?

CMA BOE Date	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 Rate	Program Frequency	Program Period	Program Duration	Program Location	Related Service	RS Start	RS End	RS Ratio	RS Frequency	RS Period	RS Duration
07/06/2023	CPSE	Annual Review	Classified Preschool	04/26/2023	Preschool																
		Requested Review	Classified Preschool	05/01/2023	Preschool																
		Transfer Student	Classified Preschool	05/02/2023	Preschool																
		Annual Review	Classified Preschool		Preschool																
		Annual Review	Classified Preschool		Preschool																
		Amendment	Classified Preschool	05/03/2023	Preschool										Speech/Language Therapy	09/05/2023	06/26/2024	Individual	3 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool	05/05/2023	Preschool		Special Class	09/05/2023	06/26/2024	12:1+1		5 Weekly		300 Classroom	Speech/Language Therapy	09/05/2023	06/26/2024	Individual	2 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	09/05/2023	06/26/2024	12:1+1		5 Weekly		300 Classroom	Occupational Therapy	09/05/2023	06/26/2024	Individual	2 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class	09/05/2023	06/26/2024	12:1+1		5 Weekly		300 Classroom	Physical Therapy	09/05/2023	06/26/2024	Individual	2 Weekly		30
		Annual Review	Classified Preschool	05/09/2023	Preschool																
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool										Physical Therapy	09/06/2023	06/21/2024	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	1 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	1 Weekly		60
		Annual Review	Classified Preschool	05/10/2023	Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool										Physical Therapy	09/06/2023	06/21/2024	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	1 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/05/2023	06/26/2024	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class In an Integrated Setting	09/05/2023	06/26/2024	15:1:2		5 Weekly		150 Classroom	Speech/Language Therapy	09/05/2023	06/26/2024	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class In an Integrated Setting	09/05/2023	06/26/2024	15:1:2		5 Weekly		150 Classroom	Parent Counseling and Training	09/05/2023	06/26/2024	Individual	1 Monthly		60
		Annual Review	Classified Preschool	05/12/2023	Preschool		Special Education Itinerant Services	09/06/2023	06/21/2024	1:1		4 Weekly		60 Home	Speech/Language Therapy	09/06/2023	06/21/2024	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool																
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/06/2023	06/21/2024	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Education Itinerant Services	09/06/2023	06/21/2024	1:1		5 Weekly		60 Home	Speech/Language Therapy	09/06/2023	06/21/2024	Individual	3 Weekly		30
		Annual Review	Classified Preschool	05/16/2023	Preschool		Special Class	09/07/2023	06/21/2024	6:1+2		5 Weekly		300 Classroom	Occupational Therapy	09/07/2023	06/21/2024	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special	09/07/2023	06/21/2024	6:1+2		5 Weekly		300 Classroom	Physical Therapy	09/07/2023	06/21/2024	Individual	2 Weekly		30

Annual Review	Preschool Classified Preschool	Preschool	Class Special Class	09/07/2023 06/21/2024 6:1+2	5 Weekly	300 Classroom	Parent Counselling and Training	09/07/2023 06/21/2024 Individual	1 Monthly	60
Annual Review	Classified Preschool	Preschool	Special Class	09/07/2023 06/21/2024 6:1+2	5 Weekly	300 Classroom	Speech/Language Therapy	09/07/2023 06/21/2024 Individual	3 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	05/19/2023 Preschool	Special Class	09/07/2023 06/21/2024 12:1+1	5 Weekly	300 Classroom	Occupational Therapy	09/07/2023 06/21/2024 Individual	2 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class	09/07/2023 06/21/2024 12:1+1	5 Weekly	300 Classroom	Parent Counselling and Training	09/07/2023 06/21/2024 Individual	1 Monthly	60
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class	09/07/2023 06/21/2024 12:1+1	5 Weekly	300 Classroom	Speech/Language Therapy	09/07/2023 06/21/2024 Individual	3 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class in an Integrated Setting	09/06/2023 06/26/2024 12:1+2	5 Weekly	300 Classroom	Speech/Language Therapy	09/06/2023 06/26/2024 Individual	3 Weekly	300
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class in an Integrated Setting	09/06/2023 06/26/2024 12:1+2	5 Weekly	300 Classroom	Occupational Therapy	09/06/2023 06/26/2024 Individual	2 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class in an Integrated Setting	09/06/2023 06/26/2024 12:1+2	5 Weekly	300 Classroom	Physical Therapy	09/06/2023 06/26/2024 Individual	2 Weekly	30
Annual Review	Classified Preschool	Preschool								
Initial Eligibility Determination Meeting	Classified Preschool	05/24/2023 Preschool					Speech/Language Therapy	09/06/2023 06/21/2024 Individual	3 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	05/30/2023 Preschool					Speech/Language Therapy	09/06/2023 06/21/2024 Individual	3 Weekly	30
Annual Review	Classified Preschool	Preschool	Special Class in an Integrated Setting	09/06/2023 06/26/2024 12:1+2	5 Weekly	300 Classroom	Occupational Therapy	09/06/2023 06/26/2024 Individual	2 Weekly	30
Annual Review	Classified Preschool	Preschool	Special Class in an Integrated Setting	09/06/2023 06/26/2024 12:1+2	5 Weekly	300 Classroom	Speech/Language Therapy	09/06/2023 06/26/2024 Individual	3 Weekly	30
Annual Review	Classified Preschool	Preschool	Special Class in an Integrated Setting	09/06/2023 06/26/2024 12:1+2	5 Weekly	300 Classroom	Physical Therapy	09/06/2023 06/26/2024 Individual	2 Weekly	30
Annual Review	Classified Preschool	06/02/2023 Preschool								
Annual Review	Classified Preschool	06/07/2023 Preschool					Speech/Language Therapy	09/06/2023 06/21/2024 Individual	3 Weekly	30
Annual Review	Classified Preschool	Preschool								
Annual Review	Classified Preschool	Preschool								
Annual Review	Classified Preschool	06/14/2023 Preschool								

CR Doc Committee Responsible Sub Total: 46

Total Records: 46
Total Students: 31

SUNTEX INTERNATIONAL, INC

1038

Joseph A Edgar Interm School

05/05/23

JOSE0024

13890

04/17/23

1,000.00

0.00 3 NYSED Contest Winner

1,000.00

1,000.00

1,000.00

1038

SUNTEX INTERNATIONAL, INC

3311 FOX HILL ROAD
EASTON, PA 18045

FIDELITY BANK
60-312/313

05/05/23



DATE

AMOUNT

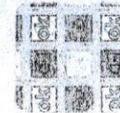
***\$ 1,000.00

One thousand Dollars and 00 /100 Cents*****

PAY

TO THE
ORDER OF

Joseph A Edgar Interm School
Rocky Point Public Schools
525 Route 25a
Rocky Point NY 11778-8885



Non Ronis

AUTHORIZED SIGNATURE

Security features. Details on back.





New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

FIRST IN MATH®
FIRSTINMATH.COM

2023 NEW YORK STATEWIDE ELEMENTARY MATHEMATICS TOURNAMENT CHAMPIONSHIP FINALS

April 28, 2023

Dear Principal,

It is with great pleasure that we enclose the prize your school earned through participation in the NYSED | First In Math Virtual Regional Competition on March 30, 2023. Your teachers and students took the challenge and won!

We hope to see you at the STATEWIDE ELEMENTARY MATHEMATICS event at UAlbany on May 20, 2023. NYSED and we are so proud of all you have accomplished thus far and expect to witness some dazzling competitors next month.

Wishing you continued success in supporting Student Learning!

With kind regards,

A handwritten signature in blue ink that reads 'Nan Ronis'.

Nan Ronis
Suntex International | First In Math
3311 Fox Hill Road Easton PA. 18045



2023 NEW YORK STATEWIDE ELEMENTARY MATHEMATICS TOURNAMENT CHAMPIONSHIP FINALS

April 17, 2023

Dear Principal,

Congratulations! Three of your students (a Qualifying Team) have secured a spot at the upcoming NY State Elementary Mathematics Tournament. The event will take place at UAlbany on May 20, 2023.

Prizes for the students (a Regional Trophy) and for the School (a plaque) are enclosed. NYSED is delighted to share these with you!

The three-student team must be accompanied by a teacher who will serve as a Table Proctor during the competition. The teacher will also want to work with the Team to prepare for the Tournament. Practice Materials will be sent to the school to your attention – share them with the Teacher Volunteer.

One parent may accompany their child. Due to space considerations, additional family members can 'watch' the competition from home using the enclosed QR Code for a Zoom Session dedicated to 'streaming' the event.

Each family and the Teacher Volunteer (if traveling more than 90 miles) will be reimbursed for travel, food and lodging at the NY State GSA rates. Information packets for the three families and the Teacher Volunteer are enclosed and contain more details on reimbursement procedures.

Enclosed is a Form W-9. In order to receive your \$1000 prize from NYSED, please complete ASAP and return to cindy@24game.com or FAX 610-258-2180.

We are looking forward to meeting your mathematical students, their dedicated teacher and their supportive parents at UAlbany on May 20!

Thanks,

Nan Ronis

Suntex International | First In Math
3311 Fox Hill Road Easton PA. 18045



New York State
EDUCATION DEPARTMENT
Knowledge > Skill > Opportunity

FIRST IN MATH
FIRSTINMATH.COM

2023 NEW YORK STATEWIDE ELEMENTARY MATHEMATICS TOURNAMENT CHAMPIONSHIP FINALS

Joseph A. Edgar Intermediate School
Rocky Point Union Free Sd

Congratulations! Here are the names of the students and their teachers who have qualified to participate in the Mathematics Tournament at UAlbany:

WINNING STUDENT	TEACHER	GRADE
Carlos Hernandez-Perez	Francine Jacobellis	5
Jon Sinetar	Michael Friscia	5
Jackson Wright	Francine Jacobellis	5

Your school will be represented by the students and teacher listed above (choose one if there are multiple teachers listed). The event will be held on May 20, 2023.

Please confirm your ability to attend – no later than April 28, 2023. Send your confirmation email to: Nancy Kane – nancy@24game.com

We look forward to seeing your TEAM in Albany!

Air Purifiers

OBrien, Scott

Thu 3/2/2023 5:56 PM

To: nicole.crawford@suffolkcountyny.gov <nicole.crawford@suffolkcountyny.gov>

Cc: Van Cott, Christopher A. <ChrisVanCott@rockypoint.k12.ny.us>; Martinez, Paul <PaulMartinez@rockypoint.k12.ny.us>

Dear Nicole,

Thank you for providing Rocky Point with this opportunity to order air purifiers. I have included the requested information:

- Type of Unit (Fellowes Air Purifiers AeraMax Pro AM3 or Fellowes Air Purifiers AeraMax Pro AM4)

AeraMax Pro AM4

- Free Standing or Wall Mounted

Wall Mounted

- Number of Units requested

60

- Contact Person with phone number and email address

Mr. Paul Martinez 631-849-7240 paulmartinez@rockypoint.k12.ny.us

- Delivery Address

90 Rocky Point-Yaphank Road Rocky Point, NY 11778

Thank you

Scott

Scott O'Brien, Ed.D.

Superintendent

Rocky Point Union Free School District

90 Rocky Point – Yaphank Road

Rocky Point, NY. 11788

sobrien@rockypoint.k12.ny.us

631-849-7561

Notice to Recipient: The information contained in this e-mail message may be confidential. Distribution of the material contained in this e-mail message may violate the Family Educational Rights and Privacy Act, the Freedom of Information Law, Health Insurance Portability and Accountability Act of 1996 and/or other applicable state or federal law. If the reader of this message is not the intended recipient, you are hereby notified that you have received this message and any attached documents in error, that any review, dissemination, distribution, or copying of the message and documents is strictly prohibited. If you have received this message in error, please notify us by telephone immediately and delete it and any accompanying documents.

AeraMax Pro AM4 PC

REMOVES OVER 99.9% OF COVID-19†

In a recent test, Fellowes AeraMax Pro AM3 & AM4 air purifiers demonstrated to eliminate COVID-19†, using a combination of smart and integrated technologies—from Fellowes.

SPECIFICATIONS

Weight of system (including filters)	35 lbs. (15.1 kg)
Air flow, 5 speeds (CFM)	153, 186, 224, 280, 440
Sound pressure levels, each fan speed (dB)	42, 44, 51, 53, 68
Power requirements	120v, 60Hz, 2A
Power consumption (watts)	8, 12, 18, 35, 166
Electrical safety certification:	UL
Ozone testing certification:	UL2998: Report 1001231822-3923572
Motor	Single motor: encased brushless DC motor, thermal and overcurrent protection, designed for low noise, long-term continuous use at high RPM
Air intake / outlet	Bottom / Top
Control panel	Capacitive Touch & TFT LCD PureView Screen
Sensors	 EnviroSmart™  PureView™
Housing material	UV stabilized ABS
Operating temperature / humidity level	41-104°F (5°C-40°C)
Area coverage	650 Square Feet (5 ACH) 1100 Square Feet (3 ACH)
Warranty	5 Year Limited



CONFIGURATIONS

Wall mount



Code: 9573101
Dimensions: 19.6" x 34.7" x 9"

Floor stand



Code: 9573301
Dimensions: 25.3" x 16.8" x 3"

AERAMAX PRO AM4 PC REPLACEMENT FILTERS



	Standard Filter Configuration	Hybrid Filter	Full Carbon Filter (High Odour/VOC)	Pre-Filters
Filter Type	3/8" Carbon Filter (w/pre-filter) 2" H13 True HEPA	2" filter containing 50% Carbon & 50% True HEPA	2" Carbon Filter (w/pre filter)	Replacement Pre-Filter
Estimated Filter Life	3/8" Carbon: 6 Months 2" H13 True HEPA: 12 Months	12 Months	12 Months	6-12 Months
Pack Size	3/8" Carbon: 4 Pack 2" H13 True HEPA: 2 Pack	2 Pack (ships with pre-filters)	2 Pack	4 Pack
Item Numbers	3/8" Carbon: 9416502 2" H13 True HEPA: 9416602	9436902	9436802	9600501

†Fellowes AeraMax Pro AM3 & AM4 air purifiers demonstrated, through independent laboratory testing, to be effective in eliminating aerosolized concentration of SARS-CoV-2 by 99.9999% through a single air pass test of the purifier. In addition, AeraMax Pro air purifiers reached 99.99% airborne reduction of a surrogate Human Coronavirus 229E in a 20m3 test chamber within 1 hour of operation in a separate test.

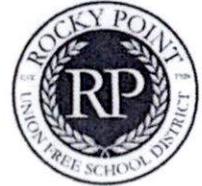
6/15/23, 1:14 PM

Mail - Van Cott, Christopher A. - Outlook

Nicole Crawford, MS, MHA
Coordinator of Community Based Programs
Suffolk County Department of Health Services
3500 Sunrise Highway
P.O. Box 9006
Great River, New York 11739-9006
Office 631-333-2984 Internal 7-2984
Email: nicole.crawford@suffolkcountyny.gov

DONATION OF APPLE IPAD FOR PBIS PROGRAM-MS

ROCKY POINT PUBLIC SCHOOLS



SURPLUS EQUIPMENT DISPOSAL

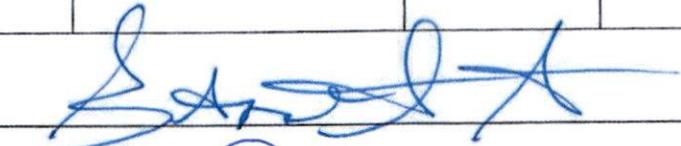
School: FJC

Department: Special-Ed

Name: Sue Artura

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
iPad	DMPQC9MKFK10	4969	1	Broken

Requestor Signature



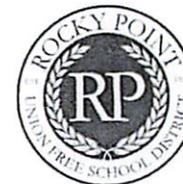
Date: 6/20/23

Assistant Superintendent Signature



Date: 6/20/23

ROCKY POINT PUBLIC SCHOOLS



SURPLUS EQUIPMENT DISPOSAL

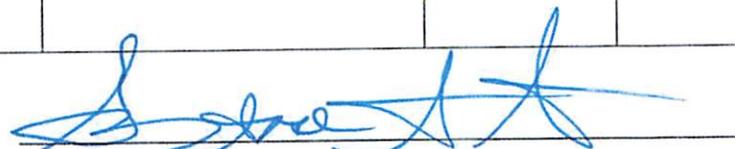
School: FJC

Department: Special-Ed

Name: Sue Artura

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
Phonak Roger Mic	1527NY2JX	-	1	Broken

Requestor Signature



Date: 6/23/23

Assistant Superintendent Signature



Date: 6/26/23

DESCRIPTION	MODEL #	SERIAL #	PROPERTY TAG	QUANTITY	REASON FOR DISPOSAL	LOCATION (Optional)
SmartBoard	SB680	E21006	3573	1	Past Useful Life	FJC 123
SmartBoard	SB560	117216	4073	1	Past Useful Life	FJC 104
SmartBoard	SB560	500374	N/A	1	Past Useful Life	FJC 110
SmartBoard	SB560	103712	2022	1	Past Useful Life	FJC 123
SmartBoard	SB560	106330	1901	1	Past Useful Life	FJC 131
SmartBoard	SB560	F022KW38R0449	5871	1	Past Useful Life	FJC 139
Charge Cart	Earthwalk	44521	N/A	1	Past Useful Life	HS NOC
LightRaise Cart	SMART	B012GJ19S0277	N/A	1	Past Useful Life	HS NOC
Laptops	Lenovo X140e	N/A	N/A	11	Past Useful Life	HS NOC

 6/26/23
Charles Van Coillie



Melinda Brooks
 CTE Business
 Rocky Point Union Free SD
 90 Rocky Point-Yaphank Rd
 Rocky Point, NY 11778
 United States

Quote Number: 228435-2
 Quote Creation Date: 05-03-2023
 Quote Expiration Date: 09-30-2023

Quote Release: 2

Myworld
 Price Quote Summary

Solution	Base Amount	Free Amount	Total
myWorld Interactive K-5	\$ 20,350.00	\$ 2,200.00	\$ 20,350.00
myWorld Interactive Social Studies K-5	\$ 3,300.00		\$ 3,300.00
myWorld Social Studies	\$ 15,580.00		\$ 15,580.00
Solution Subtotal	\$ 39,230.00	\$ 2,200.00	\$ 39,230.00
	Shipping & Handling		\$ 1,437.20
		Total	\$ 40,667.20

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
myWorld Interactive K-5						
myWorld Interactive Social Studies K-5 ©2019 - Grade 3						
9780328979257	ELEMENTARY SOCIAL STUDIES 2019 STUDENT EDITION PLUS DIGITAL COURSEWARE 3-YEAR LICENSE GRADE 3	55.00	40	160	\$2,200.00	\$8,800.00
	myWorld Interactive Social Studies K-5 ©2019 - Grade 3 Subtotal				\$ 2,200.00	\$ 8,800.00
myWorld Interactive Social Studies K-5 ©2019 - Grade 5A						
9780328979271	ELEMENTARY SOCIAL STUDIES 2019 STUDENT EDITION PLUS DIGITAL COURSEWARE 3YEAR LICENSE GRADE 5A	55.00	0	210	\$0.00	\$11,550.00
	myWorld Interactive Social Studies K-5 ©2019 - Grade 5A Subtotal				\$ 0.00	\$ 11,550.00
	myWorld Interactive K-5 Subtotal				\$ 2,200.00	\$ 20,350.00

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
myWorld Interactive Social Studies K-5 Professional Development						
myWorld Interactive Social Studies K-5 Professional Development ©2019 - Product Activation and Implementation Essentials						
0000000121166	MYWORLD SOCIAL STUDIES: PROGRAM ACTIVATION SESSION	3300.00	0	1	\$0.00	\$3,300.00
myWorld Interactive Social Studies K-5 Professional Development ©2019 - Product Activation and Implementation Essentials Subtotal						\$ 3,300.00
myWorld Interactive Social Studies K-5 Professional Development Subtotal						\$ 3,300.00
myWorld Social Studies						
myWorld Social Studies for New York ©2013 - Grade 4 - Regions						
9780134968155	SOCIAL STUDIES 2013 NEW YORK STUDENT EDITION + DIGITAL COURSEWARE 3-YEARLICENSE (REALIZE)	76.00	0	205	\$0.00	\$15,580.00
myWorld Social Studies for New York ©2013 - Grade 4 - Regions Subtotal						\$ 15,580.00
myWorld Social Studies Subtotal						\$ 15,580.00
Solution Subtotal					\$ 2,200.00	\$ 39,230.00
Shipping and Handling						\$ 1,437.20
					Total	\$ 40,667.20

Special Pricing - The below special pricing has been applied to your proposal:

Shipping and Handling : * 4 % NY S&H (not NYC DOE) 29118

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form or by mail. Please submit your PO and price via one of the following methods:

e-Form: <http://support.savvas.com/support/s/contactsupport>

Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format. The breakdown of the fees set forth in this quotation is considered Savvas proprietary information and not subject to disclosure by the customer.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will show up on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Return Policy: If you are not entirely satisfied with any of our products, then you may, within six months from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All returned materials must be shipped back to Savvas within 30 days of receiving the Return Materials Authorization. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the order date of the original order for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to the original order date. Changes should be made using the e-form: <https://worktext-subscriptions.savvas.com/>.

Annual subscriptions for iLit and Successmaker: Products automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by completing the customer service request form which you can access here: <https://support.savvas.com/support/s/customer-service-support-form>.

Technical support services are included with purchase of Savvas digital products eform: <https://support.savvas.com/support/s/k12-curriculum-support-form> phone: 1-800-848-9500

Professional Services: All paid services must be scheduled and delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. MySavvasTraining, which provides online access to on-demand tutorials and interactive webinar sessions, is included with purchase of products (mySavvasTraining.com).

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT

School Buildings

The use of buildings, grounds, and facilities of the Rocky Point Union Free School District as community centers, for legitimate and appropriate activities by the people of the community, is encouraged by the Board of Education. An organization whose membership is comprised of a majority of District residents may apply to use District facilities. Such use shall be subject to appropriate sections of New York State Education Law, decisions by the New York State Commissioner of Education, and the policies of the Board of Education. Priority for the use of these facilities shall always be given to the various aspects of the educational program for which they were primarily provided, including activities relating to the regular school program, intramural and other extracurricular activities, adult education, summer school, and in-service education programs.

Permitted Uses

District facilities may be used for the purposes listed below, subject to the conditions and restrictions set forth in this policy.

- a) Instruction in any branch of education, learning or the arts.
- b) Public library purposes, subject to provisions of the Education Law, or as stations of public libraries.
- c) Social, civic and recreational meetings and entertainments, or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- d) Meetings, entertainment and occasions where admission fees are charged, when the proceeds are to be spent for an educational or charitable purpose.
- e) Polling places for holding primaries and elections, for the registration of voters and for holding political meetings.
- f) Civic forums and community centers.
- g) Recreation, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- h) Child-care programs when school is not in session, or when school is in session for the children of students attending schools of the District and, if there is additional space available, for children of employees of the District.
- i) Graduation exercises held by not-for-profit elementary and secondary schools, provided that no religious service is performed.

(Continued)

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

Prohibited Uses

Any use not permitted by this policy is prohibited. In addition, the following uses are specifically prohibited:

- a) Meetings sponsored by political organizations.
- b) Meetings, entertainments and occasions that are under the exclusive control of and the proceeds are to be applied for the benefit of a society, association or organization or a religious sect or denomination, or of a fraternal, secret or exclusive society or organization, other than veterans' organizations or volunteer fire fighters or volunteer ambulance workers.
- c) For any purpose that will in any way interfere with the use of school buildings, grounds, or other school property by the school.
- d) For any use that is contrary to the provisions of Section 414 of the Education Law.

Conditions of Use for District Facilities

- a) Use of District facilities may be permitted unless such facilities are in use for school purposes, or during educational programs. The District reserves exclusive and non-reviewable judgment to determine if a requested use would interfere with or disturb the District's educational programs.
- b) To ensure that District facilities are preserved for the benefit of the greater District community, only community-based groups and organizations (that is, groups which are located within the geographic area covered by the District) may be granted access to District facilities.
- c) Use of District facilities by the Boy Scouts or other patriotic youth groups listed as a patriotic society in Title 36 of the U.S. Code will be permitted to the same extent as other outside groups.
- d) The District shall not deny access to or otherwise discriminate against youth groups based solely on the group's membership or leadership criteria or oath of allegiance to God and country.
- e) United States Military Recruiters will be provided the same access to high school students on school grounds that is generally provided to colleges and universities or prospective employers.
- f) Use of District facilities will be permitted only where the applicant agrees to pay the District a user fee according to a schedule adopted by the District to cover the various costs of the facilities, and any other expenses associated with the requested use. Use is further conditioned upon the applicant's agreement to pay additional fees associated with the use of any additional services or equipment. The District retains the right to condition use upon an applicant depositing with the District a sum equaling the estimated costs and fees associated with the proposed use at the time of application acceptance. The District retains the further right to waive user fees for groups that are associated with or sponsored by the District when deemed appropriate by the Superintendent of Schools or designee.

(Continued)

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

- g) Where, in the judgment of the District, the requested use of District facilities requires special equipment or supervision, the District reserves the right to deny such use, or in the alternative, to condition such use upon the applicant's payment of additional fees.
- h) Use of District facilities will only be permitted where the organization provides the District timely evidence of adequate insurance coverage to save the District harmless from all liability, property damage, personal injuries and/or medical expenses. The District will exercise complete and unreviewable discretion regarding what constitutes adequate insurance coverage for each proposed use.
- i) The Board reserves the discretion to deny use of District facilities described above or to terminate use of District facilities:
 - 1. By an applicant who has previously misused or abused District facilities or property or who has violated this policy;
 - 2. For use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York State Constitution;
 - 3. For any use which, in the estimation of the Board, could reasonably be expected to or actually does give rise to a riot or public disturbance;
 - 4. For any use which the Board deems inconsistent with this policy;
 - 5. If the application is made for personal use. An individual not representing a participating organization or group may be denied the use of facilities;
 - 6. For any use by a private for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
 - 7. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
 - 8. For any use prohibited by law.

Application Process

- a) All requests for the use of facilities by any outside organization wishing to use the buildings or facilities are to be initiated through the buildings and grounds department, which will ascertain the availability of the buildings or facilities concerned. Additionally, the buildings and grounds department will forward a copy of all requests to the Building Principal.
- b) Applications will be accepted not later than forty-five (45) days prior to the requested date for use of the buildings or facilities.

(Continued)

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

- c) Only completed applications will be accepted. A complete application includes a fully executed "Application For Use of School Facilities", ~~and~~ acceptable proof of insurance with signed "Insurance Requirements and Hold Harmless" form, signed "Guidelines for the Use of Facilities" document, and a completed "Third-Party Use of Facilities" agreement (as necessary) . All applicable fees must be received from the applicant prior to the final acceptance of the application.
- d) Building use may not commence until approval is given by the Superintendent of Schools or his/her designee.
- e) The applicant must clearly and completely describe the intended use of the District facility in the application.
- f) All applicants must review this policy prior to submitting the application. All applications must be signed by an authorized agent of the group or organization requesting use. The applicant's signature on the application shall attest to the group or organization's intent to comply with all Board policies and regulations and to use District facilities strictly in accordance with the use described in the application.
- g) All applicants must agree to assume responsibility for all damages resulting from its use of District facilities.
- h) The Superintendent is authorized to alter or cancel any use of District buildings or facilities if it becomes necessary to use the facility for school purposes or for other justifiable reason.
- i) With regard to scheduling activities, the District retains the right to give preference to groups and organizations which are associated with or sponsored by the District.

Materials And Equipment

The Board of Education permits the use of District-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the District when such material and equipment is needed for District-related purposes.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Business Finance and Operations, shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- a) The individuals who may properly authorize the use of such material and/or equipment;
- b) The lack of authority of the borrower to use such material or equipment for private, non-business purposes;
- c) The responsibilities of the borrower for proper use, care and maintenance;

(Continued)

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

- d) That, regardless if condition or other factors, all loaned equipment must be returned to the District. No item may be sold to or purchased by the borrower unless such equipment has been returned to the District for evaluation, and if necessary, disposal in accordance with District policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

The Business Office shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.

Schedule of Charges

Charges for use of buildings and athletic fields shall be assessed according to the criteria outlined below and will be established by the Board of Education. In consultation with the Assistant Superintendent for Business, the Director of Facilities will identify the appropriate level of Buildings & Grounds staffing and the Director of Child Nutrition will determine staffing levels for food service personnel for requested building use.

Level I Users

School-affiliated or not-for-profit community-based organizations that provide direct services to students such as PTA, scouting, youth-centered athletic programs, organizations involved in a partnership program with a school or District club or organization, or community-based organizations which do not meet the criteria set forth above but, nonetheless, provide evidence that the group utilizing district facilities during the times/dates requested is comprised of no less than 75% residents of the district and, furthermore, attest that there is no profit motive in their activities.

- a) For an event that requires one (1) staff member:

- 1. Days/times when the facility is otherwise appropriately staffed

No charge. (However, charges for staff beyond that which is otherwise scheduled will be applicable at a rate of twenty-five dollars (\$25) per hour. Moreover, additional services and/or requested furniture or equipment, beyond that ordinarily available at the requested location, date, and time, may be subject to charges based upon the actual cost to be incurred in providing said items.)

- 2. Days/times when the facility is **not** otherwise appropriately staffed

Twenty-five dollars (\$25) per hour. (However, charges for staff beyond one (1) custodian and for additional services, and/or requested furniture or equipment, beyond that ordinarily available at the requested location, date, and time, may apply. Such charges to be based upon the actual cost to be incurred in providing said staffing, services, furniture, and/or equipment.)

(Continued)

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

- b) Rate for each food service worker required for events that utilize the kitchens (a minimum of three (3) hours will be required) will be determined by the Child Nutrition department.

Level II Users

Not-for-profit community-based organizations such as local fire departments, hospitals, service clubs, and government agencies.

- a) For an event that requires one (1) staff member:

- 1. Days/times when the facility is otherwise appropriately staffed

No charge. (However, charges for staff beyond that which is otherwise scheduled will be applicable at a rate of twenty-five dollars (\$25) per hour. Moreover, additional services and/or requested furniture or equipment, beyond that ordinarily available at the requested location, date, and time, may be subject to charges based upon the actual cost to be incurred in providing said items.)

- 2. Days/times when the facility is **not** otherwise appropriately staffed

Forty dollars (\$40) per hour. (However, charges for staff beyond one (1) custodian and for additional services, and/or requested furniture or equipment, beyond that ordinarily available at the requested location, date, and time, may apply. Such charges to be based upon the actual cost to be incurred in providing said staffing, services, furniture, and/or equipment.)

- b) Rate for each food service worker required for events that utilize the kitchens (a minimum of three (3) hours will be required) will be determined by the Child Nutrition department.

Level III Users

For-profit organizations.

- a) For an event that requires one (1) staff member:

- 1. Days/times when the facility is otherwise appropriately staffed

Forty dollars (\$40) per hour. (However, charges for staff beyond one (1) custodian and for additional services, and/or requested furniture or equipment may apply. Such charges to be determined at the sole discretion of the District.)

(Continued)

Community Relations

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

2. Days/times when the facility is **not** otherwise appropriately staffed

One hundred dollars (\$100) per hour. (However, charges for staff beyond one (1) custodian and for additional services, and/or requested furniture or equipment may apply. Such charges to be determined at the sole discretion of the District.)

- b) Rate for each food service worker required for events that utilize the kitchens (a minimum of three (3) hours will be required) will be determined by the Child Nutrition department.

Liability

Because it is in the public interest for the Board of Education to protect the School District against substantial financial loss, liability insurance will be required for all individuals or groups, other than District sponsored clubs and organizations, who use school facilities or School District sites. Applicable individuals and organizations shall attach a certificate of insurance, naming the Rocky Point Union Free School District as additional insured, to the application requesting the use of a School District-owned facility or an outdoor site. As a minimum standard, the certificate of insurance shall meet the following coverage requirements:

General Liability Insurance:	\$1,000,000 per occurrence / \$2,000,000 aggregate
Damage to Property:	\$1,000,000
Medical Payments to Others:	\$50,000

Exemptions from this policy are authorized, at the discretion of the Superintendent of Schools, for School District-sponsored events or for events sponsored by school-related organizations such as student groups and parent-teacher organizations. A further modification of this policy is authorized to be made by the Superintendent of Schools for certain community organizations such as civic associations or incorporated groups. In these instances, the Superintendent of Schools may waive the liability insurance. No exemption, however, will be granted to any organization which intends to use school facilities for recreational, athletic, physical fitness, or similar activities.

Organizations whose meetings are of a nature which require the participants to be sedentary are those to be considered for a waiver of liability insurance. Should such an organization wish to depart from its usual business meeting activity to sponsor a recreational, athletic, or physical fitness activity, the minimum insurance will be required and written evidence of same must be filed, in advance, pursuant to the established building use application procedure.

20 United States Code (USC) Section 7905
36 United States Code (USC) Subtitle II
34 Code of Federal Regulations (CFR) Parts 75, 76 and 108
Education Law Section 414

(Continued)

SUBJECT: USE OF SCHOOL FACILITIES, MATERIALS AND EQUIPMENT (Cont'd.)

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property
#5640 -- Smoking/Tobacco Use
#7310 -- School Conduct and Discipline
#7320 -- Alcohol, Tobacco, Drugs and Other Substances (Students)
#7410 -- Extracurricular Activities
District Code of Conduct on School Property

KEEP THIS FORM ON FILE. DO NOT RETURN TO SED

CERTIFICATION OF ACCEPTANCE FOR DISTRICTS AND NONPUBLIC SCHOOLS

Please complete the following information during the annual renewal process on the Child Nutrition Management System and **retain on file** for examination by members of this Department or USDA during a review of your Child Nutrition Program. **Do not send the Certification of Acceptance to NYSED.**

SCHOOL FOOD AUTHORITY NAME: Rocky Point UFSD

12-Digit LEA Code: 580209020000

The governing body of this School Food Authority accepts this Free and Reduced Price Meal or Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all required attachments and as indicated below:

Titles of Designated Officials

- A. REVIEWING OFFICIAL
Shakia Hall, 82 Rock Point-Yaphank Rd. Rocky Point, NY 11778; (631)849-7550

- B. HEARING OFFICIAL
Christopher Van Cott, 90 Rocky Point-Yaphank Rd. Rocky Point, NY 11778; (631)849-7564

- C. VERIFICATION OFFICIAL
Shakia Hall, 82 Rock Point-Yaphank Rd. Rocky Point, NY 11778; (631)849-7550

An officer of the Board of Education or chairman of the community school board, pastor or executive director of the corporation operating a private or parochial school, or the headmaster or principal of a nonpublic school must sign this form.

ORIGINAL SIGNATURE OF SCHOOL OFFICIAL

TITLE

DATE

2023-2024

- The Reviewing and Verification Official may be the same person. The Hearing Official cannot be the Reviewing or Verification Official.

The University of the State of New York
 THE STATE EDUCATION DEPARTMENT
 Child Nutrition Program Administration
 89 Washington Avenue, Room 375 EBA
 Albany, New York 12234

2023-24 Annual Renewal

LEA Code	580209020000	FEIN#	116001713
DUNS Number	VAGJRKGCFXZ1 expires on 02/		
SFA	Rocky Point UFSD		
Street Address	90 Rocky Pt-Yaphank Rd		
City,State,Zip	Rocky Point NY 11778-8423		
Team	Team 1		
Sedref CEO	Scott O'Brien		
Email	scottobrien@rockypoint.k12.ny.us		
Food Service Director	Ms.Shakia Hall		
Phone #/Extension	631-849-7550		
Fax #			
Email	shakiahall@rockypoint.k12.ny.us		
Fiscal Contact	Mrs.Virginia Holloway		
Phone #/Extension	631-849-7043		
Fax #	631-849-7557		
Email	vholloway@rockypoint.k12.ny.us		
School Business Official	Mr.Chris VanCott		
Phone #/Extension	631-849-7564		
Fax #	631-849-7557		
Email	chrsvancott@rockypoint.k12.ny.us		
Reviewing Official	Shakia Hall - Child Nutrition Director		
Verification Official	Shakia Hall - Child Nutrition Director		
Program Participation:	Lunch CFDA# 10.555	Breakfast CFDA# 10.553	

Whole Grain Rich Exemption: N

CERTIFICATION: I hereby certify that this School Food Authority and participating schools under its jurisdiction shall comply with all applicable Federal and State laws and regulations, including 7 CFR parts 210, 215, 220 and 245, FNS Instruction 113-1, and policies prescribed by the US Department of Agriculture and the NYS Education Department including all related school changes, updates and/or site closures. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

Print Name _____ Title _____
 Original Signature _____ Date _____

NEW YORK STATE EDUCATION DEPARTMENT USE ONLY

Approved _____ Date _____

Hall, Shakia

From: CN <cn@nysed.gov>
Sent: Friday, June 2, 2023 11:58 AM
To: "SHALL2" shakiahall@rockypoint.k12.ny.us
Subject: National School Lunch Program Approval for 2023-24

CAUTION: This email originated from outside of our organization. Do not click links, open attachments or reply, unless you recognize the sender's email address and know the content is safe.

~Rocky Point UFSD Technology Department~

Rocky Point UFSD - 580209020000 has been approved to operate the following programs for the 2023-24 school year. The Assistance Listing Number (ALN) is listed next to each program.
National School Lunch Program - (ALN/CFDA) 10.555 School Breakfast Program - (ALN/CFDA) 10.553

Confidentiality Notice

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**NEW YORK STATE EDUCATION DEPARTMENT CHILD NUTRITION PROGRAM
SINGLE PERMANENT AGREEMENT**

Rocky Point UFSD
Contracting Entity's Legal Name

580209020000
Basic Education Data System (BEDS)

11-6001713
Federal Employer Identification Number (FEIN)

**National School Lunch Program, Afterschool Snack Program, School Breakfast Program,
Special Milk Program, Summer Food Service Program**

The New York State Education Department (hereinafter referred to as "NYSED" or "State Agency"), and RRUFSD, (hereinafter referred to as "Contractor"), do hereby make and enter into this Single Permanent Agreement (Agreement), as required by the Richard B. Russell National School Lunch Act (42 USC §1751 et seq.) and the Child Nutrition Act (42 USC § 1771 et seq.), as amended (hereinafter referred to as the "Acts"), United States Department of Agriculture's (USDA) Instruction 113-1, 7 CFR Part 245, and the following program regulations: the National School Lunch Program (NSLP), 7 Code of Federal Regulations (CFR) Part 210; the School Breakfast Program (SBP), 7 CFR Part 220; the Summer Food Service Program (SFSP), 7 CFR Part 225, the Special Milk Program (SMP), 7 CFR Part 215.

A. DEFINITIONS

1. Child Nutrition Programs (CNP or Program(s)): shall mean all services provided under the authority of the National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), Afterschool Care Program (Snack), Summer Food Service Program (SFSP).
2. Contractor: shall mean (1) a school food authority (SFA), which means the governing body which is responsible for the administration of one or more schools and has the legal authority to operate the Programs therein or be otherwise approved by the United States Department of Agriculture's (USDA) Food and Nutrition Service (FNS); or (2) Local Education Agency (LEA) means a public board of education or other public or private nonprofit authority legally constituted within a State for either administrative control or direction of, or to perform a service function for, public or private nonprofit elementary schools or secondary schools in a city, county, township, school district, or other political subdivision of a State, or for a combination of school districts or counties that is recognized in a State as an administrative agency for its public or private nonprofit elementary schools or secondary schools. The term also includes any other public or private nonprofit institution or agency having administrative control and direction of a public or private nonprofit elementary school or secondary school, including residential child

care institutions, Bureau of Indian Affairs schools, and educational service agencies and consortia of those agencies, as well as the State educational agency in a State or territory in which the State educational agency is the sole educational agency for all public or private nonprofit schools; or (3) a sponsor of the Summer Food Service Program (SFSP), which means a public or private nonprofit school food authority, a public or private nonprofit residential summer camp, a unit of local, municipal, county or State government, or a private nonprofit organization which develops a special summer or other vacation Program providing food service similar to that made available to children during the school year under the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and which is approved to participate in the Program.

3. All other terms in this Agreement have the same meaning as they are defined in CNP laws, regulations and guidance.

B. CONTRACT PROGRAM ADMINISTRATION AND FINANCIAL MANAGEMENT

1. Contractor certifies that all information contained in their CNP application and supporting documentation is accurate and correct and up to date. Contractor agrees to notify NYSED a manner prescribed by NYSED of any changes to contractor's Program participation in accordance with NYSED's policies and procedures. Contractor will comply with all laws and regulations and any and all amendments to all laws and regulations applicable to its designated Program, including but not limited to, 7 CFR Parts 245 and 250, as amended, the Uniform Federal Assistance Regulation (7 CFR Part 3015, as amended), Uniform Administrative Requirements For Grants and Cooperative Agreements To State And Local Governments (7 CFR Part 3016, as amended), as applicable, Uniform Administrative Requirements For Grants and Agreements With Institutions Of Higher Education, Hospitals, and Other Non-Profit Organizations (7 CFR Part 3019, as amended), as applicable, Audits of State, Local Governments, and Non-Profit Organizations (7 CFR Part 3052, as amended), the Office of Management and Budget (OMB) Super-Circular (A-87, A-122, A-133 consolidated in Title 2 CFR), all USDA instructions, policy memoranda, guidance and other written directives interpreting the laws and regulations applicable to the Program(s), state rules, regulations, policies and procedures as issued and amended by NYSED and all other federal, state or local laws applicable to CNPs administered by NYSED and fully incorporated herein by reference.
2. Contractor further agrees to perform as described in this Agreement, application documents, policy statements and supporting documents, and approved amendments to the application or this Agreement for participation in Child Nutrition Programs.

C. PARTICIPATION IN THE NATIONAL SCHOOL LUNCH PROGRAM (CFDA#10.555)¹

1. NYSED agrees, subject to the availability of funds and the continuance of the Federal Program under the Acts, as amended, that it will reimburse the Contractor on behalf of lunches served to eligible children attending recognized and approved schools for which this Agreement is in effect. The reimbursement will not exceed an amount equal to the number of reimbursable first

¹ Catalog of Federal Domestic Assistance (CFDA) can be accessed at www.cfda.gov.

meals served to eligible children, multiplied by the rate assigned by the USDA and NYSED, if applicable.

2. The Contractor agrees that it is the recognized authority having supervision and control over the operation of the NSLP in the schools for which it makes application, and the Contractor shall supervise all program operations in such schools, in such a manner as will ensure compliance therein, with the terms and conditions of this Agreement.
3. The Contractor who made written application and was approved to participate in the NSLP shall:
 - a. Make written application to NYSED or USDA where applicable, for any school in which it desires to operate, if such school did not participate in the prior school year. The Contractor shall also submit for approval, either with the application or at the request of the NYSED or USDA where applicable, a free and reduced price policy statement in accordance with 7 CFR Part 245;
 - b. Obtain a minimum of two food safety inspections per school year conducted by a State or local governmental agency responsible for food safety inspections annually and provide NYSED with notification of such food safety inspections in a manner and format prescribed by NYSED. Schools participating in more than one child nutrition program shall only be required to obtain a minimum of two food safety inspections per school year if the food preparation and service for all meal Programs take place at the same facility. Schools shall post in a publicly visible location a report of the most recent inspection conducted, and provide a copy of the inspection report to a member of the public upon request;
 - c. Implement a food safety program meeting the requirements of 7 CFR §§210.13(c) and 7 CFR 210.15(b)(5) of this chapter at each facility or part of a facility where food is stored, prepared, or served;
 - d. Maintain a nonprofit school food service and observe the requirements for and limitations on the use of nonprofit school food service revenues set forth in 7 CFR §210.14 and the limitations on any competitive school food service as set forth in 7 CFR §210.11;
 - e. Limit its net cash resources to an amount that does not exceed 3 months average expenditures for its nonprofit school food service or such other amount as may be approved in accordance with 7 CFR §210.19(a);
 - f. Maintain a financial management system in accordance with CNP laws, regulation and policy prescribed by NYSED and USDA;
 - g. Comply with the requirements of USDA's regulations regarding financial management (7 CFR Part 3015 and 7 CFR Part 3016, or 7 CFR Part 3019, 7 CFR Part 3052 and the Office of Management and Budget (OMB) Super-Circular A-87, A-122, A-133 consolidated in Title 2 CFR);
 - h. Serve lunches, during the lunch period, which meet the minimum meal pattern requirements prescribed in 7 CFR §210.10;

- i. Price the lunch as a unit;
 - j. Serve lunches free or at a reduced price to all eligible children;
 - k. Claim reimbursement at the assigned rates only for reimbursable free, reduced price and paid lunches served to eligible children in accordance with 7 CFR Part 210. Agree that the Contractor or its authorized official or representative signing and submitting the claim shall be responsible for reviewing and analyzing meal counts to ensure accuracy as specified in 7 CFR §210.8 governing claims for reimbursement. Acknowledge that failure to submit accurate claims will result in the recovery of an over-claim and may result in the withholding of payments, suspension or termination of the Program as specified in 7 CFR §210.25. Acknowledge that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity, the penalties specified in 7 CFR §210.26 shall apply;
 - l. Count the number of free, reduced price and paid reimbursable meals served to eligible children at the point of service, or through another counting system if approved by NYSED;
 - m. Submit Claims for Reimbursement in accordance with 7 CFR §210.8;
 - n. Make no discrimination against any child because of his or her eligibility for free or reduced price meals in accordance with the approved Free and Reduced Price Policy Statement;
 - o. Enter into an agreement to receive donated foods as required by 7 CFR Part 250;
 - p. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations, and comply with the food safety requirements of 7 CFR §210.13;
 - q. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by USDA; and
 - r. Maintain necessary facilities for storing, preparing and serving food.
4. The Contractor agrees that the NSLP shall be operated on a non-profit basis and shall limit its operating balance to a level consistent with program needs. Income accruing to the NSLP of any school shall be used only for program purposes providing, however, that such income shall not be used to purchase land, to acquire or construct buildings, or to make alterations of existing buildings.
 5. The Contractor agrees to serve a reimbursable lunch, meeting the minimum nutritional requirements as specified for each age group by USDA and claim only one meal per eligible child per day. Such reimbursable lunches shall be subject to reimbursement only if served to an eligible child during a period specifically designated as the lunch period. Substitutions may be made in the minimum food components of a reimbursable lunch if individual participating children are unable, because of medical or other special dietary needs, to consume such foods. Such substitutions shall be made only when supported by a statement from a recognized medical authority, which includes recommended alternate foods. If emergency conditions prevent a

school from obtaining a delivery of milk, NYSED may approve the service of lunches without milk during the emergency period.

D. PARTICIPATION IN THE AFTERSCHOOL CARE (SNACK) PROGRAM (CFDA#10.555)

1. NYSED agrees, subject to the availability of funds and the continuance of the Federal Program under the Acts, as amended, that it will reimburse the Contractor on behalf of afterschool snacks served to eligible children attending recognized and approved schools for which this Agreement is in effect. The reimbursement will not exceed an amount equal to the number of reimbursable snacks served to eligible children, multiplied by the rate assigned by the USDA and if applicable, NYSED.
2. The Contractor agrees that it is the authority having supervision and control over the operation of the Snack Program in the schools for which it makes application, and the Contractor shall supervise all program operations in such schools, in such a manner as will ensure compliance therein, with the terms and conditions of this Agreement
3. The Contractor who made written application and was approved to participate in the Snack Program shall:
 - a) Serve meal supplements which meet the minimum requirements prescribed in 7 CFR §210.10;
 - b) Price the meal supplement as a unit;
 - c) Serve meal supplements free or at a reduced price to all children who are determined by the school food authority to be eligible for free or reduced price school meals under 7 CFR part 245;
 - d) Claim reimbursement at the assigned rates only for meal supplements served in accordance with this Agreement;
 - e) Claim reimbursement for no more than one meal supplement per child per day;
 - f) Review each afterschool care Program two times a year; the first review shall be made during the first four weeks that the school is in operation each school year, except that an afterschool care Program operating year round shall be reviewed during the first four weeks of its initial year of operation, once more during its first year of operation, and twice each school year thereafter;
 - g) Limit participation to after school care Programs which include education or enrichment activities in organized, supervised and structured settings;
 - h) Administer the Program by the district or school, although another organization such as a PTA can operate it;

- i) Limit participation only for space or security considerations. Programs which include supervised athletic activity (not interscholastic sports) along with education or enrichment activities may participate as long as the athletic activities are open to all;
- j) Meet the eligibility criteria for: 1) free reimbursement for sites located in areas served by a school in which 50 percent of the enrolled children are eligible for free or reduced price meals, or; 2) claim snacks by category based on the child's eligibility;
- k) Claim snacks which are served in programs which operate after the children's school day has ended unless the school has received approval for an extended day operation or other conditions prescribed by NYSED or USDA;
- l) Claim snacks only for children through age 18. However, if a child turns 19 during the school year, he/she may be claimed for the remainder of the year;
- m) Serve reimbursable snacks to individuals in after school care Programs who are determined to be mentally or physically disabled, regardless of age;
- n) Serve snacks which meet the federal, State and local meal pattern requirements and consists of two different components in proper portion sizes, serve and claim only one snack meal per child per day; and
- o) Maintain a financial management system in accordance with CNP laws, regulation and policy prescribed by NYSED and USDA.

E. PARTICIPATION IN THE SCHOOL BREAKFAST PROGRAM (CFDA# 10.553)

- 1. NYSED agrees, subject to the availability of funds and the continuance of the Federal Program under the Acts, as amended, that it will reimburse the Contractor on behalf of breakfasts served to eligible children attending recognized and approved schools for which this agreement is in effect. The reimbursement will not exceed an amount equal to the number of reimbursable first meals served to eligible children, multiplied by the rate assigned by the USDA and NYSED if applicable.
- 2. The Contractor agrees that it is the authority having supervision and control over the operation of the SBP in the schools for which it makes application, and the Contractor shall supervise all program operations in such schools, in such a manner as will ensure compliance therein, with the terms and conditions of this Agreement and applicable federal and State regulations and policy.
- 3. The Contractor who made written application and was approved to participate in the SBP shall :
 - a. Make written application to NYSED or USDA where applicable, for any school in which it desires to operate the SBP, if such school did not participate in the SBP in the prior school year. The Contractor shall also submit for approval, either with the application or at the request of the

NYSED or USDA where applicable, a free and reduced price policy statement in accordance with 7 CFR Part 245.

- b. Obtain a minimum of two food safety inspections per school year conducted by a State or local governmental agency responsible for food safety inspections annually and provide NYSED with notification of such food safety inspections in a manner and format proscribed by NYSED. Schools participating in more than one child nutrition Program shall only be required to obtain a minimum of two food safety inspections per school year if the food preparation and service for all meal Programs take place at the same facility. Schools shall post in a publicly visible location a report of the most recent inspection conducted, and provide a copy of the inspection report to a member of the public upon request;
- c. Implement a food safety program meeting the requirements of 7 CFR §§210.13(c) and 7 CFR 210.15(b)(5) of this chapter at each facility or part of a facility where food is stored, prepared, or served;
- d. Maintain a nonprofit school food service in accordance with the financial management system established under 7 CFR §220.13(i) of this part, use all revenues received by such food service only for the operation or improvement of that food service *Except that*, facilities, equipment, and personnel supported with funds provided to a school food authority under this part may be used to support a nonprofit nutrition program for the elderly, including a program funded under the Older Americans Act of 1965 (42 U.S.C. 3001 *et seq.*). Revenues received by the nonprofit school food service shall not be used to purchase land or buildings or to construct buildings;
- e. Limit its net cash resources to an amount that does not exceed three months average expenditure for its nonprofit school food service or such other amount as may be approved by the State agency;
- f. Observe the limitations on any competitive food service as set forth in 7 CFR §220.12;
- g. Serve breakfasts which meet the minimum meal pattern requirements prescribed in 7 CFR §220.8, during a period designated as the breakfast period by the school;
- h. Price the breakfast as a unit;
- i. Supply breakfast without cost or at reduced price to all children who are determined by the Contractor to be unable to pay the full price thereof in accordance with the free and reduced price policy statements approved under 7 CFR Part 245;
- j. Make no discrimination against any child because of his inability to pay the full price of the breakfasts;
- k. Claim reimbursement at the assigned rates only for breakfasts served in accordance with the agreement;

- l. Submit Claims for Reimbursement in accordance with 7 CFR §220.11 and procedures established by NYSED and USDA where applicable;
- m. Maintain, in the storage, preparation and service of food, proper sanitation and health standards in conformance with all applicable State and local laws and regulations, and comply with all federal, state and local food safety requirements;
- n. Purchase, in as large quantities as may be efficiently utilized in its nonprofit school food service, foods designated as plentiful by the NYSED or USDA, where applicable;
- o. Accept and use, in as large quantities as may be efficiently utilized in its nonprofit school food service, such foods as may be offered as a donation by USDA;
- p. Maintain safe facilities for storing, preparing, and serving food in accordance with federal, state and local laws or regulations; and
- q. Maintain a financial management system in accordance with CNP laws, regulation and policy prescribed by NYSED and USDA.

F. PARTICIPATION IN THE SPECIAL MILK PROGRAM (CFDA #10.556)

1. NYSED agrees, subject to the availability of funds and the continuance of the federal Program under the Acts, as amended, that it will reimburse the Contractor on behalf of milk served to eligible children in accordance with SMP requirements.
2. The Contractor agrees that it is the authority having supervision and control over the operation of the SMP for which it makes application, and the Contractor shall supervise all program operations in such schools, in such a manner as will ensure compliance therein, with the terms and conditions of this Agreement.
3. The Contractor who made written application and was approved to participate in the SMP shall:
 - a. Make written application to NYSED or USDA where applicable, for any school in which it desires to operate the SMP, if such school did not participate in the SMP in the prior school year. If the Contractor so wishes to provide free milk, the Contractor shall also submit for approval, either with the application or at the request of the NYSED or USDA where applicable, a free milk policy statement in accordance with 7 CFR Part 245.
 - b. Operate a nonprofit milk service. However, the Contractor may use facilities, equipment, and personnel supported with funds provided to a school food authority under this part to support a nonprofit nutrition program for the elderly, including a program funded under the Older Americans Act of 1965 (42 U.S.C. 3001 *et seq.*);
 - c. If electing to provide free milk (i) serve milk free to all eligible children, at times that milk is made available to non-needy children under the Program;

- d. Make no discrimination against any needy child because of his inability to pay for the milk;
- e. Claim reimbursement only for milk as defined in accordance with CNP laws, regulations and policy and the provisions of 7 CFR §215.8 and 7 CFR §215.10;
- f. Submit Claims for Reimbursement in accordance with 7 CFR §215.10 and procedures established by the NYSED and USDA where applicable;
- g. Maintain a financial management system in accordance with CNP laws, regulation and policy prescribed by NYSED and USDA; and
- h. Only fluid milk, fat free and/or low-fat milk purchased for service to eligible children, which meets applicable State and local standards shall be eligible for reimbursement.

G. PARTICIPATION IN THE SUMMER FOOD SERVICE PROGRAM (CFDA #10.559)

1. NYSED agrees, subject to the availability of funds and the continuance of the Federal Program under the Acts, as amended, that it will reimburse the Contractor on behalf of first meals served to eligible children participating in the Summer Food Service Program (SFSP) in accordance with program laws, regulations and policy.
2. The Contractor agrees that it meets all the eligibility requirements and has the administrative and financial capability to administer the Program. The Contractor agrees that it is the authority having supervision and control over the operation of the SFSP at the site(s) for which it makes application, and the Contractor shall supervise all program operations in such site(s), in such a manner as will ensure compliance therein, with the terms and conditions of this Agreement and all federal, state and local laws, regulations and policies.
3. The Contractor who made written application and was approved to participate in the SFSP shall:
 - a. Maintain a nonprofit food service and observe the requirements for and limitations on the use of nonprofit food service revenues set forth in federal laws, regulations and guidance;
 - b. Operate a nonprofit food service in accordance with federal and state laws, regulations and policies during the period specified, as follows: (i) From May through September for children on school vacation; (ii) At any time of the year, in the case of sponsors administering the Program under a continuous school calendar system; or (iii) During the period from October through April, if it serves an area affected by an unanticipated school closure due to a natural disaster, major building repairs, court orders relating to school safety or other issues, labor-management disputes, or, when approved by the State agency, a similar cause;
 - c. Serve meals which meet the requirements and provisions set forth in 7 CFR § 225.16 during times designated as meal service periods by the Contractor and serve the same meals to all eligible children;

- d. Serve meals without cost to all eligible children and demonstrate that only eligible children are receiving the benefit of the Program;
- e. Contractors who operate a camp will collect information on participants' eligibility to support its claim for reimbursement;
- f. Contractors who operate a camp that charge separately for meals agree:
 - (i) That the eligibility standards conform to the Secretary's family size and income standards for reduced price school meals, and that households are permitted to apply on behalf of children who are members of households receiving food stamps, Temporary Assistance to Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR) benefits using the categorical eligibility procedures described in 7 CFR 225.15 (f);
 - (ii) That the camp will establish a hearing procedure for families wishing to appeal a denial of an application for free meals. Such hearing procedures shall meet the requirements set forth in 7 CFR 225.6 (c) (5);
 - (iii) That if a family requests a hearing, the sponsor shall continue to serve a child free meals until a decision is rendered;
 - (iv) That there will be no overt identification of free meal recipients and no discrimination against any child on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by USDA.
- g. Issue a free meal policy statement in accordance with 7 CFR § 225.6(c) and demonstrate that only eligible children are receiving the benefit of the Program;
- h. Meet the training requirement for its administrative and site personnel, as required under 7 CFR § 225.15(d)(1);
- i. Claim reimbursement only for the type or types of meals specified in the application and this Agreement and served without charge to children at approved sites during the approved meal service period, except that camps shall claim reimbursement only for the type or types of meals specified in the agreement and served without charge to children who meet the Program's income standards. The agreement shall specify the approved levels of meal service for the sponsor's sites if such levels are required under 7 CFR § 225.6(d)(2). No permanent changes may be made in the serving time of any meal unless the changes are approved by NYSED;
- j. Submit claims for reimbursement in accordance with procedures established by the NYSED, and those stated in 7 CFR § 225.9;

- k. That the storage, preparation and service of food, will be maintained in proper sanitation and health standards in conformance with all applicable State and local laws and regulations;
- l. Accept and use, in quantities that may be efficiently utilized in the Program, such foods as may be offered as a donation by USDA;
- m. Have access to facilities necessary for storing, preparing, and serving food;
- n. Maintain a financial management system in accordance with CNP laws, regulations and policy as prescribed by NYSED and USDA;
- o. Maintain on file documentation of site visits and reviews in accordance with 7 CFR § 225.15(d) (2) and (3) and CNP record retention policies;
- p. Maintain children on site while meals are consumed; and
- q. Retain final financial and administrative responsibility for its program.

H. STANDARD AGREEMENT TERMS

- 1. If the Contractor operates its Child Nutrition Program under a fee, concession or contract arrangement with a food service management company or under a similar arrangement, Contractor must have its contract approved by NYSED, in accordance with NYSED and USDA standards and procedures, to be eligible for Program reimbursement and such contract must be properly procured in accordance with federal, state and local laws, regulations and guidance.
- 2. The Contractor agrees to abide by all federal, State and local procurement rules and regulations.
- 3. If any part of the money received by the Contractor, in connection with this Program, by any improper or negligent action is diminished, lost, misapplied or diverted from the Child Nutrition Program covered under this Agreement by the Contractor, USDA or NYSED may order such money to be replaced by the Contractor, may recover such amount from any funds accruing to the Contractor under any child nutrition Program, or any other moneys to be apportioned by NYSED to the Contractor. In the event that NYSED orders such money to be replaced by the Contractor, the Contractor hereby agrees to make such replacement.
- 4. The Contractor agrees that NYSED may make adjustments in rates of reimbursement in order to comply with the matching requirements of the Acts and of the agreement between the NYSED and USDA. Notice of any such adjustments to be so made, will be given in writing by NYSED to the Contractor, as far in advance of the effective date thereof, as practicable.
- 5. The Contractor hereby certifies that it meets the eligibility criteria for each program and each facility for which it makes application and is exempt from income tax under Section 501(c)(3) of the Internal Revenue Code, as amended.

6. Contractor will assume full responsibility for the accuracy of all claims for reimbursement submitted to NYSED or USDA pursuant to this Agreement.
7. Contractor agrees that all CNP funds will be utilized exclusively for reasonable, necessary and allocable CNP costs in accordance with all CNP laws, regulations, policy and guidance.
8. This agreement shall be void and of no effect unless the Contractor shall secure compensation for the benefit of and keep insured during the life of this Agreement, such employees engaged thereon as are required to be insured by the provisions of the Workmen's Compensation Law.
9. The Contractor agrees that it shall observe and comply with all the applicable provisions of the Labor Law in the performance of this Agreement.
10. The Contractor hereby agrees to the provisions of Section 139-b of the New York State Finance Law, which requires that upon the refusal of a person, when called before a grand jury to testify concerning any transaction or agreement had with the State, any political subdivision thereof, a public authority, to sign a waiver of immunity against subsequent criminal prosecution or to answer any relevant question concerning such transaction or agreement, (a) such person, and any firm, partnership or corporation of which he is a member, partner, director or officer shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any agreement with New York State or any public department, agency or official thereof, for goods, work or services, for a period of five years after such refusal, and (b) any and all contracts made with the State of New York or any public department, agency or official thereof, since the effective date of this law, by such person, and by any firm, partnership, or corporation of which he is a member, partner, director or officer maybe canceled or terminated by New York State without incurring any penalty or damages on account of such cancellation or termination, but any moneys owing by the State of New York for goods delivered or work done prior to the cancellation or termination shall be paid.
11. During the performance of this agreement, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, sex, color or national origin; and will take affirmative action to insure that they are afforded equal employment opportunities without discrimination because of race, sex, color or national origin. Such action shall be taken without reference, but not limited to: recruitment, employment job assignment, promotion, upgrading, demotion, transfer, lay-off or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on the job training;
 - b. The Contractor will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commission for Human Rights, advising such labor union or representative of the Sponsor's agreement under clauses (a) through (g) (hereinafter called "non-discrimination clauses"). If the Contractor was directed to do so by the State Agency as part of the bid or negotiation of this Agreement, the Contractor shall request such labor union or representative to furnish him with a written statement that such labor union or representative will not discriminate because of race, sex, color or national origin and that such labor union or representative either

will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and terms and conditions of employment under this agreement shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that furnish such a statement, the Contractor shall promptly notify the State Commission for Human Rights of such failure or refusal;

- c. The Contractor will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's laws against discrimination as the State Commission for Human Rights shall determine;
- d. The Contractor will state, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, sex, color or national origin in accordance with New York State requirements;
- e. The Contractor will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law and will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law;
- f. This Agreement may be forthwith canceled, terminated or suspended, in whole or in part, by the State Agency upon the basis of a finding made by the State Commission for Human Rights that the Contractor has not complied with these non-discrimination clauses, and the Contractor may be declared ineligible for future agreements made by or on behalf of the state or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such findings shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and an opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law; and
- g. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions will be binding upon each subcontractor or vendor as to operations to be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the State Agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the State Agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

12. In accordance with FNS Instructions 113-1, Contractors participating in the NSLP, SBP, and SMP assures NYSED and USDA that the program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part SO.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement. By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.
13. In accordance with FNS Instructions 113-1, Contractors participating in the SFSP assures NYSED and USDA that the Program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by the regulations of the Department of Agriculture (7 CFR Part 15), DOJ (28) CFR Parts 42 and 50) and FNS directives or regulations issued pursuant to that Act and the regulations, to the effect that, no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the Program applicant received Federal financial assistance from USDA; and hereby gives assurance that it will immediately take any measures necessary to fulfill this agreement. This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance. By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books,

and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

14. The Contractor assures NYSED that it does not discriminate or deny access to the Program benefits on the basis of age, color, creed, disability, handicapping condition, marital status, veteran status, national origin, race or sex. This policy is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. §794).
15. This Agreement shall be deemed executor only to the extent of moneys available to NYSED for the performance of the terms hereof and no liability shall be incurred by NYSED and/or the People of the State of New York beyond the money available for such purpose.
16. Contractor shall adhere to all federal, state and local laws, regulations and guidance regarding the procurement of goods and services for Child Nutrition Program purposes.
17. Contractor agrees to comply with the requirements of the Immigration Reform and Control Act of 1986 regarding employment verification and retention of verification forms for any individuals hired after November 6, 1986, who will perform any labor or services under this Agreement.
18. Contractor shall comply with Section 102(c) which amended section 9 of the NSLA (42 U.S.C. 1758) by adding subsection (h) to require schools participating in the NSLP or the SBP to obtain food safety inspections conducted by a State or local governmental agency responsible for such inspections at least twice a year if a State or local governmental agency does not otherwise require inspections.
19. Where applicable, plain potable water must be available to students free of charge in the place where Child Nutrition Program meals are served in accordance with CNP laws, regulations, policy and guidance.

20. Contractor must ensure that the overall revenue from non-program foods is proportional to the cost of obtaining these foods. If non-program foods are purchased with the non-profit school food service account, all revenue must accrue back to the account.
21. Contractors are required to promote the availability of all Child Nutrition Program.
22. Whoever embezzles, willfully misapplies, steals, or obtains by fraud any funds, assets, or property provided under this part whether received directly or indirectly from the Department, shall if such funds, assets, or property are of a value of \$100 or more, be fined no more than \$25,000 or imprisoned not more than 5 years or both; or if such funds, assets, or property are of a value of less than \$100, be fined not more than \$1,000 or imprisoned not more than 1 year or both. Whoever receives, conceals, or retains for personal use or gain, funds, assets, or property provided under this part, whether received directly or indirectly from the Department, knowing such funds, assets, or property have been embezzled, willfully misapplied, stolen, or obtained by fraud, shall be subject to the same penalties.
23. Contractor agrees to cooperate fully in studies and evaluations conducted by or on behalf of NYSED, USDA or their authorized representatives or outside Contractors related to Programs authorized under the Acts.
24. Contractor agrees to cooperate fully with all reporting requirements as prescribed by NYSED and USDA in a manner and format prescribed by NYSED or USDA.
25. Contractor agrees that any sign-on and password information provided to Contractor for use of NYSED'S Child Nutrition Management System (CNMS) will be used solely by the Contractor or the Contractor's duly authorized representative only and Contractor will perform edit checks and maintain confidentiality safeguards in accordance with CNP laws, regulations, policy and guidance.
26. The Contractor agrees that it will submit to NYSED monthly, in a manner proscribed by NYSED, a report of program operations and claim for reimbursement for the previous calendar month. Reimbursement shall be claimed for only those meals meeting the reimbursement requirements as specified in this Agreement and program law, regulations and policy. The report shall include the following information for each school participating in each CNP, including a summarization of the information for all schools and each CNP (e.g. - lunch, breakfast, snack, etc.):
 - (a) enrollment
 - (b) the number of eligible free, reduced price and paid students
 - (c) the number of days reimbursable meals were served
 - (d) the number of meals sold to children at the full price
 - (e) the number of meals sold to eligible children at the approved reduced price
 - (f) the number of meals served to free eligible children
 - (g) such other information as NYSED shall prescribe.
27. The Contractor agrees that it will submit to NYSED as required, in a manner and format prescribed by NYSED, the following program financial data, summarized for all schools and

summarized for all CNPs:

- (a) cost of all food used, including milk
- (b) cost of personal services, including the fringe benefits (accrued or paid)
- (c) all other program costs
- (d) indirect program costs (accrued or actual)
- (e) income from sales of reimbursable lunches to children (full and reduced price)
- (f) income from sales of breakfasts to children (full and reduced price)
- (g) income from reimbursable lunches
- (h) income from all other cafeteria sales and functions
- (i) the value of donated goods and services from local sources
- (j) General Fund transfers to Cafeteria Fund
- (k) complete and accurate financial data attributable to program operations, and
- (l) such other information as NYSED shall prescribe.

I. RECORD RETENTION

1. The Contractor agrees that it will maintain full and accurate records of all CNP operations and documentation supporting CNP operations and participation pursuant to this Agreement and CNP laws, regulation and policy. These records must be maintained for a period of three (3) years after the end of the fiscal year to which they pertain and must be readily retrievable or immediately available upon request whether such request is due to an announced or unannounced CNP review. This paragraph shall not be construed to reduce the period for which records are required to be kept by other provisions of law or regulations.

2. Upon request, make all accounts and records pertaining to its school food service immediately available to USDA, NYSED or any other authorized entity, for audit or review whether such audit or review is announced or unannounced. Such records shall be retained for a period of 3 years after the date of the final Claim for Reimbursement for the fiscal year to which they pertain, except that if audit findings have not been resolved, the records shall be retained beyond the 3 year period as long as required for resolution of the issues raised by the audit;

3. Maintain files on site of currently approved and denied free and reduced price applications which must be readily retrievable by the school in the event that NYSED, USDA or any other authorized entity requests such records whether at an announced or unannounced audit, review or CNP visit;

4. Maintain files of the names of children currently approved for free meals through direct certification with the supporting documentation, as specified in 7 CFR §245 or other Federal or State administrative programs or in accordance with other federal or State CNP demonstration projects, which must be readily retrievable by the school in the event that NYSED, USDA or any other authorized entity requests such records whether at an announced or unannounced audit, review or CNP visit. Documentation for direct certification must include information obtained directly from the appropriate State or local agency, or other appropriate individual, as specified by NYSED or USDA, including but not limited to:

(a) A child in the *Family*, as defined in 7 CFR §245.2 of this chapter, is receiving benefits from *SNAP*, *FDPIR*, *TANF* or *MEDICAID* as defined in 7 CFR §245.2 of this chapter; if one child is receiving such benefits, all children in that family are considered to be directly certified;

(b) The child is a homeless child as defined in 7 CFR §245.2 of this chapter;

(c) The child is a runaway child as defined in 7 CFR §245.2 of this chapter;

(d) The child is a migrant child as defined in 7 CFR §245.2 of this chapter;

(e) The child is a Head Start child as defined in 7 CFR §245.2 of this chapter; or

(f) The child is a foster child as defined in 7 CFR §245.2 of this chapter:

J. CLAIMS PAYMENT

1. NYSED will, subject to federal appropriation and availability to NYSED of sufficient funds for the applicable program, make program payment to Contractor in accordance with the terms of this Agreement. During any fiscal year, the reimbursement paid shall be established in conformance with applicable federal and state laws, regulations and policy. No reimbursement shall be made for performance under this Agreement occurring prior to (a) the beginning effective date of this Agreement or (b) a later date established by NYSED based on the date of receipt of a fully executed copy of this Agreement.

K. AUDITS

1. Contractor shall comply with the Uniform Federal Assistance Regulation (7 CFR Part 3015, as amended), Uniform Administrative Requirements For Grants and Cooperative Agreements To State And Local Governments (7 CFR Part 3016, as amended), as applicable, Uniform Administrative Requirements For Grants and Agreements With Institutions Of Higher Education, Hospitals, and Other Non-Profit Organizations (7 CFR Part 3019, as amended), as applicable, Audits of State, Local Governments, and Non-Profit Organizations (7 CFR Part 3052, as amended), the Office of Management and Budget (OMB) Super-Circular (A-87, A-122, A-133 consolidated in Title 2 CFR), all USDA instructions, policy memoranda, guidance and other written directives interpreting the laws and regulations applicable to the Program(s), state rules, regulations, policies and procedures as issued and amended by NYSED and all other federal, state or local laws applicable to CNPs administered by NYSED and fully incorporated herein by reference.

2. Contractor understands that acceptance of funds under this Agreement acts as acceptance of the authority of the USDA, NYSED, the Office of the New York State Comptroller (OSC) or any other authorized entity or successor agency, to conduct an investigation in connection with those

funds. Contractor further agrees to cooperate fully with USDA, NYSED, SED or any other authorized entity or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract it awards.

L. GENERAL AGREEMENT TERMS

1. This Agreement shall take effect upon the signature of appropriately authorized and recognized representatives of the Contractor. For participation in NSLP, Snack, SBP or SMP, this Agreement shall continue in effect until June 30 of the same school year and is subject to renewal each year thereafter in manner and format prescribed by NYSED and in accordance with NYSED policies and procedures. For participation in the SFSP, this Agreement may be renewed on an annual basis in writing subject to approval of NYSED. Contractor acknowledges that is bound by the terms of this Agreement and any modifications or amendments to program laws, regulations or policy upon Contractor's subsequent renewal of this Agreement.
2. This Agreement may be terminated in accordance with the program laws and regulations, including 7 CFR Parts 3015, 3016, 3019 and 3052. In addition to termination in accordance with the preceding, this Agreement may be terminated for any of the following reasons:
 - a. Termination by mutual agreement of the Parties. This Agreement may be terminated by mutual agreement of the Parties. Such agreement must be in writing in accordance with NYSED policies and procedures.
 - b. Termination in the best interest of the State. NYSED may terminate this Agreement at any time when, in its sole discretion, NYSED determines that termination is in the best interest of the State of New York. The termination will be effective on the date specified in a notice of termination from NYSED.
 - c. Termination for non-appropriation of funds. Notwithstanding any other provision of this Agreement, if funds for the continued fulfillment of this Agreement by NYSED are at any time not forthcoming or are insufficient, through failure of any entity to appropriate funds or otherwise, then NYSED will have the right to terminate this Agreement at no additional cost and with no penalty whatsoever by giving prior written notice documenting the lack of funding.
 - d. Termination for Change in Ownership or Legal Identity of Institution. Contractor understands and agrees that this contract is not transferable and that in the event of change in legal identity or ownership of Institution, this Contract will terminate.
 - e. Termination for impossibility or unreason ability. If federal, state or local laws or other requirements are amended or judicially interpreted so that the continued fulfillment of this Agreement, on the part of either party, is substantially unreasonable or impossible, or if the parties are unable to agree upon any amendment which would therefore be needed to enable the substantial continuation of the services contemplated by this Agreement then, the parties shall be

discharged from any further obligations created under the terms of this Agreement, except for the equitable settlement of the respective accrued interest of obligations, including audit findings, incurred up to the date of termination.

f. Termination by Contractor. A public school district is required to give 60-day notice to the NYSED Commissioner of Education (sent to the NYSED CNP Office) and parents or guardians of their intent to terminate the lunch Program so that all will have time to respond to the proposal. The 60-day time period begins when the district newsletter or directly-mailed notice is received by the parents or the date the distribution is made to students, depending on what method is used. A notice placed in a newspaper will not constitute "notice" for purposes of this requirement. The notice of Program termination, which schools are required to provide to the Commissioner of Education, can be accomplished by providing a letter from the President of the Board of Education to the CNP Office. The letter should state the date when termination is to occur, what method of parent or guardian notification has been or will be used and the reason the district is proposing this action. The CNP office must receive the notice of proposed termination within 15 days from the start of the 60-day period. Upon completion of the review of the notice of proposed termination, the school district will be notified of the approved date for termination no later than 30 days prior to the date the approval is granted. Non-public schools must send a letter on official letterhead notifying the CNP office of the effective date they will no longer participate and the last month they intend to claim meals.

M. AMENDED OR NEW LAWS, REGULATIONS, INSTRUCTIONS, POLICY MEMORANDA, AND GUIDANCE

1. By continuing to operate covered programs after the enactment or issuance of any changed or new laws or regulations applicable to the programs covered by this Agreement, and any changed or new instructions, policy memoranda, guidance, and other written directives interpreting these laws or regulations, Contractor agrees to comply with them. If Contractor does not wish to comply with any changes or new items, Contractor must seek to terminate this Agreement in accordance with the terms of this Agreement.

N. SEVERABILITY

1. If one or more provisions of this Agreement, or the application of any provision to either party or circumstance is held invalid, unenforceable or illegal in any respect, the remainder of this Agreement and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

O. SIGNATURES

1. This Agreement establishes or continues the rights and responsibilities of NYSED and Contractor pursuant to Contractor's participation in one or more of the above named Programs as stipulated herein. By signing this Agreement, the Contractor is bound by its terms and conditions from its beginning effective date until terminated in accordance with this Agreement. Contractor certifies that all information submitted pursuant to this agreement is true and correct. Contractor understands that the deliberate misrepresentation or withholding of information is a violation of

this Agreement and may result in immediate suspension or termination of CNP participation and prosecution under applicable state and federal laws.

THEREFORE:

The Contractor hereto, agrees to all statements and conditions contained herein and the person signing this Agreement is authorized to sign this Agreement on behalf of the entity stated herein below. The Contractor affix its signature and binds itself for the faithful performance of the terms of this Agreement.



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

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Scott O'Brien
Superintendent of Schools

Christopher Van Cott
Assistant Superintendent for Business

June 5, 2023

Mr. Peter Cheng
Garratt-Callahan Company
306 Talmadge Road
Edison, NJ 08817

Re: Bid #21-09 Open Cooling Tower & Closed Loop Chiller Water Treatment Programs
Extension for 2023-24

Dear Mr. Cheng:

The current Open Colling Tower and Closed Loop Chiller Water Treatment Programs bid contract between Garratt-Callahan and The Rocky Point UFSD allows for the extension of said contract 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the period 9/1/23-8/31/24 at the current rates, terms and conditions, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Business Office at the above address by July 19, 2023.

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

Sincerely,

Christopher A. Van Cott
Assistant Superintendent for Business

AGREEMENT

Garratt-Callahan Company agrees to extend the current Open Cooling Tower & Closed Loop Chiller Water Treatment Programs contract, under the same terms and conditions as per Bid #21-09, for the period 9/1/23-8/31/24.

PETER CHENG *PC*

Representative –Garratt-Callahan Company

Date 6/11/23

BID RESPONSE SHEET

Open Cooling Tower & Closed Loop Chiller
Water Treatment Program

Bid #21-09

SCOPE: To provide Water Treatment and Chemical Program and Service for the District's cooling tower at the Rocky Point HS and closed loop chiller at the Rocky Point MS.

This annual service contract will include all chemicals needed to effectively treat both systems.

A. Annual Service Cost - Open Cooling Tower @ RP High School

\$ 4,100.00

B. Annual Service Cost-Closed Loops Chiller @ RP Middle School

\$ 2,080.00

C. Total Annual Cost: A + B =

\$ 6,180.00

Name of Firm GARRETT - CALLAHAN COMPANY

Contact Person PETER CHENG

Address 50 INGOLD ROAD
BURLINGAME CA 94010

Office Phone: 650-697-5811 (732-287-2200)

Cell Phone: 516-670-7733



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Rocky Point, New York 11778

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Dr. Scott O'Brien
Superintendent of Schools

Christopher Van Cott
Assistant Superintendent for Business

June 5, 2023

Mr. Peter Cheng
Garratt-Callahan Company
306 Talmadge Road
Edison, NJ 08817

Re: Bid #21-10 Closed Loop Heating System and Steam Boiler Water Treatment Programs at FJC, JAE & RPHS- Extension for 2023-24

Dear Mr. Cheng:

The current Closed Loop Heating System and Steam Boiler Water Treatment Programs bid contract between Garratt-Callahan and The Rocky Point UFSD allows for the extension of said contract 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the period 9/1/23-8/31/24 at the current rates, terms and conditions, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Business Office at the above address by July 19, 2023.

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

Sincerely,

Christopher A. Van Cott
Assistant Superintendent for Business

AGREEMENT

Garratt-Callahan Company agrees to extend the current Closed Loop Heating System and Steam Boiler Water Treatment Programs contract, under the same terms and conditions as per Bid #21-10, for the period 9/1/23-8/31/24.

PETER CHENG Roy
Representative –Garratt-Callahan Company

Date 6/11/23

BID RESPONSE SHEET

Closed Loop Heating System and Steam Boiler Water Treatment Programs

Bid #21-10

SCOPE: To provide Water Treatment and Chemical Program and Service for the District's closed loop heating system at the Frank J. Carasiti Elementary School and the Rocky Point High School and the steam boiler at the Joseph A. Edgar Intermediate School.

This annual service contract will include all chemicals needed to effectively treat both systems.

A. Closed Loop Heating System @ Frank J. Carasiti Elementary School

A1: Pro-rated Service Cost- (4/1/2021-8/31/2021) \$ 500

A2: Annual Service Cost- (9/1/2021-8/31/2022) \$ 1,200

B: Closed Loop Heating System @ Rocky Point High School

B1: Pro-rated Service Cost- (4/1/2021-8/31/2021) \$ 500

B2: Annual Service Cost- (9/1/2021-8/31/2022) \$ 1,200

C: Steam Boiler @ Joseph A. Edgar Intermediate School

C1: Pro-rated Service Cost- (4/1/2021-8/31/2021) \$ 2,500

C2: Annual Service Cost- (9/1/2021-8/31/2022) \$ 6,000

D: Total Annual Cost: A1 + A2 + B1 + B2 + C1 + C2 = \$ 11,900

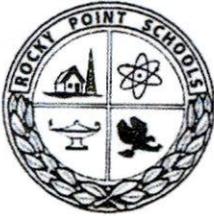
Name of Firm GARRETT CALAHAN COMPANY

Contact Person PETER CHENG

Address 306 TALMADGE ROAD
EDISON NJ 08817-2300

Office Phone: 516-670-7733

Call Phone: 516-670-7733



ROCKY POINT UNION FREE SCHOOL DISTRICT
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Fax: (631) 849-7558

Dr. Scott O'Brien
Superintendent of Schools

Christopher Van Cott
Assistant Superintendent for Business

June 7, 2023

Mr. Brian Lafountain, President
Transportation Advisory Services (TAS)
171 Sully's Trail
Pittsford, NY 14534

Re: RFP #R23-04 Transportation Advisory and Consulting Services Extension for 2023-24

Dear Mr. Lafountain,

The current 2022/23 contract between TAS and The Rocky Point UFSD, allows for the extension of said contract 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the 2023-24 school year (7/1/2023-11/3/2023) at the rates, terms and conditions set forth in the above referenced RFP, subject to Board of Education approval.

Please sign your acknowledgement below and return to Debra Hoffman, Purchasing Agent, at the above address by June 28, 2023.

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

Sincerely,

Christopher A. Van Cott
Assistant Superintendent for Business

AGREEMENT

Transportation Advisory Services (TAS) agrees to extend the current Transportation Advisory and Consulting Services contract, under the same terms and conditions as per RFP #R23-04 for the period 7/1/23-11/30/23.

Date: 6/12/23

Representative-Transportation Advisory Services (TAS)

PART II – COST PROPOSAL

A. Consulting Fees

The fee for the Transportation Advisory and Consulting Services Study analysis, consistent with this proposal, is based on a fixed fee of \$17,500, which includes any out-of-pocket expenses incurred, see Schedule of Professional Fees page.

The payment schedule would be based on an initial payment invoiced at the inception of the engagement as evidenced by a Purchase Order issued by the District. The payment schedule would be:

Initial payment	\$6,000
Interim payment upon completion of data analysis and interviews	\$6,000
Final payment upon submission of final report	\$5,500

Renewal for the 2023-2024 School Year will be based on the following payment schedule:

Initial payment	\$2,500
Interim payment upon completion of data analysis and interviews	\$2,500
Final payment upon submission of final report	\$2,500

B. Expenses:

TAS does not bill separately for out-of-pocket expenses, but rather includes all these travel related costs in the overall fee proposed above. The out-of-pocket travel related expenses typically include the following: mileage (at the IRS approved rate which is 62.5 cents for 2022) or airfare, tolls, lodging, and meals. If the District requests our attendance at a final Board Meeting, a second site visit is not something that falls in the normal scope of work, we will invoice for those travel-related out-of-pocket expenses separately.

COST PROPOSAL

C Incremental Services

Should the District request additional consulting work not envisioned in this proposal, TAS would provide these services at a per diem rate of \$1150/day, billable in hourly increments for all study and travel time. The per diem rate may be adjusted, depending on the level of on-site work and travel required.

We will be glad to quote specific cost proposals for any additional work should that be appropriate.

D Payment Terms

The structured payments are detailed in Section A.

E. Proposal Acceptance

To signify the District's acceptance of this proposal, please provide us with a duly authorized Purchase Order, specifying your acceptance of the terms and conditions of this proposal. Once TAS is notified of the engagement, we will provide the District with a W-9 for your files. TAS will then issue the District an invoice for the retainer. If additional contract documents are required by District policy, please submit them to us for completion.

COST PROPOSAL

SCHEDULE OF PROFESSIONAL FEES

The undersigned agrees to provide the services for Transportation Advisory and Consulting Services in accordance with the requirements contained in the Request for Proposal. If my proposal is accepted, I agree to perform the services of the Transportation Advisory and Consulting Services as required by the Request for Proposal and provide the information required by this RFP.

10/1/2022-6/30/2023

All-Inclusive Flat Fee \$ 17,500

Daily Rate or Hourly Rate \$ 143.75/hr
for additional services (please indicate which rate type and list the additional services.

7/1/2023-11/30/2023

All-Inclusive Flat Fee \$ 7,500

Daily Rate or Hourly Rate \$ 150./hr
for additional services (please indicate which rate type and list the additional services.

Firm's Name Transportation Advisory Services

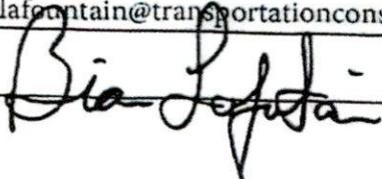
Address 171 Sully's Trail

City, State, Zip Pittsford, New York 14534

Print Name Brian Lafountain

Telephone No. 1-800-233-3251

Email Address blafountain@transportationconsultants.com

Signature 

ROCKY POINT UNION FREE SCHOOL DISTRICT

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

BIDDERS PROPOSAL AND CERTIFICATION

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

Gentlemen:

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

Bid No. 24-04 Food Service Refrigeration Repair

Date Due: June 21, 2023 @ 11:00am

<u>ProCold East Refrigeration</u> Name of Firm	by: <u>Diane E Marinaccio</u> Signature
<u>114 Keyland Court</u> Street	<u>Diane E Marinaccio - Office manager</u> Name (Print) & Title
<u>Bohemia, NY 11716</u> Town, State, Zip Code	<u>631-563-7444</u> Telephone
Federal or Tax ID# <u>81-0867850</u>	E-Mail Address <u>Refrigerationutilities@gmail.com</u>

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

INSTRUCTIONS TO BIDDERS

- 1) Read all documents contained in the bid specifications.
- 2) Vendors are responsible for submitting their bids to the exact location indicated on the "Notice To Bidders" prior to the time indicated in the "Notice To Bidders". No bids will be accepted after the designated time indicated in the "Notice to Bidders. **NOTE: This includes any changes listed on any addenda issued by the Rocky Point UFSD, if any. It is the responsibility of the vendor to verify that they have received the latest addendum issued for this bid. Delay in mail delivery is not an exception to the deadline for receipt of bids.**
- 3) Bidders are responsible for reporting, in writing, any errors found in the bid specifications to the Rocky Point UFSD Purchasing Agent, Administrative Office, 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778.
- 4) Questions about or clarifications to the technical specifications must be made in writing to the Purchasing Agent prior to the bid opening. Such questions must be in the possession of the Purchasing Agent three working days prior to the bid opening unless otherwise indicated. Verbal questions may not be entertained. Questions may be sent via U.S. Mail or faxed to (631) 849-7556 attention Purchasing Agent. Include bid name and number.
- 5) Bidders shall indicate on the outside of their sealed bid the following information:
 1. Title of Bid and Bid Number
 2. Date and Time of Bid Opening
 3. Company Name
- 6) Vendors submitting "Alternate" pricing, products or services, must do so as a separate bid package to be considered for award. Each bid must be submitted under separate cover and will be considered on its own merits.
- 7) The only forms necessary to be submitted as a bid are the following:
 1. Bid Proposal Form, filled out completely. (see General Information)
 2. Non-Collusive Bidding Certificate, signed and sealed (if necessary).
 3. Affidavit of Compliance, signed and notarized.
 4. Indemnification Form signed and notarized.
 5. Any other information as noted in the bid document
- 8) All vendors submitting a bid shall be supplied with a copy of the pricing tabulation sheet by fax or U.S. mail as soon as it is complete and available after the bid opening.
- 9) Under no circumstances is it necessary to return the technical specifications portion of this bid. They should be retained by the bidder for his/her records.
- 10) Failure to submit any of the above data may result in the rejection of the bid as non-responsive. Furthermore, the District reserves the right to require the vendor to supply any additional information it deems necessary to determine the low responsive/responsible vendor and further to waive any minor informalities it deems in its best interest.

ROCKY POINT UNION FREE SCHOOL DISTRICT

FOOD SERVICE REFRIGERATION REPAIR

Bid #24-04

SCOPE:

The Rocky Point UFSD is looking for a vendor to repair the refrigeration (commercial) equipment in the District's four (4) schools. It is expected that the successful bidder will provide both labor and materials necessary to repair the refrigeration equipment. Bidders will provide an hourly rate for labor, a percent markup above wholesale costs for parts, and cost for refrigerant on the Bid Proposal Form (attached).

SPECIFICATIONS:

1. The bid period is July 1, 2023 through June 30, 2024.
2. Successful bidder shall respond within four (4) hours from the time the District placed the request for service call.
3. Work shall be performed on site. The successful vendor will be responsible for travel to all sites in the District and to provide all of the tools/equipment required to perform repair service. Labor charges are only permitted for time actually worked at the District's school site and not for travel to and from work or materials pick-up. **Hourly rate for repairs is to include any travel time, fuel, insurance and any related expenses.**
4. The District will receive credit for any service call which warrants a return call to complete repair
6. All repairs will be performed to manufacturer's specification. Guarantees and warranties of the work performed, and materials used shall be provided for a period of one year. Repair and/or replacement, in the event of defects, shall be the sole and total expense of the contractor.
7. Parts used shall be new, standard commercial quality and shall be compatible with the equipment already in use at each site.
8. Any markup from wholesale cost for parts, must be able to be substantiated by the submittal of an invoice from the awarded vendor's supplier. This information must be submitted with each invoice that includes parts.
9. All service tickets will include a 'time-in' and a 'time-out' signed by a District representative.
10. Payments for work completed will be made within (45) days after submittal of a detailed invoice. This invoice must indicate the work performed at each site, and the detailed listing of the parts supplied.
11. Laborers and workers on public projects shall be paid "prevailing" wages.
12. **Prospective bidders are encouraged to make a site inspection appointment prior to submittal of their bid.**

AWARD OF BID:

The award, if any, will be made within forty-five (45) calendar days of the opening date. All successful vendors shall be notified by the Rocky Point UFSD Purchasing Agent of any contracts they have been awarded.

TERM OF CONTRACT:

The term of contract shall be from 7/1/2023 through 6/30/2024.

TERMINATION CLAUSE:

The District reserves the right to terminate any contract resulting from this bid for any reason by giving thirty (30) days written notice.

INSURANCE:

The successful bidder shall provide Workers' Compensation Insurance, Comprehensive General Liability Insurance (including Bodily Injury, Property Damage and Personal Injury) and Comprehensive Automobile Liability Insurance and provide the District with certificates of said insurance. The Rocky Point UFSD and the Rocky Point Board of Education shall be named as additional insured and certificate holder. The limits shall be as stated in the General Conditions section of this bid under *Insurance Requirements-Contractor*.

METHOD OF AWARD:

The contract if awarded will be to the overall lowest responsive/responsible bidder who meets all the terms of the specifications. The District guarantees no minimum or maximum purchases or contracts as a result of award of this bid.

JUDGMENTS/LEGAL FINDINGS:

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

NON-APPROPRIATIONS CLAUSE:

In accordance with New York State General Municipal Laws the Rocky Point UFSD will not be liable for any purchases or contracts for goods or services for which funding is not available. As a result, the vendor agrees to hold the District harmless for any contracts let for which funding either does not currently exist or for which funding has been removed prior to the issuance of a purchase order by the District. Issuance of a purchase order by the District indicates that the District currently has and has set aside adequate funds to procure the goods and services indicated in the purchase order or contract. Receipt of a resolution by the Rocky Point UFSD is not in and of itself a binding contract with the District. Should it become necessary for the District to cancel a project or purchase after an order to proceed or purchase order has been issued, the District will only be liable for and the vendor agrees to only assess those financial damages that it can prove to have incurred as a result of the cancellation. (see Bid Form for further notes)

EXTENSION CLAUSE:

Extension Clause-Sixty (60) days prior to the termination of the contract, the parties, upon mutual written agreement, may extend the term for one (1) year and if extended as aforesaid, the parties may again, upon mutual written agreement, extend the contract for two (2) additional one-year periods at the same rates, terms, and conditions.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

All invitations to bid issued by the above name School District will bind bidders and successful bidders to the conditions and requirements set forth in these general conditions, and such conditions shall form an integral part of each purchase contract awarded by the School District.

1. The date and time of bid opening will be given in the Notice to Bidders.
2. All bids must be submitted on and in accordance with forms provided by the board.
3. All bids received after the time stated in the Notice to Bidders may not be considered and will be returned to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of the school district. Whether sent by mail or by means of personal delivery, the bidder assumes responsibility for having his bid deposited on time at the place specified.
4. All information required by Notice to Bidders, Specifications and Bid Offer in connection with each item against which a bid is submitted, must be given to constitute a regular bid.
5. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in compliance with the specifications.
6. No alteration, erasure or addition is to be made in the typewritten or printed manner. Deviation from the specifications must be set forth in space provided in bid for this purpose.
7. Prices and information required, except signature of bidder, should be typewritten for legibility. Illegible or vague bids may be rejected. All signatures must be written. Facsimile, printed or typewritten signatures are not acceptable.
8. Sales to school districts are not affected by any fair trade agreements. (General Business Law, Ch. 39, Sec 369-a, Sub.3, L. 1941)
9. No charge will be allowed for federal, state or municipal sales and excise taxes since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.
10. In all specifications, the words "or equal" are understood after each article giving manufacturer's name or catalog reference, or on any patented article. The decision of the school district as to whether an alternate or substitution is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specification of item he proposes to furnish. Otherwise, bid will be construed as submitted on the identical item as specified.

ROCKY POINT UNION FREE SCHOOL DISTRICT GENERAL CONDITIONS

11. Bids on equipment must be on standard new equipment, of latest model and in current production, unless otherwise specified.
12. All regularly manufactured stock electrical items must bear the label of the Underwriters' Laboratories, Inc.
13. When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate; otherwise bid for the group may be rejected.
14. All prices quoted must be "per unit" as specified; e.g., do not quote "per case" when "per dozen" is requested; otherwise, bid may be rejected.
15. Bidder must insert the price per unit and the extensions against each item in his bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
16. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the proposal. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.
17.
 - a. The bid has been arrived at by the bidder independently and has been submitted without collusion with any other vendor of materials, supplies or equipment of the type described in the invitation for bids,
 - b. The contents of the bid have not been communicated by the bidder, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the bidder or its surety on any bond furnished herewith prior to the official opening of the bid.
 - c. That to his knowledge no member of the Board of Education of the Rocky Point Union Free School District or any officer or employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work or service to which it relates, or in any portion of the profits thereof.
18. All bids must be sealed. They may be submitted either in plain, opaque, envelopes or in those furnished by the school district. All bids must be addressed to:

Rocky Point Union Free School District
Administrative Offices
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778
Attention: Purchasing Agent

ROCKY POINT UNION FREE SCHOOL DISTRICT GENERAL CONDITIONS

Bid envelopes must be clearly marked "Bid". Also the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Bids must not be attached to or enclosed in packages containing bid samples. Telegraphed bids may be considered at the discretion of the school district. Telephoned quotations or amendments will not be accepted at any time.

19. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the school district, not later than five (5) days prior to the date fixed for the opening of bids. Notice of any and such interpretations and any supplemental instructions will be sent to all bidders of record by the school district in the form of addenda to the specifications. All addenda so issued shall become a part of the contract documents.
20. If the supplies, materials or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York, be a A.M. Best Rated "A" or "A+" carrier, and must be satisfactory to the attorney for the school district. The performance bond shall be executed by the successful bidder at the time of the execution of the contract by the successful bidder and the board.
21. Each bidder shall include with his bid, a bid bond or certified check in the amount of five percent (5%) of his total bid, drawn in favor of the Board of Education. Such checks or bonds will be returned to unsuccessful bidders as soon as contracts are signed or purchase orders acknowledged by the successful bidders. Bid deposits of successful bidders will be returned upon the satisfactory completion of the contract.

SAMPLES

22. All specifications are minimum standards; and accepted bid samples do not supersede specifications for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
23. The school district reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the school district may reject the bid; or, if award has been made, cancel the contract at the expense of the successful bidder.

ROCKY POINT UNION FREE SCHOOL DISTRICT GENERAL CONDITIONS

24. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered within ten (10) days of the request, or as directed, for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the bidder desires their return and specifying the address to which they are to be returned provided they have not been used or made useless by tests. Award samples may be held for comparison with deliveries. The school district will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be removed by the bidder at his expense. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.
25. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the school district. Failure on the part of the bidder to examine sample shall not entitle him to any relief from the conditions imposed in the proposal, specification, etc.

AWARD

Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.

26. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects, qualifications; irregularities; and omissions if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on State contract if such items can be obtained on the same terms, conditions, specifications and at a lower price.
27. No contract becomes binding until the necessary funds have been approved for the fiscal year during which the contract is in effect.
28. This bid will be utilized on an "as needed" basis. There is no guarantee that any/all of the products listed will be purchased.
29. The school district reserves the right to make awards within (45) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within in a shorter specified time.
30. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award bids on individual items or on total sums.

ROCKY POINT UNION FREE SCHOOL DISTRICT GENERAL CONDITIONS

31. Each bid will be received with the understanding that the acceptance thereof in writing by the school district, approved by the board of education, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. Contract shall bind the school district on its part to order from such successful bidder (except in the case of emergency) and to pay for at the contract prices, all items ordered and delivered, within 10 (ten) per cent over or under the award quantity, unless otherwise specified.
32. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
33. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested, immediately or as directed by the school district, the school district may purchase from other sources to take the place of the items rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful bidder agrees to reimburse the school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.
34. A contract may be canceled at the successful bidder's expense upon non-performance of contract.
35. If the successful bidder fails to deliver as ordered, the school district reserves the right to cancel the contract and purchase the balance from other sources at the successful bidder's expense.
36. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
37. When materials, equipment or supplies are rejected, they must be removed by the successful bidder from the premises of the school district within five (5) days of notification. Rejected items left longer than five (5) days will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.
38. No items are to be shipped or delivered until receipt of an official order from the school district.
39. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his right, title, or interest therein or his power to execute such contract, to any other person, company or corporation without the previous written consent of the school district.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

INSTALLATION OF EQUIPMENT

40. The successful bidder shall clean up and remove all debris and rubbish resulting from his work from time to time as required or directed. Upon completion of the work, the premises shall be left in a neat, unobstructed condition, the buildings broom cleaned and everything in perfect repair and order. Old materials are the property of the successful bidder unless otherwise specified.
41. Equipment, supplies and materials shall be stored at the site only on the approval of the school district and at the successful bidder's risk. In general, such on-site storage should be avoided to prevent possible damage or loss of the material.
42. Work shall be progressed so as to cause the least inconvenience to the school district and with proper consideration for the rights of other successful bidders or workmen. The successful bidder shall keep in touch with the entire operation and install his work promptly.
43. Bidders shall acquaint themselves with conditions to be found at the site and shall assume all responsibility for placing and installing the equipment in the locations required.
44. Equipment for trade-in shall be dismantled by the successful bidder and removed at their expense. The condition of the trade-in equipment at the time it is turned over to the successful bidder shall be the same as covered in the specifications, except as affected by normal wear and tear from use up to the time of trade-in. All equipment is represented simply "as is". Equipment is available for inspection only at the delivery point listed for new equipment, unless otherwise specified.

GUARANTEES BY THE SUCCESSFUL BIDDER

45. The successful bidder guarantees:
 - a. His products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
 - b. To furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
 - c. To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.
 - d. That all deliveries will be equal to the accepted bid sample.
 - e. That the equipment or furniture offered is standard, new, latest model of regular stock product or as required by the specifications, with parts regularly

ROCKY POINT UNION FREE SCHOOL DISTRICT GENERAL CONDITIONS

used for the type of equipment or furniture offered; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the school district.

Any merchandise provided under the contract which is or becomes defective during the guarantee period shall be replaced by the successful bidder free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment (one year from the date of acceptance of the replacement). The successful bidder shall make any such replacement immediately upon receiving notice from the school district.

46. Delivery must be made as ordered and in accordance with the proposal and specification. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery (not to exceed 30 days). The decision of the school district as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the successful bidder. Failure to deliver because of delayed payments or for any other reason except that described in Paragraph 52 will be cause for open market purchase at the expense of the successful bidder.
46. The school district will not schedule any deliveries for Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where the delivery is an emergency, a replacement or is overdue, in which event the convenience of the school district shall govern.
47. Items shall be securely and properly packed for shipment, storage and stocking in new shipping containers and according to accepted commercial practice, without extra charge for packing case, bailing or sacks.
48. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.
49. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.
50. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of equipment. Any cost incurred due to the failure of the successful

ROCKY POINT UNION FREE SCHOOL DISTRICT GENERAL CONDITIONS

bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.

51. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered:

Purchase Order Number
Name of Article
Item Number
Quantity
Name of the successful bidder

Carton shall be labeled with purchase order, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.

PAYMENTS

52. Payment for the used portion of an inferior delivery will be made by the school district on an adjusted price basis.
53. Payment will be made only after correct presentation claim forms obtained from the ordering school district.
54. Payments of any claim shall not preclude the school district from making claim for adjustment on any item found not to have been in accordance with general conditions and specifications.

SAVING CLAUSE

55. The successful bidder shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God or for any other acts not within the control of the successful bidder and which by the exercise of reasonable diligence he is unable to prevent.

LEGAL

56. Any bidder, whether successful or unsuccessful, shall reimburse the school district for all costs, disbursements and attorneys' fees incurred in connection with any lawsuit, claim, cause of action, etc. which is frivolous, untenable or otherwise without a good faith basis and related to the bidding process or the subject thereof.

Bid No. 24-04 Food Service Refrigeration Repair

Date Due: June 21, 2023 @ 11:00am

BID PROPSAL FORM

This bid is for the repair of refrigeration (commercial) equipment in the District's four (4) schools, as defined in the attached Bid specs. Vendor to provide both labor and materials necessary to repair refrigeration equipment in the District's four (4) school buildings at the hourly rates, and percent markup on parts, as stated below.

Hourly rate for repairs is to include any travel time, fuel, insurance and any related expenses.

	<u>1st Hour</u>	<u>Each Add'l Hour</u>
Repair Labor:		
7:00am-5:00pm	\$ <u>95.00</u>	\$ <u>95.00</u>
After Hours: Before 7:00am and after 5:00pm	\$ <u>11</u>	\$ <u>4</u>
Saturday, Sunday and legal holidays	\$ <u>11</u>	\$ <u>4</u>

Parts:

45 % markup (from wholesale cost) on parts (Vendor must furnish actual invoice)

\$45.00 Cost of Refrigerant (per pound)

Vendor: Pro Cold East Refrigeration Utilities

Signature: Diane E Marinaccio

Name (print): Diane E. Marinaccio

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

REFERENCES

Company Name: Cornwall School District
Address: 424 Boyle Rd, Pt Jeff
Contact Person: Doreen Burke
Telephone: () 631-474-9578
Dates of Contract(s) ~ 2000 - current

Company Name: Copaque School
Address: 110 Dixon Ave, Copaque, NY
Contact Person: Cecelia 11726
Telephone: () 631-842-4010 x451
Date of Contract(s) ~ 2005 - current

Company Name: Miller Place
Address: 197 North Country Rd, Miller Place
Contact Person: Cathy Schretzmayer 11776
Telephone: () 631-474-2700 x753
Date of Contract(s) 2013 - current

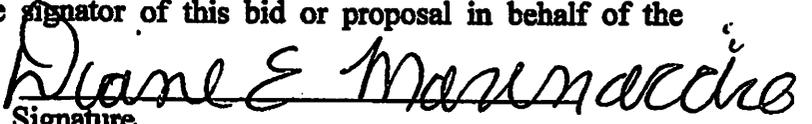
Vendor Name: ProCold East Refrigeration Utilities

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

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

The undersigned hereby certifies that:

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


Signature

Title

RESOLUTION-for corporate bidders only

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

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

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

Seal of the Corporation

Secretary

AFFIDAVIT OF COMPLIANCE

STATE OF *New York*

COUNTY OF *Suffolk*

Alvin Fallick, being duly sworn, deposes and says:

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

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

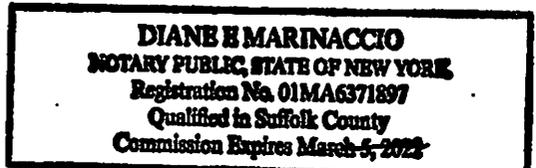
[Signature]
Signed

6-20-23
Date

Sworn to before me this *20th*
Day of *JUNE*, 20*23*

Diane E Marinaccio
Notary Public

Seal



April, 15 2026

DIANE B. MARINACCIO
NOTARY PUBLIC STATE OF NEW YORK
Registration No. 01MAG31897
Qualified in Suffolk County
Commission Expires March 2, 2025

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, Alvin Fallick, being duly sworn, deposes and says that he/she is the President of the ProCold East Refrigeration Utilities Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.



SIGNED

SWORN to before me this 20th day of June

2023

Notary Public: Diene E Marinaccio

DIANE E MARINACCIO
NOTARY PUBLIC, STATE OF NEW YORK
Registration No. 01MA6371897
Qualified in Suffolk County
Commission Expires March 3, 2022

April 15, 2026

Commission Expires March 2, 2023
Qualified to Sublic Court
Registration No. 01011893
NOTARY PUBLIC STATE OF NEW YORK
DIANE E MARINACCIO

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

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

The undersigned hereby certifies that:

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

Diane E Merendaccio
Signature
Office Manager
Title

RESOLUTION-for corporate bidders only

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

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

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

Seal of the Corporation

Secretary

Center Moriches Union Free School District

BOARD OF EDUCATION
George Maxwell, *President*
Danielle Dench, *Vice President*
Marcus Babzien
Robyn Rayburn
Lauren Slionski

Jeannine Barr
District Clerk
Diane M. Smith
Treasurer

529 Main Street
Center Moriches, New York 11934
(631) 878-0052
Fax (631) 878-4326
www.cmschools.org



Dr. Ronald M. Masera
Superintendent of Schools

Dr. Ricardo Soto
*Assistant Superintendent for Student Services,
Personnel and Instructional Technology*

Ms. Keri Loughlin
Assistant Superintendent for Business

June 15, 2023

Mr. Christopher A. Van Cott
School Business Official
Rocky Point UFSD
90 Rocky Point- Yaphank Rd.
Rocky Point, NY 11778

Chris
Dear Mr. Van Cott:

Enclosed please find two (2) signed copies of the Summer Instruction Contract that was approved at the June 14th, Board of Education Meeting. Please sign both copies, retain one (1) for your records, and return one to the District business office.

Thank you and feel free to contact us if you have any questions.

Very truly yours,

Keri Loughlin
Keri Loughlin
Assistant Superintendent for Business

/jm
Attachment

Center Moriches Union Free School District

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Superintendent of Schools

Dr. Ricardo Soto
*Assistant Superintendent for Student Services,
Personnel and Instructional Technology*

Ms. Keri Loughlin
Assistant Superintendent for Business

INSTRUCTIONAL SERVICES CONTRACT – 2023 SUMMER PROGRAM

This agreement made this 1st day of July, 2023 between CENTER MORICHES UFSD, 529 Main St., Center Moriches, NY 11934, party of the first part, and ROCKY POINT UFSD, 90 Rocky Point Yaphank Rd., Rocky Point, NY 11778, party of the second part.

WITNESSETH:

WHEREAS, the party of the first part, a school district located in the State of New York, is operating a Summer Special Education Program.

WHEREAS, the party of the second part has found the school operated by the party of the first part to be adequate to provide instruction adapted to students with developmental disabilities,

NOW THEREFORE, it is mutually agreed by and between the parties as follows:

1. **Students listed in Appendix A** shall be admitted into the program operated by the party of the first part on or about July 3, 2023, and shall be taught therein for a period ending August 11, 2023, and said student shall be entitled to and shall receive like and equal instruction to that imparted to the children of like ages, grades and departments and shall be accorded all the rights and privileges enjoyed by other students in attendance at said school. Additional speech services, as recommended by the IEP, will be provided to students by the party of the first part. Transportation will be supplied by the party of the second part.

2. The party of the second part hereby agrees to pay to the party of the first part **\$15,573.00 estimated** for such instructional services. Certain assumptions have been made regarding personnel, IEP services and actual class enrollment. The actual amount of tuition will be reflected on the final invoice and will be paid upon receipt.

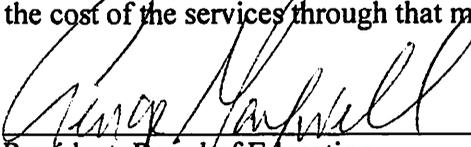
OT, PT and speech therapy services (if necessary) are in addition to the tuition and will be billed separately and directly by the contractor to the party of the second part and paid by the party of the second part directly to the contractor.

3. Services include but are not limited to classroom costs, related services, individual para-professional, health service costs and indirect costs.

4. This Agreement shall not be modified or amended, except in writing signed by both parties.

5. This Agreement and the obligation of the party of the second part to make payment hereunder shall terminate upon the official withdrawal of the student.

6. Upon any termination, the party of the second part shall pay to the party of the first part the prorata portion of the cost of the services through that month when services were furnished, prior to termination of this Agreement.



President, Board of Education
Center Moriches UFSD

President, Board of Education
ROCKY POINT UFSD

APPENDIX A

<u>Name</u>	<u>School District</u>
	Rocky Point UFSD
	Rocky Point UFSD

Center Moriches Union Free School District

BOARD OF EDUCATION
George Maxwell, *President*
Danielle Dench, *Vice President*
Marcus Babzien
Robyn Rayburn
Lauren Slionski

Jeannine Barr
District Clerk
Diane M. Smith
Treasurer

529 Main Street
Center Moriches, New York 11934
(631) 878-0052
Fax (631) 878-4326
www.cmschools.org

Dr. Ronald M. Masera
Superintendent of Schools

Dr. Ricardo Soto
*Assistant Superintendent for Student Services,
Personnel and Instructional Technology*

Ms. Keri Loughlin
Assistant Superintendent for Business

June 15, 2023

Rocky Point Union Free School District
Mr. Christopher A. Van Cott - Assistant Superintendent for Business
90 Rocky Point- Yaphank Rd.
Rocky Point, NY 11778

Dear Mr. ^{Chris} Van Cott:

Enclosed please find two (2) signed copies of the 2023-2024 Special Education Services Agreements that were approved at the June 14th, Board of Education Meeting. Please sign both copies, retain one (1) for your records, and return one (1) to the District business office for each contract. (2 contracts total)

If you require additional information, please do not hesitate to contact me.

Sincerely yours,


Keri Loughlin

Assistant Superintendent for Business

jm

Attachment

**PUBLIC SCHOOL TUITION CONTRACT
FOR
SPECIAL EDUCATION SERVICES**

AGREEMENT made by and between the Board of Education of the Center Moriches Union Free School District, having its principal office at 529 Main Street, Center Moriches, New York 11934 (hereinafter called the "Receiving School District"), and the Board of Education of the **Rocky Point UFSD**, having its principal office at 90 Rocky Point-Yaphank Road, Rocky Point, NY (hereinafter called the "Sending School District").

WITNESSETH:

WHEREAS, pursuant to Education Law §4402(2) (b), the Sending School District is authorized to contract for special services or programs as the Sending School District shall deem reasonable and appropriate for students with disabilities, and has determined after consideration of the recommendations of the local committee on special education ("CSE") that the Receiving School District is adequate to provide such special education instruction and/or related services; and

WHEREAS, the Receiving School District is a public school district authorized by New York State to conduct, operate and maintain an educational program and provide special education and related services to students with disabilities; and

WHEREAS, the Sending School District is desirous of having the Receiving School District provide such instruction and/or related services to certain students with disabilities residing within the Sending School District; and

WHEREAS, the Receiving School District acknowledges that it has reviewed the Individualized Education Program(s) ("IEP") of the student(s) to be served pursuant to this agreement and warrants that it is capable of providing and will provide the level of instructional and related services required by each applicable IEP;

NOW, THEREFORE, the parties mutually agree as follows:

A. TERM:

The Sending School District hereby agrees to place, and the Receiving School District agrees to accept, the student(s) listed on the attached "Confidential Schedule A" in an appropriate program of the Receiving School District for the 2023-2024 school year. The term of this Agreement shall be from September 1, 2023 through June 30, 2024, inclusive, unless earlier terminated as provided in this Agreement.

B. COMPENSATION:

1. The Sending School District agrees to pay nonresident tuition to the Receiving

School District for each student receiving services pursuant to this Agreement in the **estimated** amount of **\$100,950.62** per student, which includes Basic Instruction and additional services, in 10 equal monthly installments of **\$10,095.06** per student. The total nonresident tuition rate charged shall be based on either the Receiving School District's actual costs to educate the student(s) or on the tuition formula set forth in §174.2 of the Commissioner's Regulations. If the Receiving School District's tuition rates are modified, or upon the request of the Sending School District, the Receiving School District shall provide verification of its tuition charges.

2. The Receiving School District shall submit a written invoice to the Sending School District which references the time period for which payment is being requested and includes a breakdown of the total amount due for the period specified.
3. The Sending School District shall pay the Receiving School District within thirty (30) days of receipt of each invoice by the Sending School District.
4. The Sending School District shall only be responsible for making payment for services actually rendered. The Sending School District shall not incur any charges should the Receiving School District, its employees and/or agents in any way fail to perform services.

C. SERVICES AND RESPONSIBILITIES:

1. The Receiving School District shall provide the services as set forth in each student's Individualized Education Program (IEP). The Sending School District shall obtain and provide to the Receiving School District such releases, prescriptions and/or other legal documents as necessary for the Receiving School District to provide such services and to fulfill its obligations under this Agreement. The Sending School District shall provide prompt written notice to the Receiving School District of any modification of a student's IEP.
2. The Sending School District is responsible for OT, PT and speech therapy as set forth in the student's IEP. These related services are in addition to the tuition and will be billed separately and directly by the contractor to the Sending School District and paid by the Sending School District directly to the contractor.
3. The Sending School District shall give written notice to the Receiving School District if a student(s) is to be added or deleted from the Confidential Schedule A. Such notice shall be given thirty days in advance or as soon as the Sending School District becomes aware of the student terminating attendance in the Receiving School District's program. In the event that a student(s) is/are added or deleted during the term of this Agreement, the payment amount owed by the Sending School District shall be adjusted accordingly.

4. The Receiving School District shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as established policy guidance from the New York State Education Department, including but not limited to the maintenance of the student's pendency rights, if and when such rights are properly asserted.
5. The Receiving School District agrees to report to the Sending School District on the progress of the student as requested and as set forth in the student's IEP. The Receiving School District agrees to permit a representative or representatives of the Committee on Special Education of the Sending School District to visit the program in which the student is enrolled upon reasonable prior written notice.
6. The Receiving School District shall make qualified personnel available to participate in meetings of the Sending School District's Committee on Special Education (CSE), where appropriate, upon reasonable prior notice to the Receiving School District of such meetings.
7. The Receiving School District shall comply with the provisions of the Safe Schools Against Violence in Education (SAVE) Act including background checks and fingerprinting of all staff directly providing services to students.
8. In the event that the parent or person in parental relation to a student(s) receiving services pursuant to this Agreement files a request for an impartial hearing or administrative complaint or initiates litigation in connection with such services, the Receiving School District shall promptly give written notice of same to the Sending School District.

D. INSURANCE:

1. The receiving district, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the receiving district and the sending district, including the Board of Education, employees and volunteers, as additionally insured, against any claim for liability, personal injury or death occasioned directly or indirectly by the receiving district in connection with the performance of the receiving district's responsibilities under this agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).
2. The insurance is to be written by a licensed and/or admitted New York State Insurer with a minimum Bests rating of A-Minus.
3. In the event any of the aforementioned insurance policies are cancelled or not renewed, the receiving district shall notify the sending district in writing within thirty

(30) days of such cancellation or non- renewal.

E. REPRESENTATIONS:

1. The Receiving School District represents that services under this Agreement shall be provided by qualified individuals of good character and in good professional standing. The Receiving School District represents that no individuals providing services under this Agreement are currently charges, nor in the past have been charged with any relevant criminal or professional misconduct or incompetence.
2. In the event that the required license/certification of any agent or employee of the Receiving School District providing services under this Agreement is revoked, terminated, suspended, or otherwise impaired, the Receiving School District shall immediately notify the Sending School District in accordance with the requirements for all notices pursuant to this Agreement set forth below.
3. Nothing contained herein, shall serve to transfer responsibilities for the student from the Sending School District to the Receiving School District of offering a free appropriate public education except for the provision of the particular special education services contracted herein.

F. CONDITIONS:

1. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing and signed by authorized representatives of both parties.
2. Receiving School District agrees to defend, indemnify and hold harmless the Sending School District, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the Receiving School District, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. This indemnity shall survive the termination of this Agreement.
3. Sending School District agrees to defend, indemnify and hold harmless the Receiving School District, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the Sending School District, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement.

I. GENERAL

1. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
2. The relationship of the Receiving School District and the Sending School District over the course of this Agreement shall at all times be deemed an Independent Contractor. Employees of the Receiving School District are solely deemed employees of the Receiving School District for purpose of this Agreement and the Receiving School District is entirely responsible for their supervision, work, and compensation. Employees of the Receiving School District will not be entitled to participate in any of the Sending School District's employee benefit programs such as workers' compensation, unemployment insurance, retirement benefits, fringe benefits, disability benefits, or other similar programs.
3. Both parties acknowledge and agree to comply with all laws, rules and/or regulations as applicable and pertaining to the confidentiality of information obtained, transmitted, reviewed, generated, requested, provided, maintained and/or otherwise utilized in connection with this Agreement. This shall include but not be limited to the requirements of the Individuals with Disabilities Education Act ("IDEA"), the Family Educational Rights and Privacy Act ("FERPA") and any concurrent Federal and/or State law, rule and/or regulation. The Receiving School District agrees that it will not disclose confidential information to third parties except as provided for and necessitated under this Agreement. This provision will survive the termination of this Agreement.
4. 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.
5. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provisions(s) eliminated.
6. 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.
7. This Agreement, along with the attached "Schedule A," is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the

G. TERMINATION:

1. Either the Sending School District or the Receiving School District may terminate this Agreement upon thirty (30) days prior written notice to the other party, subject to any asserted pendency rights. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.
2. The parties agree that either party's failure to comply with any terms or conditions of this Agreement will provide a basis for the other party to immediately terminate this Agreement without any further liability to the party which violated the Agreement.
3. In the event the Sending School District or the Receiving School District terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.
4. In the event the Sending School District's CSE changes the student's program or placement recommendation, the Receiving School District shall be entitled to a pro rata share of tuition through and including the final date of the student's attendance in the Program or the last day noticed, whichever is later.

H. NOTICES:

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

To the Sending School District:

Superintendent of Schools
Rocky Point UFSD
90 Rocky Point-Yaphank Rd.
Rocky Point, NY 11778

To Receiving School District:

Superintendent of Schools
Center Moriches UFSD
529 Main Street
Center Moriches, NY 11934

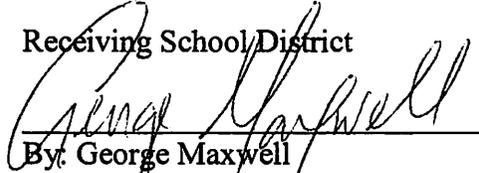
Agreement.

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

Sending School District

Receiving School District

By:
President, Board of Education



By: George Maxwell
President, Board of Education

Date _____

Date 6-14-2023

Confidential Schedule A

<u>Student's Name:</u>	<u>Program or Placement:</u>
	<u>8:1:1</u>

“

**PUBLIC SCHOOL TUITION CONTRACT
FOR
SPECIAL EDUCATION SERVICES**

AGREEMENT made by and between the Board of Education of the Center Moriches Union Free School District, having its principal office at 529 Main Street, Center Moriches, New York 11934 (hereinafter called the “Receiving School District”), and the Board of Education of the Rocky Point UFSD, having its principal office at 90 Rocky Point-Yaphank Road, Rocky Point, NY (hereinafter called the “Sending School District”).

WITNESSETH:

WHEREAS, pursuant to Education Law §4402(2) (b), the Sending School District is authorized to contract for special services or programs as the Sending School District shall deem reasonable and appropriate for students with disabilities, and has determined after consideration of the recommendations of the local committee on special education (“CSE”) that the Receiving School District is adequate to provide such special education instruction and/or related services; and

WHEREAS, the Receiving School District is a public school district authorized by New York State to conduct, operate and maintain an educational program and provide special education and related services to students with disabilities; and

WHEREAS, the Sending School District is desirous of having the Receiving School District provide such instruction and/or related services to certain students with disabilities residing within the Sending School District; and

WHEREAS, the Receiving School District acknowledges that it has reviewed the Individualized Education Program(s) (“IEP”) of the student(s) to be served pursuant to this agreement and warrants that it is capable of providing and will provide the level of instructional and related services required by each applicable IEP;

NOW, THEREFORE, the parties mutually agree as follows:

A. TERM:

The Sending School District hereby agrees to place, and the Receiving School District agrees to accept, the student(s) listed on the attached “Confidential Schedule A” in an appropriate program of the Receiving School District for the 2023-2024 school year. The term of this Agreement shall be from September 1, 2023 through June 30, 2024, inclusive, unless earlier terminated as provided in this Agreement.

B. COMPENSATION:

1. The Sending School District agrees to pay nonresident tuition to the Receiving

School District for each student receiving services pursuant to this Agreement in the **estimated** amount of **\$113,571.61** per student, which includes Basic Instruction and additional services, in 10 equal monthly installments of **\$11,357.16** per student. The total nonresident tuition rate charged shall be based on either the Receiving School District's actual costs to educate the student(s) or on the tuition formula set forth in §174.2 of the Commissioner's Regulations. If the Receiving School District's tuition rates are modified, or upon the request of the Sending School District, the Receiving School District shall provide verification of its tuition charges.

2. The Receiving School District shall submit a written invoice to the Sending School District which references the time period for which payment is being requested and includes a breakdown of the total amount due for the period specified.
3. The Sending School District shall pay the Receiving School District within thirty (30) days of receipt of each invoice by the Sending School District.
4. The Sending School District shall only be responsible for making payment for services actually rendered. The Sending School District shall not incur any charges should the Receiving School District, its employees and/or agents in any way fail to perform services.

C. SERVICES AND RESPONSIBILITIES:

1. The Receiving School District shall provide the services as set forth in each student's Individualized Education Program (IEP). The Sending School District shall obtain and provide to the Receiving School District such releases, prescriptions and/or other legal documents as necessary for the Receiving School District to provide such services and to fulfill its obligations under this Agreement. The Sending School District shall provide prompt written notice to the Receiving School District of any modification of a student's IEP.
2. The Sending School District is responsible for OT, PT and speech therapy as set forth in the student's IEP. These related services are in addition to the tuition and will be billed separately and directly by the contractor to the Sending School District and paid by the Sending School District directly to the contractor.
3. The Sending School District shall give written notice to the Receiving School District if a student(s) is to be added or deleted from the Confidential Schedule A. Such notice shall be given thirty days in advance or as soon as the Sending School District becomes aware of the student terminating attendance in the Receiving School District's program. In the event that a student(s) is/are added or deleted during the term of this Agreement, the payment amount owed by the Sending School District shall be adjusted accordingly.

4. The Receiving School District shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as established policy guidance from the New York State Education Department, including but not limited to the maintenance of the student's pendency rights, if and when such rights are properly asserted.
5. The Receiving School District agrees to report to the Sending School District on the progress of the student as requested and as set forth in the student's IEP. The Receiving School District agrees to permit a representative or representatives of the Committee on Special Education of the Sending School District to visit the program in which the student is enrolled upon reasonable prior written notice.
6. The Receiving School District shall make qualified personnel available to participate in meetings of the Sending School District's Committee on Special Education (CSE), where appropriate, upon reasonable prior notice to the Receiving School District of such meetings.
7. The Receiving School District shall comply with the provisions of the Safe Schools Against Violence in Education (SAVE) Act including background checks and fingerprinting of all staff directly providing services to students.
8. In the event that the parent or person in parental relation to a student(s) receiving services pursuant to this Agreement files a request for an impartial hearing or administrative complaint or initiates litigation in connection with such services, the Receiving School District shall promptly give written notice of same to the Sending School District.

D. INSURANCE:

1. The receiving district, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the receiving district and the sending district, including the Board of Education, employees and volunteers, as additionally insured, against any claim for liability, personal injury or death occasioned directly or indirectly by the receiving district in connection with the performance of the receiving district's responsibilities under this agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).
2. The insurance is to be written by a licensed and/or admitted New York State Insurer with a minimum Bests rating of A-Minus.
3. In the event any of the aforementioned insurance policies are cancelled or not renewed, the receiving district shall notify the sending district in writing within thirty

(30) days of such cancellation or non- renewal.

E. REPRESENTATIONS:

1. The Receiving School District represents that services under this Agreement shall be provided by qualified individuals of good character and in good professional standing. The Receiving School District represents that no individuals providing services under this Agreement are currently charged, nor in the past have been charged with any relevant criminal or professional misconduct or incompetence.
2. In the event that the required license/certification of any agent or employee of the Receiving School District providing services under this Agreement is revoked, terminated, suspended, or otherwise impaired, the Receiving School District shall immediately notify the Sending School District in accordance with the requirements for all notices pursuant to this Agreement set forth below.
3. Nothing contained herein, shall serve to transfer responsibilities for the student from the Sending School District to the Receiving School District of offering a free appropriate public education except for the provision of the particular special education services contracted herein.

F. CONDITIONS:

1. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing and signed by authorized representatives of both parties.
2. Receiving School District agrees to defend, indemnify and hold harmless the Sending School District, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the Receiving School District, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. This indemnity shall survive the termination of this Agreement.
3. Sending School District agrees to defend, indemnify and hold harmless the Receiving School District, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the Sending School District, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement.

G. TERMINATION:

1. Either the Sending School District or the Receiving School District may terminate this Agreement upon thirty (30) days prior written notice to the other party, subject to any asserted pendency rights. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.
2. The parties agree that either party's failure to comply with any terms or conditions of this Agreement will provide a basis for the other party to immediately terminate this Agreement without any further liability to the party which violated the Agreement.
3. In the event the Sending School District or the Receiving School District terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.
4. In the event the Sending School District's CSE changes the student's program or placement recommendation, the Receiving School District shall be entitled to a pro rata share of tuition through and including the final date of the student's attendance in the Program or the last day noticed, whichever is later.

H. NOTICES:

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

To the Sending School District:

Superintendent of Schools
Rocky Point UFSD
90 Rocky Point-Yaphank Rd.
Rocky Point, NY 11778

To Receiving School District:

Superintendent of Schools
Center Moriches UFSD
529 Main Street
Center Moriches, NY 11934

I. GENERAL

1. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
2. The relationship of the Receiving School District and the Sending School District over the course of this Agreement shall at all times be deemed an Independent Contractor. Employees of the Receiving School District are solely deemed employees of the Receiving School District for purpose of this Agreement and the Receiving School District is entirely responsible for their supervision, work, and compensation. Employees of the Receiving School District will not be entitled to participate in any of the Sending School District's employee benefit programs such as workers' compensation, unemployment insurance, retirement benefits, fringe benefits, disability benefits, or other similar programs.
3. Both parties acknowledge and agree to comply with all laws, rules and/or regulations as applicable and pertaining to the confidentiality of information obtained, transmitted, reviewed, generated, requested, provided, maintained and/or otherwise utilized in connection with this Agreement. This shall include but not be limited to the requirements of the Individuals with Disabilities Education Act ("IDEA"), the Family Educational Rights and Privacy Act ("FERPA") and any concurrent Federal and/or State law, rule and/or regulation. The Receiving School District agrees that it will not disclose confidential information to third parties except as provided for and necessitated under this Agreement. This provision will survive the termination of this Agreement.
4. 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.
5. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provisions(s) eliminated.
6. 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.
7. This Agreement, along with the attached "Schedule A," is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the

Agreement.

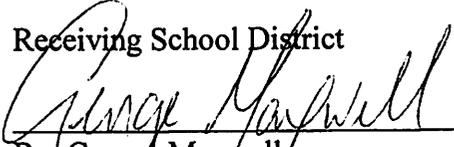
8. This Agreement may not be changed orally, but only by an agreement, in writing, signed by authorized representatives of both parties.

Sending School District

By:
President, Board of Education

Date _____

Receiving School District



By: George Maxwell/
President, Board of Education

Date 6-14-2023

Confidential Schedule A

<u>Student's Name:</u>	<u>Program or Placement:</u>
	<u>8:1:1</u>

RFP Assessment Worksheet

School Years 2023-24 through 2027-28

Project or Service Description

Athletic Trainer

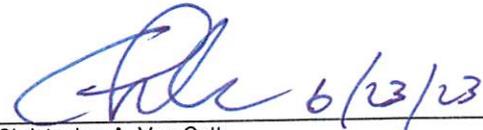
Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	St Charles		Orlin & Cohen							
		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score	Raw Score	Weighted Score
Total Proposed Cost/5 Yrs	30%	3.40	1.02	5.00	1.50	0.00	-	0.00	-		-
Prior School Experience	30%	5.00	1.50	5.00	1.50	0.00	-	0.00	-		-
Comprehension of Work	20%	5.00	1.00	3.00	0.60	0.00	-	0.00	-		-
Completeness of Proposal	20%	5.00	1.00	3.00	0.60	0.00	-	0.00	-		-
Other (describe)											
Overall Ranking	100%	4.52		4.20		-		-		-	

Vendor Selected: **St. Charles**
 Approved By: C Van Cott
 Title: Asst Superintendent for Business
 Date: 6/23/2023

Notes:
 * Percentage weights must add up to 100%. Price must be weighted the heaviest.
 ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
 *** Weight x Raw Score

RFP Assessment Comments, if needed:
 Proposals reviewed by Chris Van Cott, Jon Rufa & Debra Hoffman. References called by Jon Rufa. Despite having a lower cost, Orlin & Cohen did not receive a "5" in *Comprehension of Work* or in *Completeness of Proposal*. Vendor did not provide a detailed list of the services they will perform and did not offer a dedicated trainer as was specifically requested in RFP. A score of "3" was assigned to account for these short comings. Proposal was not as thorough as compared to the proposal received by St. Charles which provided expanded descriptions of the services to be performed and demonstrated a solid understanding of the District's needs. A score of "3" was assigned to Orlin & Cohen in this category to account for this.


 Christopher A. Van Cott

RFP Number R24-04
NYS Certified Athletic Trainer



Catholic Health
St. Charles Hospital

COPY

RFP Number: R24-04

NYS Certified Athletic Trainer

Rocky Point Union Free School District

RFP Closing Date and Time: June 21, 2023 @ 2:00pm

Proposer Name / Address / Contact Information:

St. Charles Hospital
200 Belle Terre Road
Port Jefferson, NY 11777

Primary Contact: Laura Beck, Vice President

Phone: (631)476-5606

Cell: (631)553-8175

Fax: (631)474-6144

Email: laura.beck@chsli.org



Catholic Health

St. Charles Hospital

Company Profile and Scope of Work

Company Profile:

A) General Information

Nine (9) convenient Outpatient Rehabilitation locations

RONKONKOMA

3279 Veteran's Hwy
Ronkonkoma, NY 11779
Tel: (631)580-8720
Fax: (631)580-8727

CENTEREACH

2100 Middle Country Rd
Centereach, NY 11720
Tel: (631)580-2526
Fax: (631)580-2530

PATCHOGUE

77 Route 112
Patchogue, NY 11772
Tel: (631) 207-2370
Fax: (631)758-1748

PORT JEFFERSON

200 Belle Terre Road
Port Jefferson, NY 11777
Tel: (631)474-6111
Fax: (631)474-6861

SMITHTOWN

240 Middle Country Rd
Smithtown, NY 11787
Tel: (631)382-4550
Fax: (631)862-4559

COMMACK

500 Commack Road
Commack, NY 11725
Tel: (631)784-1960
Fax: (631)784-1965

MELVILLE

1895 Walt Whitman Road
Melville, NY 11747
Tel: (631)577-3400
Fax: (631)577-3409

E. SETAUKET

3 Technology Drive
E. Setauket, NY 11733
Tel: (631)751-8000
Fax: (631)751-8030

WEST BABYLON

501A Montauk Highway
West Babylon, NY 11704
Tel: (631)465-7150
Fax: (631)465-7155

B) SCOPE OF WORK TO BE PROVIDED TO THE DISTRICT

Overview

St. Charles Hospital shall provide Rocky Point Union Free School District an Athletic Trainer that is duly certified in the state of New York and by the National Athletic Trainers Association (NATA) to provide Athletic Trainer Services to Rocky Point Union Free School District during the 2023-2024 school year that shall encompass August 1, 2023 through June 30, 2024 with the option for 4 additional one-year renewal periods for the 2024-2025, 2025-2026, 2026-2027 and 2027-2028 school years. This athletic trainer will be permanently assigned to the district in order to ensure continuity of care for the student athletes as well as to promote ongoing and effective communication between the Athletic Director, coaches, parents, students and all others as appropriate.

RFP Number R24-04
NYS Certified Athletic Trainer

The Athletic Trainer will possess a valid certification from the State of New York issued pursuant to Article 162 of the Education Law and will have successfully completed training pursuant to Public Health Law 2000-b(3)(a) in the operation and use of an Automated External Defibrillator.

The Athletic Trainer will be expected to perform athletic training work between the hours of 2:00pm and 6:00pm, and/or until the end of any home athletic event, Monday through Friday and for approximately 4-6 hours on a Saturday. Weekly hours are estimated at 35 hours/week.

The Athletic Trainer will attend all practices and games of the District, except where the District has scheduled three or more events at the same time. In the event of a conflict in the scheduling, the athletic trainer will coordinate with the District Athletic Director to determine which events to be covered.

When deemed necessary, St. Charles Hospital will make reasonable effort to provide an alternate certified athletic trainer, with consent of the school, should the assigned trainer be temporarily unavailable due to illness or emergent circumstances. St. Charles currently employs full time, part time and per diem athletic trainers which can be re-assigned when possible to cover for such absences. Any and all alternate coverage will be coordinated with and approved by the District's Athletic Director.

Prior to commencement of services, St. Charles Hospital will inform the School of the names, positions, and responsibilities of the athletic trainer(s) assigned to the School District.

Hours of the Athletic Trainer can be flexed to accommodate schedule.

Roles and Responsibilities:

The following roles and responsibilities will be satisfied by the Certified Athletic Trainer assigned to the District:

- Coordinate efforts to include, but not be limited to evaluation and treatment of injuries sustained by District's students during school athletic events, application of first aid and recommendations for exercise or physical measures for minor injuries.
 - Test injured athletes to evaluate injury, including tests for joint stability, muscle strength, neurological malfunction, etc.
 - Provide appropriate rehabilitation for an athletic injury.
 - Educate athletic participants to encourage formulation of sound health habits and preventative care practices.
- Provide emergent care to District students when necessary.
- Ensure coordination among injured athletes, parents, Districts coaching staff, and team, and/or the athletes' family physician and other healthcare providers involved.

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- Maintain accurate records of all athletic injuries reported by District's students that occur during school athletic events including any rehabilitation interventions administered by the Athletic Trainer.
- Prepare any required reports regarding athletic injuries sustained by District's students that occur during school events as requested by the nursing and athletic office.
- Provide athletic participants with tape, elastic bandages, braces, splints, pads and modified equipment and demonstrate proper taping, strapping, bracing and fitting of athletic equipment.
- Provide pre-season concussion instruction meeting.
- Required to meet with the Athletic Director at least two times per year to review policies and procedures, etc.
- Complete or assist in the completion of any administrative acts required for the medical care of student athletes under local, state, and federal regulations. This includes maintaining medical records and injury reports for student athletes of the District.
- Comply with all laws and regulations pertaining to the confidentiality of student medical records, including but not limited to the Family Education Records and Privacy Act.
- Maintain the athletic training facility at the District.
- Advise the District on inventory status and requisitioning of supplies and/or facility management and inspect and take inventory of all team medical kits prior to the beginning of each season.
- When requested, the Athletic Trainer assigned to the district will prepare presentations and speak at educational programs sponsored by the district. In addition, any member of the St. Charles Sports Medicine team including physicians, physical therapists and others are available to present at educational programs for the District.
- Participate in any out-of-town athletic events as requested by the district. (The School shall provide and pay for the direct costs and additional expenses as incurred)
- Provide services in accordance with the duties and responsibilities required of athletic trainers engaged by schools pursuant to Article 162 of New York Education Law and the applicable commissioner's regulations, as well as in accordance with criteria established by the National Athletic Trainers Association.
- Adhere to all applicable policies, procedures, rules and regulations of the District, as well as the State Education Department.

St. Charles Hospital is responsible for the payment of any Workers Compensation premiums, unemployment premiums, state and/or federal tax withholdings, etc. for the care of the Athletic Trainer assigned to the District. All persons rendering services to the District pursuant to this agreement are employees of the Provider, which is an independent contractor. Neither the Provider, nor its agents or employees, shall be entitled to any retirement plan, health insurance, rights under a collective bargaining agreement, or benefit available to employees of the District.

The Athletic Trainer assigned to Rocky Point Union Free School District is a member of the St. Charles Hospital Sports Medicine team and has the ability to easily and immediately access, facilitate and coordinate the care for the student athlete through any and all of the many services available in our very comprehensive program. The below menu of services are available to all student athletes and can be facilitated and coordinated by the assigned athletic trainer:

1. **Orthopedic Urgent Care:** Monday through Friday from 4:00pm to 8:00pm without appointment. Athletes can be evaluated by an Orthopedic Physician or Certified/Registered Orthopedic Physician Assistant. Immediate availability of x-ray when appropriate. This service is provided by St. Charles Orthopedics/ Orthopedic Associates of Long Island Precision Care.
2. **Injury Screens:** Athletes can be seen in any of our nine convenient outpatient rehabilitation locations on the same day as injury. Athletes will be evaluated by a member of our Sports Physical Therapy Team with recommendations regarding follow up, need for physician assessment etc. If necessary and when requested by the parent, our staff will facilitate appointment with a Board Certified Sports Medicine Physician or a Board Certified Orthopedist with appropriate subspecialty within 1 business day. Injury screens are at no cost and provided regardless of insurance.
3. **Recovery Clinic:** Walk-In Recovery clinic is offered on Sunday mornings throughout the school year from 10:00am to 1:00pm in 2-3 convenient locations. The Centereach location offers a full array of recovery modalities including cold pools, marc pros, normatechs, therapeutic cupping, kinesiotaping, theraguns and more. In addition our specialty trained sports physical therapist are on hand to provide injury screens, direct active recovery and stretching programs and coordinate or facilitate and appointments or follow up required. In addition, individual recovery is available in all of our outpatient locations including our facility in East Setauket where athletes can come in following a strenuous practice or game to use some of our recovery interventions. These individual recovery sessions are available at any time during the facilities hours of operation.
4. **Imaging Services:** Imaging services including x-ray, MRI and CT-Scan are available through our program with appointments often coordinated and offered the same day or within 1 day of physician evaluation.
5. **Physical Therapy:** St. Charles has a team of physical therapists specifically trained in sports medicine in all 9 locations and a Lead Sports Therapist in each site that can

manage the care of any injured athlete should they require physical therapy. The athletic trainer assigned to the District will have the Port Jefferson or East Setauket location as their home base so can easily attend therapy sessions or injury screens. Our Sports Therapy services are coordinated by our Sports Medicine Clinical Coordinators who ensure quality standards are adhered to by all therapists in all locations, streamline services, and provide ongoing education to all employed Athletic Trainers and Physical Therapists.

Pre-season Screens and Injury Prevention Programs: St. Charles Hospital is dedicated to injury prevention and has developed several evidence based programs aimed at injury prevention and education. These pre-season screens and injury prevention programs will be available to the District and as requested by the District.

- **ACL Risk Assessments and Education:** Evidence based performance testing is provided to student athletes to identify those at higher risk of ACL injury. On the spot education is provided to teach student athletes, coaches and others how to correct for muscle imbalances and faulty movement patterns to reduce risk of injury.
- **ACL Injury Prevention Exercise Program:** Simple evidence based exercise program that can easily be incorporated into warm ups for all sports teams designed to reduce the risk of ACL injury.
- **Baseball Pre-season Functional Movement Screen:** Our team of specialty trained, sports physical therapists can perform this comprehensive screen for your team at your school or in one of our conveniently located outpatient locations. Our team will collect and compute the data on the spot so that we can provide each athlete with education and information on appropriate activities and exercises they should incorporate into their training programs to assist in correcting muscle imbalances, weaknesses, and other deficits thereby reducing risk of injury during the season.

*other injury prevention education and screening programs can be developed and implemented as requested by the District and as new needs arise.

St. Charles Hospital's ThinkSmart!™ Concussion Management: St. Charles Hospital is the home of the largest and most comprehensive concussion management program in Suffolk County with 42 participating school districts. Our comprehensive program will continue to be provided to Rocky Point Union Free School District and includes:

- Baseline testing for student athletes utilizing ImPACT™ at no cost to the district.
- Physicians and clinical staff available to present and educate regarding concussion management to coaches, parents, students, teachers or others as requested by the district.
- Comprehensive medical services with physicians who have specialty training in concussion management in 7 locations.
- Neuropsychology for athletes experiencing prolonged symptoms and require additional testing and management.

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- Return to play progressions can be performed by the Certified Athletic Trainer assigned to the District. In addition, a return to play progression can be completed at any one of our 9 outpatient physical therapy locations.

Experience with District and Public School Districts

QUALIFICATIONS AND EXPERIENCE

1. Experience and expertise in school health

St. Charles has a history of excellence in rehabilitation for children and adults that spans more than 110 years. Superior care for athletes of all ages has been available at St. Charles for decades and since 2010, refining, developing and expanding its sports medicine service has been a key organizational initiative. In addition to providing premier sports medicine medical and rehabilitation services in multiple locations across Suffolk County, we also offer recovery clinics, easy access injury screenings, and evidence based injury prevention programs to athletes of all levels in the community.

Certified Athletic Trainer Services

Our commitment goes beyond the walls of our hospital, medical offices and rehabilitation facilities. St. Charles is dedicated to collaborating with school districts in Suffolk County to strengthen and expand the medical services available to their student athletes with emphasis on safety and injury prevention. Toward that end, we employ several certified athletic trainers and currently are the provider of athletic trainers to 4 Suffolk County High Schools. Our expertise and excellence in sports medicine also earned St. Charles the contract to provide athletic trainers to both campuses of Suffolk Community College. St. Charles understands that athletic training services are an integral component of any athletic program. An athletic trainer provides valuable services to ensure the safety and ongoing wellbeing of student athletes. This role requires flexibility in schedule in order to be present and available for the student athlete's needs and those of the athletic departments.

Athletic Trainers need to stay current and aspire for ongoing professional development and continuing education. As such, St. Charles Hospital provides our staff athletic trainers with funds for continuing education and tuition reimbursement. In addition, we are an approved provider or CEU's through the BOC and provide free educational offerings for ATC's throughout the year. In addition, athletic trainers attend in-services and educational offerings at the hospital and rehabilitation facilities.

Athletic Trainers who work in any school environment for St. Charles are supported by a comprehensive group of orthopedic sub-specialists through Orthopedic Associates of Long Island. Physicians with expertise in all areas, including hand, wrist, elbow, shoulder, knee, ankle & foot, hip, spine and head (concussion) are easily accessible to our sports medicine team. In addition to our team of expert orthopedic surgeons, six (6) are sports medicine fellowship trained and three (3) physicians specialize in non-operative care of sports injuries, a full complement of orthopedic physician assistants support our physicians, schools and programs. Our physicians have experience with teams and players of all levels including high school, collegiate and professional. Our physicians are a resource for St. Charles athletic trainers 24/7 and provide appointments for athletes usually within 24-72 hours.

In addition, the athletic trainers have the support of well-trained sports physical therapists to confer with. Our physical therapists provide ongoing communication to the athletic trainer and treating physician, so that everyone remains informed of the athletes status.

Sideline Coverage

Our Sports Medicine Fellowship Trained Physicians and Orthopedic Physician Assistants have been providing sideline football coverage for more than 10 years. St. Charles Hospital currently provides sideline coverage for 8 school districts in Suffolk County including Rocky Point Union Free School District. Our Sports Medicine Fellowship Trained Physicians provide coverage for Varsity level contests and the Orthopedic Physician Assistants provide coverage for Junior Varsity and Middle School level contests.

Our medical staff works alongside the athletic trainer to monitor the athletes on the field, identify potential injuries, evaluate injuries, make return to play decisions as well as recommendations for follow up medical evaluation and care when appropriate.

Physician and Physician Assistant coverage is provided through Orthopedic Associates of Long Island Precision Care.

Concussion Management

St. Charles Hospital has been the leader in concussion management in Suffolk County since 2010 when the ThinkSmart!™ Concussion Management Program was developed in response to the growing need for these services in the community. This comprehensive concussion management program offers evidence based care for the treatment of concussion. In addition to ongoing education to the community and school districts on prevention, recognition and treatment for concussion, our ThinkSmart!™ Concussion Management Program supports baseline testing and currently provides ImPACT™ baseline testing for student athletes in 42 participating school districts across Suffolk County including Rocky Point Union Free School District.

Over 2,000 athletes each year are evaluated and treated by our physicians with specialty training in the evaluation and management of concussion.

2. Primary Athletic Trainer to be assigned to the District

As a fiscally responsible organization, it is our practice to only recruit and hire for positions that have been secured. As such, we could not begin this process until being notified as to the result of this RFP. Upon being notified of being awarded this contract, St. Charles Hospital will immediately begin aggressively recruiting candidates for placement at Rocky Point Union Free School District. We have very thorough human resources screening processes to ensure placement of a qualified, competent candidate. We would target August, 2023 to start placement but in assessing the current short timeline of this RFP with notification of award not occurring until after the July BOE meeting, there may be a potential delay in that placement while we recruit and onboard for the position.

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The Athletic Trainer will be a full time employee of St. Charles Hospital, 200 Belle Terre Road, Port Jefferson, NY 11777 and will be based out of our satellite office at 3 Technology Drive, East Setauket, NY 11733.

In addition, in the absence of the primary athletic trainer, the below certified athletic trainers can potentially assist with coverage if available:

1. Renee B. Marchewka, MS, ATC
2. Michael F. Magistro, Jr., ATC
3. Michael Regan, ATC
4. Brian Kennelly, ATC
5. James Labartino, ATC
6. Theresa D. Knips, ATC

3. Potential Conflicts of Interest: none

4. Quality Control

St. Charles Hospital is dedicated to ensuring quality care and service in all programs and is also committed to ongoing performance improvement. In addition to the informal assessment of and communication with all employees that occurs on a daily basis, St. Charles Hospital has a formal process for employee review. All employees have a formal employee evaluation three months after hire, at the time of their one year anniversary, and then annually thereafter. For employees that have been placed to provide services for contracts with outside agencies/organizations, we solicit feedback from the outside agency/organization on an ongoing basis regarding the performance of said employees. The feedback is also obtained prior to all formal reviews and included in written performance appraisals as appropriate.

Continual, two-way communication is our standard for all of our contracted services. Our primary contact for this contract will provide routine communication to the District administrators and faculty throughout the course of this contract. St. Charles will ensure availability 24/7 with primary contact and other key members of the administrative team.

5. Record Reporting and Retention

St. Charles Hospital strictly adheres to HIPAA confidentiality policies and for contracts where appropriate FERPA confidentiality policies. All records are maintained and stored securely. Strict security policies and procedures are in place to ensure the safeguarding of any electronic records. All staff receive competency based education regarding confidentiality upon hire and annually thereafter. St. Charles Hospital has an appointed Privacy Officer that oversees confidentiality performance and addresses any potential breaches or other issues that arise.

6. Insurance:

The general liability carrier for St. Charles Hospital is RVC Insurance Company, Inc, which is not rated. It is licensed in NY and operated by Catholic Health. All other insurance requirements as stated in the RFP would align with our coverage.

7. Summary/Additional Information

St. Charles Hospital has the comprehensive staff necessary to provide a complete sports medicine support system for the athletic trainer working in the school environment. This system ultimately benefits the student athlete and the athletic program. Recognition, rapid evaluation and treatment gives every athlete the high level of care they need and deserve. In addition there is a reduction in lost play time and better experience for the athlete.

Our comprehensive services and experience in this area of healthcare is unparalleled, and we take great pride in continuously seeking to improve our level of care and exploring new techniques and tools to assist in keeping our service cutting edge.

The management team for the St. Charles Hospital Sports Medicine Program will provide operational, clinical and quality oversight for the services associated with this RFP. Our management team is accessible 24 hours a day, 7 days a week, through the primary contact.

- James O'Connor, President
- Hayley Queller, MD and Michael Sileo, MD- Medical Directors, Sports Medicine
- **Laura Beck, MSPT- Vice President of Physical Medicine and Rehabilitation (Primary Contact)**
- John Kahl, PT, DPT, SCS: Clinical Coordinator, Sports Medicine Rehabilitation
- Keith Levinson, PT, DPT, SCS, OCS, CSCS: Clinical Coordinator, Sports Medicine Rehabilitation

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NYS Certified Athletic Trainer

Cost Proposal

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NYS Certified Athletic Trainer

Athletic Trainer Services

St. Charles Hospital will provide an Athletic Trainer to Rocky Point Union Free School District from August 1, 2023 through June 30, 2024.

Services will be provided by a BOC certified Athletic Trainer.

Training services to be provided on average 35 hours / week. Training services provided according to the scope of work described in the RFP. Athletic Director will work with assigned athletic trainer to prioritize events, schedule, and coverage.

Fee Schedule

Fall: \$14,000
Winter: \$14,000
Spring: \$14,000

ImPACT Baseline Testing: NO CHARGE

Invoice will be provided to district following each season. Invoicing schedule can be modified to monthly if district requests.

See Attached Cost Summary Sheet initial rates and increases over the potential life of this contract.

RFP Number R24-04
NYS Certified Athletic Trainer

COST SUMMARY SHEET
RFP #R24-04

NYS Certified Athletic Trainer Services

Description	Proposal				
	2023-24	2024-25	2025-26	2026-27	2027-28
Annual Services	\$42,000.00	\$42,000.00	\$42,840.00	\$42,840.00	\$43,695.00

Proposer's/Firm Name: St. Charles Hospital

References

ROCKY POINT UNION FREE SCHOOL DISTRICT
Administrative Office
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

REFERENCES:

Company Name: Patchogue Medford School District
Address: 241 South Ocean Avenue
Patchogue NY 11772
Contact Person: Anthony Cracco, Director of Health, Physical Education and Athletics
Telephone: 631-687-6420
Email: acracco@pmschools.org
Dates of Contract: November 2015 to present

St. Charles Hospital is currently contracted with Patchogue Medford School District to provide athletic training services for the district.

Company Name: Suffolk Community College
Address: 533 College Road
Selden, NY 11784
Contact Person: Neftali Collazo, College Associate Dean of Athletics and Special Events
Telephone: 631-851-6914
Email: collazn@sunysuffolk.edu
Dates of Contract: September 2016 to present

St. Charles Hospital is currently contracted with Suffolk Community College to provide athletic training services for both their Selden and Brentwood Campuses. 3 Full time Athletic Trainers are assigned to the athletic programs at Suffolk Community College.

Company Name: Elwood UDSB
Address: 100 Kenneth Avenue
Greenlawn, NY 11740
Contact Person: David Shanahan, Director of Health, Physical Education and Athletics
Telephone: 631-266-5400
Email: option26@optonline.net
Dates of Contract: April 2016 to present

St. Charles Hospital is currently contracted with Elwood UFSD to provide athletic training services for the district.

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Company Name: Connetquot Central School District
Address: 780 Ocean Avenue
Bohemia, NY 11716
Contact Person: Peter Melore, Director of Health, Physical Education and Athletics
Telephone: 631-304-5466
Email: pmelore@ccsdli.org
Dates of Contract: July 2018 to present

St. Charles Hospital is currently contracted with Connetquot Central School District to provide athletic training services as well as sideline medical coverage.

Proposer's Name: St. Charles Hospital.
Laura Beck, Vice President of Physical Medicine and Rehabilitati

Additional Required

- **Iranian Energy Divestment Certification**
- **Non-Collusive Bidding Certification**
- **Affidavit of Compliance**

ROCKY POINT UNION FREE SCHOOL DISTRICT
 Administrative Office
 90 Rocky Point-Yaphank Road
 Rocky Point, NY 11778

AFFIDAVIT OF COMPLIANCE

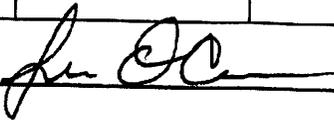
STATE OF

COUNTY OF

James O'Connor, being duly sworn, deposes and says:

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

Vendor: List Officer, Employee or Stockholder's Name	Position with Vendor	Rocky Point Employee, Administrator or Board Member Name	Relationship between parties
<u>none</u>			

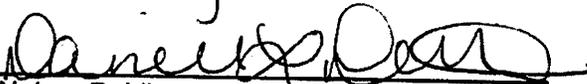


Signed

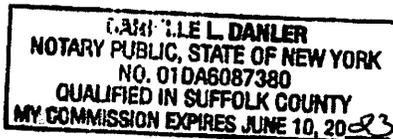
5/29/2023

Date

Sworn to before me this 29th
 Day of May, 2023


 Notary Public

Seal



NON-COLLUSIVE BIDDING CERTIFICATION

Firm Name St. Charles Hospital
Business Address 200 Belle Terre Road, Port Jervis NY 11777
Telephone Number (845) 474-6000 RFP # R24-04 Date of Opening: 6/21/2023

I. General Bid Certification

The bidder certifies that he will furnish, at the prices herein quoted, the materials, equipment and/or services proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

1) Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

"(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons thereof. Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2) Any bid hereafter made to any political sub-division of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized) [Signature] Title President
Please Print Name James O'Connell

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, James O'Connor, being duly sworn, deposes and says that he/she is the President of the St Charles Hospital Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

[Signature]
SIGNED

SWORN to before me this

29 day of May 2023

Notary Public: [Signature]

DANIELLE L. DANLER
NOTARY PUBLIC, STATE OF NEW YORK
NO. 01DA6087380
QUALIFIED IN SUFFOLK COUNTY
MY COMMISSION EXPIRES JUNE 10, 2023

COPY



ROCKY POINT UNION FREE SCHOOL DISTRICT

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

NYS CERTIFIED ATHLETIC TRAINER

RFP #R24-04



June 20, 2023

Re: Letter of Introduction to Orlin & Cohen Medical Specialists Group

Dear Ms Hoffman,

Orlin & Cohen Medical Specialists Group ("Orlin & Cohen") is a multi-specialty musculoskeletal practice with 14 offices across Long Island. Our practice features a team of board-certified, fellowship trained orthopedic subspecialists, as well as in-house diagnostic imaging, neuromuscular testing, pain management, physical rehabilitation, sports and occupational therapy. Our growing team of physicians includes subspecialists in sports medicine, foot & ankle, hand and upper extremities, joint replacement, spine neck and back, neurology, pain management, and radiology. Our practice offers extended evening and weekend office hours in order to accommodate patients with urgent orthopedic care needs. Sunday hours for athletes are available throughout the academic year.

Orlin & Cohen is uniquely positioned to meet the needs of the Athletic Trainer RFP. Our Director of Sports Medicine for Suffolk County, Dr. James Paci, is a renowned orthopedic sports physician who oversees the educational support of our athletic training staff. With years of experience, and that of the other 45 orthopedic physicians at Orlin & Cohen provide a professional support system for our athletic training staff.

I am the Director of Sports Medicine Development and have 40 years of experience in recruiting and contracting athletic trainer services with Long Island school districts. With our Medical Directors, we maintain contact with many experienced Athletic Trainers on Long Island that Orlin & Cohen will be able to utilize to support the requirements of this RFP.

Orlin & Cohen operates nine physical therapy centers and seven advanced diagnostic imaging centers with state-of-the-art MRI capabilities. In addition, through our affiliation with Northwell Health, we have the ability to coordinate imaging, rehabilitation or orthopedic care with providers and ambulatory care locations operated by the health system. While we anticipate our own physicians, staff and facilities will satisfy the vast majority of requirements of this RFP (including follow-up care), our access to the Northwell Health network provides us with unparalleled capabilities to meet the needs of your program.

Thank you in advance for your consideration.

Raymond J. Nelson

Raymond J. Nelson
Director of Sports Medicine Development
Orlin & Cohen Medical Specialists Group



Statement of Qualifications and Experience

- Orlin & Cohen Medical Specialists has carefully reviewed the requirements set forth in the RFP and has the staff, expertise and resources to satisfy ALL requirements herein.

- Orlin & Cohen has and continues to provide contracted Certified Athletic Trainer Services to 10 Long Island school districts over the last 5 years. Currently, we contract with Valley Stream UFSD, Island Trees UFSD, Bethpage UFSD, St. Dominics, Southside - RVC UFSD, Wheatley UFSD, Plainview OBIJK UFSD, Garden City UFSD, Islip UFSD, Shoreham Wading River UFSD, Bayport-Blue Point UFSD and have athletic trainers on our per diem staff from 12 more high schools.

- Orlin & Cohen Medical Specialists Group is not aware of any potential conflicts of interest our staff or company would have in providing these services at Rocky Point UFSD.

- Orlin & Cohen has been in practice for over 25 years. Effective January 1, 2018, our practice affiliated with Northwell Health. Although our practice continues to operate independently of Northwell Health under the Orlin & Cohen and with the same staff and procedures, our corporation is backed with the financial resources and insurance of Northwell Health. Northwell's financial statements are publicly available; copies can be provided upon request.

- Raymond Nelson, Orlin Cohens Director of Sports Medicine Development has successfully contracted certified athletic trainers in over 25 Long Island High Schools over his 40 year career.

- Additional Information
 - Orlin & Cohen Medical Group operates 14 offices throughout Long Island, including locations in Lynbrook, Merrick, Rockville Centre, Woodbury, Massapequa
 - We offer physical therapy in 10 locations, including Rocky Point, Port Jefferson, Port Jeff Station, Smithtown, Bohemia in Suffolk County
 - We offer advanced diagnostic imaging in five locations, including Bohemia, Smithtown and Port Jefferson in Suffolk, near to Rocky Point.
 - Our affiliation with Northwell Health gives us direct access to their providers and facilities, including coordination through their Go Health urgent care locations and imaging centers.

ROCKY POINT UNION FREE SCHOOL DISTRICT
Administrative Office
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

AFFIDAVIT OF COMPLIANCE

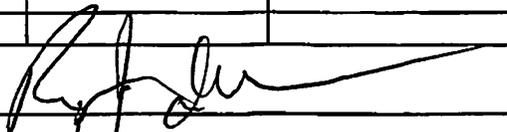
STATE OF

COUNTY OF

Raymond J Nelson, being duly sworn, deposes and says:

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

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



 Signed

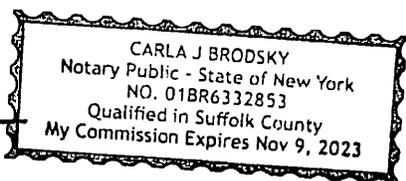
6/20/2023

 Date

Sworn to before me this 20th Day of June, 2023



 Notary Public



Seal

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), chapter 1 of the 2012 Laws of New York, a new provision has been added to Stat Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

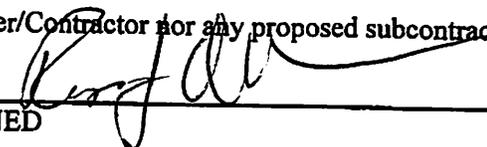
By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL §165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Bidder/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Bidder/Contractor in default. The School District reserves the right to reject any bid or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

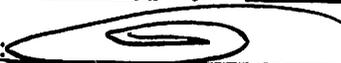
I, Raymond J Nelson, being duly sworn, deposes and says that he/she is the Admin Director of the Orlin & Cohen Medical Specialists Group Corporation and that neither the

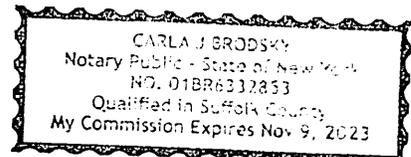
Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

SIGNED 

SWORN to before me this

20th day of June 2023

Notary Public: 



Addendum "A"
Insurance Language / Orlin & Cohen - Northwell Health

INSURANCE:

1. Consultant, at its sole expense, shall procure and maintain, through carrier-issued insurance and/or self-insurance, the following insurance coverage: (i) Commercial General Liability insurance including products/completed operations with limits of \$1,000,000 per occurrence for bodily injury property damage and death and \$2,000,000 annual aggregate; (ii) excess liability insurance with limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate; (iii) auto liability insurance with combined single limit for owned, hired, borrowed and non-owned motor vehicles of \$1,000,000; (iv) professional liability (medical malpractice) insurance with limits of \$1,000,000 per claim and \$3,000,000 annual aggregate, if written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement, Coverage must remain in effect for three (3) years following the completion of work; (v) workers compensation insurance to statutory limits and employer's liability insurance with limits of \$1,000,000 each accident/disease/policy limit. The District, including its employees and volunteers, will be included as additional insured on Consultant's carrier-issued excess liability insurance against any claim for liability, bodily injury, or death occasioned directly or indirectly by Consultant in connection with the performance of Consultant's responsibilities under this Agreement but only to the extent of Consultant's indemnification obligations herein. Additional insured status on Consultant's carrier-issued excess liability insurance shall be provided on a primary and non-contributory basis but only to the extent of Consultant's indemnification obligations herein.
2. In the event any of the aforementioned insurance policies are cancelled or not renewed, the Consultant shall endeavor to notify the District in writing within thirty (30) days of such cancellation or non-renewal.
3. The Consultant agrees to indemnify the DISTRICT for applicable deductibles and self-insured retentions.
4. Consultant shall provide the DISTRICT with a certificate of insurance as evidence of the above insurance requirements upon execution of the within Agreement. Consultant further acknowledges that its failure to obtain or keep current the insurance coverage required by this Agreement shall constitute a material breach of contract.
5. The DISTRICT is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The Consultant acknowledges that the insurance required hereunder is intended to benefit the DISTRICT and NYSIR, as the DISTRICT'S insurer.
6. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional consultant hereby agrees to include the District/BOCES as an Additional Insured on the professional consultant's carrier-issued excess liability insurance policy.
7. The carrier-issued excess liability insurance policy including the District as an Additional Insured shall:
 - a. Be an insurance policy from an A.M. Best A- rated or better insurer, licensed to Conduct business in New York State. A New York licensed and admitted insurer is strongly preferred.
 - b. Be primary and non-contributory coverage for the District/BOCES, its Board, employees and volunteers but only to the extent of Consultant's indemnification obligations herein.
 - c. A Certificate of Insurance evidencing the above coverage shall be provided to the District prior to the commencement of work.

**ROCKY POINT UNION FREE SCHOOL DISTRICT
Administrative Office
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778**

REFERENCES

Company Name: Islip UFSD

Address: 215 Main Street, Islip, NY 11751

Contact Person: John Sparacio

Telephone: () 632-258-0124

Dates of Contract(s) 20-21,21-22, 22-23, 23-24

Company Name: Shoreham Wading River UFSD

Address: 250B Route 25A, Shoreham, NY 11786

Contact Person: Mark Passamonte

Telephone: () 315-261-8680

Date of Contract(s) 22-23, 23-24

Company Name: Bayport Blue Point UFSD

Address: 189 Academy Street, Bayport, NY 11705

Contact Person: Tim Mullins

Telephone: () 631-834-1167

Date of Contract(s) 19-20, 20-21,21-22, 22-23, 23-24

Proposer's Name: Orlin & Cohen Medical Specialists Group

COST SUMMARY SHEET
RFP #R24-04

NYS Certified Athletic Trainer Services

Description	Proposal				
	2023-24	2024-25	2025-26	2026-27	2027-28
Annual Services	\$ 27,000.00	\$ 28,000.00	\$ 29,000.00	\$ 30,000.00	\$ 31,000.00

Proposer's/Firm Name Orlin & Cohen Medical Specialists Group

**PRE-KINDERGARTEN SERVICE AGREEMENT BETWEEN
THE ROCKY POINT UNION FREE SCHOOL DISTRICT AND
LITTLE RASCALS CHILD CARE LEARNING CENTER
ACADEMIC YEAR 2023-2024**

This is the record of an agreement ("this Agreement") between Rocky Point Union Free School District (the "District") located at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778, and Little Rascals Child Care Learning Center, with its principal place of business for purposes of this Agreement located at 187 Miller Place-Yaphank Rd, Miller Place, NY 11764 ("Contractor").

Whereas, Chapter 436 of the Laws of 1997 and Section 3602-e of the Education Law of the State of New York established the New York State Universal Pre-Kindergarten Program which is open for application and participation of public school districts; and,

Whereas, the New York State Universal Pre-Kindergarten Program provides public school districts with an opportunity to obtain funding for four-year old children to participate in a qualified pre-kindergarten program; and,

Whereas, applications for funding that contain strong collaborative arrangements with local Pre-Kindergarten providers are given preference by the State; and,

Whereas, Contractor is a duly qualified Pre-Kindergarten provider, and,

Whereas, the application of the District was successful and included the placement of up to thirty-six (36) eligible District students ("Students") in the full-time Pre-Kindergarten Program ("Program") operated by the Contractor; and,

Now, therefore, it is agreed as follows:

1. Purpose

- (a) The purpose of this Agreement is to establish the terms and conditions of an agreement between the District and the Contractor to effectuate the placement of the Students in the Program operated by the Contractor and to comply with any requirements of the New York State Universal Pre-Kindergarten Program and/or other funding requirements.
- (b) This Agreement is entered into and authorized by Section 3602-e of the Education Law of the State of New York, and by Chapter 436 of the Laws of 1997.
- (c) Contractor and its agents are duly qualified to provide Pre-Kindergarten services ("Services") through its qualified Program for District students in all respects.
- (d) Contractor agrees that it will provide individuals who have the training, skills, experience, knowledge, qualifications, and competency to operate the Program and that such individuals are duly certified and/or qualified under applicable federal laws, the laws of the State of New York, the Commissioner's Regulations, and any other applicable law, rule, or regulation to operate the Program and/or

provide Services to Students.

- (e) Contractor agrees that the Program, its operation, and all Services performed within the Program will comply with all federal, state, or local laws, rules, regulations including but not limited to regulations of the Commissioner of Education, the Health Insurance Portability and Accountability Act of 1996, the Family Educational Rights and Privacy Act (“FERPA”), the No Child Left Behind Act of 2001 and any applicable such laws, rules, or regulations governing the operation of a pre-kindergarten/child care agency, including licensure by the New York State Department of Social Services.
- (f) Contractor agrees that all individuals who will have direct contact with Students will comply with all legally required criminal background and fingerprint clearance including but not limited to, requirements set forth in the New York Education Law. Necessary clearance with the Commissioner of Education must specifically identify the Rocky Point Union Free School District. Contractor must submit to the District proof of the appropriate background, fingerprinting, and other necessary clearance requirements *prior* to permitting any individual to provide Services in the Program. Proof of necessary clearance shall be sent to Human Resources located in the Rocky Point District Office.
- (g) Contractor affirmatively states that it is aware of, familiar with, and has carefully reviewed the Commissioner’s Regulations pertaining to Universal Pre-Kindergarten Programs and that its Program complies with all such regulations including but not limited to those contained in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12. To the extent that any provision in this Agreement may conflict with such regulations, the regulations shall govern and the requirements set forth in the regulations are specifically incorporated herein by reference.

2. Services and Program Requirements

- (a) Contractor agrees that the Program will comply with all requirements set forth in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12 and other applicable Commissioner Regulations.
- (b) Registration. All students referred for placement in the Program must have registered with the District in the Rocky Point District Office, Registration Office.
- (c) Attendance. The Contractor shall maintain a daily record of student attendance and forward attendance information to the District each month.
 - (i) The Contractor must notify the District’s Universal Pre-Kindergarten Program Coordinator (“Coordinator”) of all students who do not attend on a regular basis and/or who are regularly late to the Program.
 - (ii) Upon a determination by the Contractor or the District that attendance is deficient, a meeting with the parent shall be promptly held by the Contractor to determine the reasons for the attendance problem and to identify steps to resolve the attendance problem. Inability to resolve the

problem, after documented interventions, must be referred in writing to the Coordinator.

- (iii) Children who do not attend class or are late for two consecutive weeks without an appropriate medical excuse or other reasonable explanation shall be removed from the roster by the Contractor or at the discretion of the District. The Coordinator shall be promptly notified in writing that such action has been taken.
- (d) **Calendar.** Contractor must operate on a similar school calendar as the District. Students are required to attend the Program five days per week for five hours per day.
- (e) **Discipline**
 - (i) Students shall be suspended for attendance reasons only after notice to the Coordinator, and following the application of appropriate due process procedures which shall include, but may not be limited to, notice to the child's parent(s) or person in parental relation, and an opportunity for the child and his/her parent(s) or person in parental relation to be heard.
 - (ii) In order to suspend a student for behavioral reasons, such reasons must be documented in writing and shall be preceded by application of appropriate non-suspension interventions, parent input and involvement, and involvement of special needs personnel, if appropriate.
 - (iii) Notwithstanding any provision to the contrary, the Contractor may not suspend any student, for any reason, without the prior written approval of the Coordinator.
- (f) **Cumulative Folders.** The Contractor shall maintain cumulative folders for each Student that must contain, at minimum, notification of parent-teacher conferences/contacts and other reasonably related information applicable to the student. The cumulative folders shall be provided to the District at the end of the 2023/24 school year. Contractor must also make cumulative folders available for inspection or copying at the request of the District.
- (g) **Curriculum.** The Contractor shall follow the appropriate Pre-Kindergarten Curriculum and the Creative Curriculum, as approved by NYSED.
- (h) **Assessment records.** Assessment records must be maintained for each student and a copy thereof shall remain on file in the student cumulative folder. Assessment records are to be used in the Creative Curriculum Developmental Continuum and all of its related components.
 - (i) **Annual Assessment.** The Contractor shall provide the District with a year-end assessment of its participation in the District Universal Pre-Kindergarten Program to determine the extent that goals and objectives have been met. Said assessment shall be submitted on or before July 5, 2024.

- (j) Facilities, Supplies, and Equipment. The Contractor shall maintain appropriate and necessary equipment, supplies, and materials for all Students. Nothing herein contained shall diminish the responsibility of the Contractor to comply with the facilities” requirement set forth in 8 N.Y.C.R.R. § 151-10. Any materials provided by the District must be returned to the District upon termination of this Agreement.
- (k) Contractor shall not disclose student education records except upon parental consent, upon forms prepared by the District, or as otherwise authorized by FERPA. Contractor shall further maintain the confidentiality of all medical, psychological, and student records of all Students in compliance with federal and state laws as well as the Commissioner’s Regulations.

3. Insurance

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Agency hereby agrees to effectuate the naming of the District as an additional insured on the Agency's insurance policies.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in
 - a. New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage
 - a. for the District its Board, employees and volunteers.
 - c. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the District’s request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The Agency agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
 - b. **Excess Insurance**
\$1,000,000 each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
 - c. **Workers' Compensation**

Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

d. Automobile Liability

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

5. Agency acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The Agency is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

4. Independent Contractor; Indemnification

- (a) The relationship of the parties is that of independent contractor and any and all Services performed by Contractor and its employees or agents under this Agreement shall be performed in such capacity. None of the Contractor's employees, consultants, or agents shall hold him/herself out as, nor claim to be, an officer or employee of the District, not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the District including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. Contractor shall not have, or hold itself out as having, the authority or power to bind or create liability for the District by its acts or omissions.
- (b) Contractor shall defend with competent counsel of the District's choosing, indemnify, and hold harmless the District, including its trustee, directors, officers, employees, representatives, and agents with respect to all claims, liabilities, injuries, losses, expenses, and/or damages as a result of, arising from or in connection with its performance and/or non-performance under this Agreement including but not limited to reasonable attorneys' fees and litigation expenses.
- (c) Subsection 4(b) shall survive any expiration, termination, or non-renewal of this Agreement.
- (d) Nothing in this Agreement shall restrict Contractor from providing Services or otherwise engaging in business with, any other person or entity.
- (e) It is agreed by Contractor and the District that neither federal, state or local income taxes nor payroll taxes of any kind, including, but not limited to F.I.C.A. or F.U.T.A., will be withheld or paid by the District on behalf of any Contractor employee, consultant, or agent. Said payments are to be made by Contractor in compliance with all federal, state, and local laws, rules or regulations. Contractor agrees to pay all applicable taxes, including income taxes, workers' compensation insurance, unemployment insurance payment, disability insurance payment, and/or any other payments that may be required under the laws, rules, or regulations of any government agency having jurisdiction over Contractor or its

relationship with the District. Contractor further agrees to indemnify and hold the District harmless against any claim, cost, penalty, damage, or expense (including reasonable attorneys' fees) related to either parties' nonpayment and/or underpayment of any such taxes or payments.

- (f) The District acknowledges that it shall have no ability to control the manner, means, details or methods by which Contractor performs its services under this Agreement except as provided herein and as required by federal, state, or local laws, rules, and regulations.

5. Fire Safety Requirements

Building and classrooms operated by Contractor on behalf of the District shall meet the New York State Uniform Fire Prevention and Building Code (9 N.Y.C.R.R. Parts 600 through 1250), 8 N.Y.C.R.R. §§ 151-2.7 and 155.7 or its equivalent (notwithstanding the exemption for schools in cities with populations over 125,000 persons) and Part 418 of the Regulations of the Department of Social Services (18 N.Y.C.R.R. Part 418).

6. Fees

- (a) The District has allocated up to six-thousand and nine hundred and twenty-seven dollars (\$6,927.00) per student, not to exceed the total amount for all students of up to two hundred and forty-nine thousand and three hundred and seventy-two dollars \$249,372.00 for the 2023/24 school year for the placement of children in the Program operated by Contractor and all Services provided in the Program. Under no circumstances shall Contractor be entitled to more than \$249,372.00 for any and all Services rendered under this Agreement.
- (b) The District will make payment to Contractor at the end of each month in the amount of \$692.70 for each enrolled student. The District reserves the right, based upon non-attendance, to fill slots if they should become available throughout the school year. All calendars are due to the District at the end of each month. These calendars can be mailed to Dr. Aaron Factor, at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. It is expressly understood and acknowledged by Contractor that the funds for the pre-kindergarten placements contemplated hereunder are appropriated by a grant through the State of New York. In the event of diminution or cessation of then current appropriates by the State, the District reserves the right to cancel any existing placements with the Contractor and/or to terminate this Agreement in all respects with no recourse by Contractor.

7. Staffing and Staff Development

- (a) The Contractor shall provide the District with information relative to individuals who are responsible for the instructional program for the Students.
- (b) Contractor shall provide the District with the following information as soon as possible: description of the qualifications for all individuals providing instruction in the Program; stability of staff in relation to average duration of employment; rate of turnover; and its ability to fill vacancies in a timely manner. At minimum, this information must include certification documents, educational background

and training of all teachers and paraprofessional staff who will be directly involved with providing Services to the Students.

- (c) Within two (2) days of receipt of a written notice that the District objects to the continued use of a certain individual to provide Services to Students, Contractor shall remove said individual from any and all contact with the District students. The District reserves the right, at all times, to determine in its sole discretion whether any individual is qualified to provide Services.
- (d) Contractor agrees that all teachers shall be New York State certified.
- (e) Pursuant to the Commissioner's Regulations regarding staff qualifications (8 N.Y.C.R.R. § 151-1.5) a pre-kindergarten teaching assistant providing support in a pre-kindergarten classroom shall have a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Commissioner's Regulations, and for those assistants in programs for limited English proficient (LEP) children, shall have bilingual proficiency in the children's native language. Contractor shall comply with the aforesaid requirements.
- (f) Contractor shall be responsible for complying with all staff qualification
- (g) Requirements for Pre-Kindergarten Programs as set forth in 8 N.Y.C.R.R. § 151-1.5.

8. Supervision of Program

- (a) As required by the 8 N.Y.C.R.R. § 151-1.11, the Coordinator, or other designated District administrator, will supervise Program implementation and compliance with this Agreement. All issues related to this Agreement shall be first directed to the Coordinator.
- (b) The Coordinator may conduct at least one formal annual evaluation of the Program. In addition, information random visitations may take place throughout the school year. The Coordinator shall have access to all elements of the Pre-Kindergarten Program including classroom visits, teacher observations, records and documents as deemed necessary by the District.

9. Term, Renewal, and Termination

- (a) Term. This Agreement shall become effective upon the signing of this Agreement by both parties (the "Effective Date") and upon ratification by the Board of Education and shall remain in effect until June 30, 2024.
- (b) Renewal. This Agreement may be reviewed annually by the parties and renewed if appropriate. Any such renewal shall be in a writing duly executed the parties.
- (c) Termination For Cause. Any party may terminate this Agreement effective immediately by providing written notice of termination for cause. "For cause" shall mean:

- (i) Any material breach of this Agreement; or
 - (ii) Any act exposing the other party to liability to others for personal injury or property damage; or
 - (iii) Any act of fraud, theft or dishonesty in the course of performing services under this Agreement; or
 - (iv) Failure of the Contractor to comply with any requirement for a Pre-Kindergarten Program as set forth in the Regulations of the Commissioner of Education; or,
 - (v) The reduction and/or elimination of applicable funding for District participation in the Program.
- (d) Without Cause. Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party.
 - (e) All rights and obligations under this Agreement shall immediately cease upon termination of the Agreement unless otherwise provided herein.
 - (f) The parties shall deal with each other in good faith during the notice of termination without cause period and continue to perform all obligations under this Agreement until the expiration of the notice period.

10. Notices

Unless otherwise stated, 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. Notice by the District to the Contractor shall be delivered to 187 Miller Place-Yaphank Rd, Miller Place, NY 11764. Notice by the Contractor to the District shall be delivered to the Executive Director at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778.

11. Assignment

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

12. 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.

13. Severability

Should any provision of this Agreement be finally determined by any court of competent jurisdiction or any government agency with jurisdiction over this Agreement 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 provisions 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, and construed in accordance with, the domestic laws of the State of New York, without regard to its choice of law principles. In the event of any controversy between the parties relating to this Agreement, the controversy shall be resolved in a court of appropriate subject matter jurisdiction located in Suffolk County, New York, unless the parties shall otherwise agree in writing. The parties consent to the personal jurisdiction of such court over them.

16. Ratification

This Agreement shall not become effective unless and until ratified by the Board of Education.

17. Headings

The headings set forth herein have been inserted for convenience only and are not to be considered when construing the provisions of this Agreement.

Dated: _____

Little Rascals Child Care Learning Center

By: _____
Margo Abrams, Director/Owner

Dated: _____

Rocky Point Union Free School District

By: _____
Jessica Ward
President, Board of Education

**PRE-KINDERGARTEN SERVICE AGREEMENT BETWEEN
THE ROCKY POINT UNION FREE SCHOOL DISTRICT AND
STEP BY STEP EARLY LEARNING CENTER, INC.
ACADEMIC YEAR 2023-2024**

This is the record of an agreement ("this Agreement") between Rocky Point Union Free School District (the "District") located at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778, and Step by Step Early Learning Center Inc., with its principal place of business for purposes of this Agreement located at 138 Radio Avenue, Miller Place, NY 11764 ("Contractor").

Whereas, Chapter 436 of the Laws of 1997 and Section 3602-e of the Education Law of the State of New York established the New York State Universal Pre-Kindergarten Program which is open for application and participation of public school districts; and,

Whereas, the New York State Universal Pre-Kindergarten Program provides public school districts with an opportunity to obtain funding for four-year old children to participate in a qualified pre-kindergarten program; and,

Whereas, applications for funding that contain strong collaborative arrangements with local Pre-Kindergarten providers are given preference by the State; and,

Whereas, Contractor is a duly qualified Pre-Kindergarten provider, and,

Whereas, the application of the District was successful and included the placement of up to thirty (30) eligible District students ("Students") in the full-time Pre-Kindergarten Program ("Program") operated by the Contractor; and,

Now, therefore, it is agreed as follows:

1. Purpose

- (a) The purpose of this Agreement is to establish the terms and conditions of an agreement between the District and the Contractor to effectuate the placement of the Students in the Program operated by the Contractor and to comply with any requirements of the New York State Universal Pre-Kindergarten Program and/or other funding requirements.
- (b) This Agreement is entered into and authorized by Section 3602-e of the Education Law of the State of New York, and by Chapter 436 of the Laws of 1997.
- (c) Contractor and its agents are duly qualified to provide Pre-Kindergarten services ("Services") through its qualified Program for District students in all respects.
- (d) Contractor agrees that it will provide individuals who have the training, skills, experience, knowledge, qualifications, and competency to operate the Program and that such individuals are duly certified and/or qualified under applicable federal laws, the laws of the State of New York, the Commissioner's Regulations, and any other applicable law, rule, or regulation to operate the Program and/or

provide Services to Students.

- (e) Contractor agrees that the Program, its operation, and all Services performed within the Program will comply with all federal, state, or local laws, rules, regulations including but not limited to regulations of the Commissioner of Education, the Health Insurance Portability and Accountability Act of 1996, the Family Educational Rights and Privacy Act (“FERPA”), the No Child Left Behind Act of 2001 and any applicable such laws, rules, or regulations governing the operation of a pre-kindergarten/child care agency, including licensure by the New York State Department of Social Services.
- (f) Contractor agrees that all individuals who will have direct contact with Students will comply with all legally required criminal background and fingerprint clearance including but not limited to, requirements set forth in the New York Education Law. Necessary clearance with the Commissioner of Education must specifically identify the Rocky Point Union Free School District. Contractor must submit to the District proof of the appropriate background, fingerprinting, and other necessary clearance requirements *prior* to permitting any individual to provide Services in the Program. Proof of necessary clearance shall be sent to Human Resources located in the Rocky Point District Office.
- (g) Contractor affirmatively states that it is aware of, familiar with, and has carefully reviewed the Commissioner’s Regulations pertaining to Universal Pre-Kindergarten Programs and that its Program complies with all such regulations including but not limited to those contained in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12. To the extent that any provision in this Agreement may conflict with such regulations, the regulations shall govern and the requirements set forth in the regulations are specifically incorporated herein by reference.

2. Services and Program Requirements

- (a) Contractor agrees that the Program will comply with all requirements set forth in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12 and other applicable Commissioner Regulations.
- (b) Registration. All students referred for placement in the Program must have registered with the District in the Rocky Point District Office, Registration Office.
- (c) Attendance. The Contractor shall maintain a daily record of student attendance and forward attendance information to the District each month.
 - (i) The Contractor must notify the District’s Universal Pre-Kindergarten Program Coordinator (“Coordinator”) of all students who do not attend on a regular basis and/or who are regularly late to the Program.
 - (ii) Upon a determination by the Contractor or the District that attendance is deficient, a meeting with the parent shall be promptly held by the Contractor to determine the reasons for the attendance problem and to identify steps to resolve the attendance problem. Inability to resolve the

problem, after documented interventions, must be referred in writing to the Coordinator.

- (iii) Children who do not attend class or are late for two consecutive weeks without an appropriate medical excuse or other reasonable explanation shall be removed from the roster by the Contractor or at the discretion of the District. The Coordinator shall be promptly notified in writing that such action has been taken.
- (d) **Calendar.** Contractor must operate on a similar school calendar as the District. Students are required to attend the Program five days per week for five hours per day.
- (e) **Discipline**
 - (i) Students shall be suspended for attendance reasons only after notice to the Coordinator, and following the application of appropriate due process procedures which shall include, but may not be limited to, notice to the child's parent(s) or person in parental relation, and an opportunity for the child and his/her parent(s) or person in parental relation to be heard.
 - (ii) In order to suspend a student for behavioral reasons, such reasons must be documented in writing and shall be preceded by application of appropriate non-suspension interventions, parent input and involvement, and involvement of special needs personnel, if appropriate.
 - (iii) Notwithstanding any provision to the contrary, the Contractor may not suspend any student, for any reason, without the prior written approval of the Coordinator.
- (f) **Cumulative Folders.** The Contractor shall maintain cumulative folders for each Student that must contain, at minimum, notification of parent-teacher conferences/contacts and other reasonably related information applicable to the student. The cumulative folders shall be provided to the District at the end of the 2023/24 school year. Contractor must also make cumulative folders available for inspection or copying at the request of the District.
- (g) **Curriculum.** The Contractor shall follow the appropriate Pre-Kindergarten Curriculum and the Creative Curriculum, as approved by NYSED.
- (h) **Assessment records.** Assessment records must be maintained for each student and a copy thereof shall remain on file in the student cumulative folder. Assessment records are to be used in the Creative Curriculum Developmental Continuum and all of its related components.
 - (i) **Annual Assessment.** The Contractor shall provide the District with a year-end assessment of its participation in the District Universal Pre-Kindergarten Program to determine the extent that goals and objectives have been met. Said assessment shall be submitted on or before July 5, 2024.

- (j) Facilities, Supplies, and Equipment. The Contractor shall maintain appropriate and necessary equipment, supplies, and materials for all Students. Nothing herein contained shall diminish the responsibility of the Contractor to comply with the facilities” requirement set forth in 8 N.Y.C.R.R. § 151-10. Any materials provided by the District must be returned to the District upon termination of this Agreement.
- (k) Contractor shall not disclose student education records except upon parental consent, upon forms prepared by the District, or as otherwise authorized by FERPA. Contractor shall further maintain the confidentiality of all medical, psychological, and student records of all Students in compliance with federal and state laws as well as the Commissioner’s Regulations.

3. Insurance

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Agency hereby agrees to effectuate the naming of the District as an additional insured on the Agency's insurance policies.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in
 - a. New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage
 - a. for the District its Board, employees and volunteers.
 - c. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the District’s request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The Agency agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
 - b. **Excess Insurance**
\$1,000,000 each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
 - c. **Workers' Compensation**
Statutory Workers' Compensation and Employers' Liability Insurance for all

employees.

d. Automobile Liability

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

5. Agency acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The Agency is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

4. Independent Contractor; Indemnification

- (a) The relationship of the parties is that of independent contractor and any and all Services performed by Contractor and its employees or agents under this Agreement shall be performed in such capacity. None of the Contractor's employees, consultants, or agents shall hold him/herself out as, nor claim to be, an officer or employee of the District, not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the District including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. Contractor shall not have, or hold itself out as having, the authority or power to bind or create liability for the District by its acts or omissions.
- (b) Contractor shall defend with competent counsel of the District's choosing, indemnify, and hold harmless the District, including its trustee, directors, officers, employees, representatives, and agents with respect to all claims, liabilities, injuries, losses, expenses, and/or damages as a result of, arising from or in connection with its performance and/or non-performance under this Agreement including but not limited to reasonable attorneys' fees and litigation expenses.
- (c) Subsection 4(b) shall survive any expiration, termination, or non-renewal of this Agreement.
- (d) Nothing in this Agreement shall restrict Contractor from providing Services or otherwise engaging in business with, any other person or entity.
- (e) It is agreed by Contractor and the District that neither federal, state or local income taxes nor payroll taxes of any kind, including, but not limited to F.I.C.A. or F.U.T.A., will be withheld or paid by the District on behalf of any Contractor employee, consultant, or agent. Said payments are to be made by Contractor in compliance with all federal, state, and local laws, rules or regulations. Contractor agrees to pay all applicable taxes, including income taxes, workers' compensation insurance, unemployment insurance payment, disability insurance payment, and/or any other payments that may be required under the laws, rules, or regulations of any government agency having jurisdiction over Contractor or its relationship with the District. Contractor further agrees to indemnify and hold the

District harmless against any claim, cost, penalty, damage, or expense (including reasonable attorneys' fees) related to either parties' nonpayment and/or underpayment of any such taxes or payments.

- (f) The District acknowledges that it shall have no ability to control the manner, means, details or methods by which Contractor performs its services under this Agreement except as provided herein and as required by federal, state, or local laws, rules, and regulations.

5. Fire Safety Requirements

Building and classrooms operated by Contractor on behalf of the District shall meet the New York State Uniform Fire Prevention and Building Code (9 N.Y.C.R.R. Parts 600 through 1250), 8 N.Y.C.R.R. §§ 151-2.7 and 155.7 or its equivalent (notwithstanding the exemption for schools in cities with populations over 125,000 persons) and Part 418 of the Regulations of the Department of Social Services (18 N.Y.C.R.R. Part 418).

6. Fees

- (a) The District has allocated up to six-thousand and nine hundred and twenty-seven dollars (\$6,927.00) per student, not to exceed the total amount for all students of up to two hundred and seven thousand and eight hundred and ten dollars \$207,810.00 for the 2023/24 school year for the placement of children in the Program operated by Contractor and all Services provided in the Program. Under no circumstances shall Contractor be entitled to more than \$207,810.00 for any and all Services rendered under this Agreement.
- (b) The District will make payment to Contractor at the end of each month in the amount of \$692.70 for each enrolled student. The District reserves the right, based upon non-attendance, to fill slots if they should become available throughout the school year. All calendars are due to the District at the end of each month. These calendars can be mailed to Dr. Aaron Factor, at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. It is expressly understood and acknowledged by Contractor that the funds for the pre-kindergarten placements contemplated hereunder are appropriated by a grant through the State of New York. In the event of diminution or cessation of then current appropriates by the State, the District reserves the right to cancel any existing placements with the Contractor and/or to terminate this Agreement in all respects with no recourse by Contractor.

7. Staffing and Staff Development

- (a) The Contractor shall provide the District with information relative to individuals who are responsible for the instructional program for the Students.
- (b) Contractor shall provide the District with the following information as soon as possible: description of the qualifications for all individuals providing instruction in the Program; stability of staff in relation to average duration of employment; rate of turnover; and its ability to fill vacancies in a timely manner. At minimum, this information must include certification documents, educational background and training of all teachers and paraprofessional staff who will be directly

involved with providing Services to the Students.

- (c) Within two (2) days of receipt of a written notice that the District objects to the continued use of a certain individual to provide Services to Students, Contractor shall remove said individual from any and all contact with the District students. The District reserves the right, at all times, to determine in its sole discretion whether any individual is qualified to provide Services.
- (d) Contractor agrees that all teachers shall be New York State certified.
- (e) Pursuant to the Commissioner's Regulations regarding staff qualifications (8 N.Y.C.R.R. § 151-1.5) a pre-kindergarten teaching assistant providing support in a pre-kindergarten classroom shall have a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Commissioner's Regulations, and for those assistants in programs for limited English proficient (LEP) children, shall have bilingual proficiency in the children's native language. Contractor shall comply with the aforesaid requirements.
- (f) Contractor shall be responsible for complying with all staff qualification
- (g) Requirements for Pre-Kindergarten Programs as set forth in 8 N.Y.C.R.R. § 151-1.5.

8. Supervision of Program

- (a) As required by the 8 N.Y.C.R.R. § 151-1.11, the Coordinator, or other designated District administrator, will supervise Program implementation and compliance with this Agreement. All issues related to this Agreement shall be first directed to the Coordinator.
- (b) The Coordinator may conduct at least one formal annual evaluation of the Program. In addition, information random visitations may take place throughout the school year. The Coordinator shall have access to all elements of the Pre-Kindergarten Program including classroom visits, teacher observations, records and documents as deemed necessary by the District.

9. Term, Renewal, and Termination

- (a) Term. This Agreement shall become effective upon the signing of this Agreement by both parties (the "Effective Date") and upon ratification by the Board of Education and shall remain in effect until June 30, 2024.
- (b) Renewal. This Agreement may be reviewed annually by the parties and renewed if appropriate. Any such renewal shall be in a writing duly executed the parties.
- (c) Termination For Cause. Any party may terminate this Agreement effective immediately by providing written notice of termination for cause. "For cause" shall mean:

- (i) Any material breach of this Agreement; or
 - (ii) Any act exposing the other party to liability to others for personal injury or property damage; or
 - (iii) Any act of fraud, theft or dishonesty in the course of performing services under this Agreement; or
 - (iv) Failure of the Contractor to comply with any requirement for a Pre-Kindergarten Program as set forth in the Regulations of the Commissioner of Education; or,
 - (v) The reduction and/or elimination of applicable funding for District participation in the Program.
- (d) Without Cause. Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party.
 - (e) All rights and obligations under this Agreement shall immediately cease upon termination of the Agreement unless otherwise provided herein.
 - (f) The parties shall deal with each other in good faith during the notice of termination without cause period and continue to perform all obligations under this Agreement until the expiration of the notice period.

10. Notices

Unless otherwise stated, 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. Notice by the District to the Contractor shall be delivered to 138 Radio Avenue, Miller Place, NY 11764. Notice by the Contractor to the District shall be delivered to the Executive Director at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778.

11. Assignment

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

12. 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.

13. Severability

Should any provision of this Agreement be finally determined by any court of competent jurisdiction or any government agency with jurisdiction over this Agreement 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 provisions 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, and construed in accordance with, the domestic laws of the State of New York, without regard to its choice of law principles. In the event of any controversy between the parties relating to this Agreement, the controversy shall be resolved in a court of appropriate subject matter jurisdiction located in Suffolk County, New York, unless the parties shall otherwise agree in writing. The parties consent to the personal jurisdiction of such court over them.

16. Ratification

This Agreement shall not become effective unless and until ratified by the Board of Education.

17. Headings

The headings set forth herein have been inserted for convenience only and are not to be considered when construing the provisions of this Agreement.

Dated: _____

Step By Step Early Learning Center Inc.

By: _____
Judy Salmon, Director/Owner

Dated: _____

Rocky Point Union Free School District

By: _____
Jessica Ward
President, Board of Education

**PRE-KINDERGARTEN SERVICE AGREEMENT BETWEEN
THE ROCKY POINT UNION FREE SCHOOL DISTRICT AND
TRINITY LUTHERAN NURSERY SCHOOL
ACADEMIC YEAR 2023-2024**

This is the record of an agreement ("this Agreement") between Rocky Point Union Free School District (the "District") located at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778, and Trinity Lutheran Nursery School, with its principal place of business for purposes of this Agreement located at 716 Route 25A, Rocky Point , NY 11778 ("Contractor").

Whereas, Chapter 436 of the Laws of 1997 and Section 3602-e of the Education Law of the State of New York established the New York State Universal Pre-Kindergarten Program which is open for application and participation of public school districts; and,

Whereas, the New York State Universal Pre-Kindergarten Program provides public school districts with an opportunity to obtain funding for four-year old children to participate in a qualified pre-kindergarten program; and,

Whereas, applications for funding that contain strong collaborative arrangements with local Pre-Kindergarten providers are given preference by the State; and,

Whereas, Contractor is a duly qualified Pre-Kindergarten provider, and,

Whereas, the application of the District was successful and included the placement of up to sixty-six (66) eligible District students ("Students") in the Pre-Kindergarten Program ("Program") operated by the Contractor; and,

Now, therefore, it is agreed as follows:

1. Purpose

- (a) The purpose of this Agreement is to establish the terms and conditions of an agreement between the District and the Contractor to effectuate the placement of the Students in the Program operated by the Contractor and to comply with any requirements of the New York State Universal Pre-Kindergarten Program and/or other funding requirements.
- (b) This Agreement is entered into and authorized by Section 3602-e of the Education Law of the State of New York, and by Chapter 436 of the Laws of 1997.
- (c) Contractor and its agents are duly qualified to provide Pre-Kindergarten services ("Services") through its qualified Program for District students in all respects.
- (d) Contractor agrees that it will provide individuals who have the training, skills, experience, knowledge, qualifications, and competency to operate the Program and that such individuals are duly certified and/or qualified under applicable federal laws, the laws of the State of New York, the Commissioner's Regulations, and any other applicable law, rule, or regulation to operate the Program and/or provide Services to Students.

- (e) Contractor agrees that the Program, its operation, and all Services performed within the Program will comply with all federal, state, or local laws, rules, regulations including but not limited to regulations of the Commissioner of Education, the Health Insurance Portability and Accountability Act of 1996, the Family Educational Rights and Privacy Act (“FERPA”), the No Child Left Behind Act of 2001 and any applicable such laws, rules, or regulations governing the operation of a pre-kindergarten/child care agency, including licensure by the New York State Department of Social Services.
- (f) Contractor agrees that all individuals who will have direct contact with Students will comply with all legally required criminal background and fingerprint clearance including but not limited to, requirements set forth in the New York Education Law. Necessary clearance with the Commissioner of Education must specifically identify the Rocky Point Union Free School District. Contractor must submit to the District proof of the appropriate background, fingerprinting, and other necessary clearance requirements *prior* to permitting any individual to provide Services in the Program. Proof of necessary clearance shall be sent to Human Resources located in the Rocky Point District Office.
- (g) Contractor affirmatively states that it is aware of, familiar with, and has carefully reviewed the Commissioner’s Regulations pertaining to Universal Pre-Kindergarten Programs and that its Program complies with all such regulations including but not limited to those contained in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12. To the extent that any provision in this Agreement may conflict with such regulations, the regulations shall govern and the requirements set forth in the regulations are specifically incorporated herein by reference.

2. Services and Program Requirements

- (a) Contractor agrees that the Program will comply with all requirements set forth in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12 and other applicable Commissioner Regulations.
- (b) Registration. All students referred for placement in the Program must have registered with the District in the Rocky Point District Office, Registration Office.
- (c) Attendance. The Contractor shall maintain a daily record of student attendance and forward attendance information to the District each month.
 - (i) The Contractor must notify the District’s Universal Pre-Kindergarten Program Coordinator (“Coordinator”) of all students who do not attend on a regular basis and/or who are regularly late to the Program.
 - (ii) Upon a determination by the Contractor or the District that attendance is deficient, a meeting with the parent shall be promptly held by the Contractor to determine the reasons for the attendance problem and to identify steps to resolve the attendance problem. Inability to resolve the problem, after documented interventions, must be referred in writing to the Coordinator.

- (iii) Children who do not attend class or are late for two consecutive weeks without an appropriate medical excuse or other reasonable explanation shall be removed from the roster by the Contractor or at the discretion of the District. The Coordinator shall be promptly notified in writing that such action has been taken.
- (d) **Calendar.** Contractor must operate on a similar school calendar as the District. Students are required to attend the Program five days per week for two-and-a-half hours per day.
- (e) **Discipline**
 - (i) Students shall be suspended for attendance reasons only after notice to the Coordinator, and following the application of appropriate due process procedures which shall include, but may not be limited to, notice to the child's parent(s) or person in parental relation, and an opportunity for the child and his/her parent(s) or person in parental relation to be heard.
 - (ii) In order to suspend a student for behavioral reasons, such reasons must be documented in writing and shall be preceded by application of appropriate non-suspension interventions, parent input and involvement, and involvement of special needs personnel, if appropriate.
 - (iii) Notwithstanding any provision to the contrary, the Contractor may not suspend any student, for any reason, without the prior written approval of the Coordinator.
- (f) **Cumulative Folders.** The Contractor shall maintain cumulative folders for each Student that must contain, at minimum, notification of parent-teacher conferences/contacts and other reasonably related information applicable to the student. The cumulative folders shall be provided to the District at the end of the 2023/24 school year. Contractor must also make cumulative folders available for inspection or copying at the request of the District.
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 - (i) **Annual Assessment.** The Contractor shall provide the District with a year-end assessment of its participation in the District Universal Pre-Kindergarten Program to determine the extent that goals and objectives have been met. Said assessment shall be submitted on or before July 5, 2024.

- (j) Facilities, Supplies, and Equipment. The Contractor shall maintain appropriate and necessary equipment, supplies, and materials for all Students. Nothing herein contained shall diminish the responsibility of the Contractor to comply with the facilities” requirement set forth in 8 N.Y.C.R.R. § 151-10. Any materials provided by the District must be returned to the District upon termination of this Agreement.
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3. **Insurance**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Agency hereby agrees to effectuate the naming of the District as an additional insured on the Agency's insurance policies.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in
 - a. New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage
 - a. for the District its Board, employees and volunteers.
 - c. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the District’s request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The Agency agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
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\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
 - b. **Excess Insurance**
\$1,000,000 each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
 - c. **Workers' Compensation**
Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

d. Automobile Liability

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

5. Agency acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The Agency is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

4. Independent Contractor; Indemnification

- (a) The relationship of the parties is that of independent contractor and any and all Services performed by Contractor and its employees or agents under this Agreement shall be performed in such capacity. None of the Contractor's employees, consultants, or agents shall hold him/herself out as, nor claim to be, an officer or employee of the District, not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the District including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. Contractor shall not have, or hold itself out as having, the authority or power to bind or create liability for the District by its acts or omissions.
- (b) Contractor shall defend with competent counsel of the District's choosing, indemnify, and hold harmless the District, including its trustee, directors, officers, employees, representatives, and agents with respect to all claims, liabilities, injuries, losses, expenses, and/or damages as a result of, arising from or in connection with its performance and/or non-performance under this Agreement including but not limited to reasonable attorneys' fees and litigation expenses.
- (c) Subsection 4(b) shall survive any expiration, termination, or non-renewal of this Agreement.
- (d) Nothing in this Agreement shall restrict Contractor from providing Services or otherwise engaging in business with, any other person or entity.
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reasonable attorneys' fees) related to either parties' nonpayment and/or underpayment of any such taxes or payments.

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6. Fees

- (a) The District has allocated up to three-thousand and four hundred and twenty dollars (\$3,420.00) per student, not to exceed the total amount for all students of up to two hundred and twenty-five thousand and seven hundred and twenty dollars (\$225,720.00) for the 2023/24 school year for the placement of children in the Program operated by Contractor and all Services provided in the Program. Under no circumstances shall Contractor be entitled to more than \$225,720.00 for any and all Services rendered under this Agreement.
- (b) The District will make payment to Contractor at the end of each month in the amount of \$342.00 for each enrolled student. The District reserves the right, based upon non-attendance, to fill slots if they should become available throughout the school year. All calendars are due to the District at the end of each month. These calendars can be mailed to Dr. Aaron Factor, at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. It is expressly understood and acknowledged by Contractor that the funds for the pre-kindergarten placements contemplated hereunder are appropriated by a grant through the State of New York. In the event of diminution or cessation of then current appropriates by the State, the District reserves the right to cancel any existing placements with the Contractor and/or to terminate this Agreement in all respects with no recourse by Contractor.

7. Staffing and Staff Development

- (a) The Contractor shall provide the District with information relative to individuals who are responsible for the instructional program for the Students.
- (b) Contractor shall provide the District with the following information as soon as possible: description of the qualifications for all individuals providing instruction in the Program; stability of staff in relation to average duration of employment; rate of turnover; and its ability to fill vacancies in a timely manner. At minimum, this information must include certification documents, educational background and training of all teachers and paraprofessional staff who will be directly involved with providing Services to the Students.

- (c) Within two (2) days of receipt of a written notice that the District objects to the continued use of a certain individual to provide Services to Students, Contractor shall remove said individual from any and all contact with the District students. The District reserves the right, at all times, to determine in its sole discretion whether any individual is qualified to provide Services.
- (d) Contractor agrees that all teachers shall be New York State certified.
- (e) Pursuant to the Commissioner’s Regulations regarding staff qualifications (8 N.Y.C.R.R. § 151-1.5) a pre-kindergarten teaching assistant providing support in a pre-kindergarten classroom shall have a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Commissioner’s Regulations, and for those assistants in programs for limited English proficient (LEP) children, shall have bilingual proficiency in the children’s native language. Contractor shall comply with the aforesaid requirements.
- (f) Contractor shall be responsible for complying with all staff qualification
- (g) Requirements for Pre-Kindergarten Programs as set forth in 8 N.Y.C.R.R. § 151-1.5.

8. Supervision of Program

- (a) As required by the 8 N.Y.C.R.R. § 151-1.11, the Coordinator, or other designated District administrator, will supervise Program implementation and compliance with this Agreement. All issues related to this Agreement shall be first directed to the Coordinator.
- (b) The Coordinator may conduct at least one formal annual evaluation of the Program. In addition, information random visitations may take place throughout the school year. The Coordinator shall have access to all elements of the Pre-Kindergarten Program including classroom visits, teacher observations, records and documents as deemed necessary by the District.

9. Term, Renewal, and Termination

- (a) Term. This Agreement shall become effective upon the signing of this Agreement by both parties (the “Effective Date”) and upon ratification by the Board of Education and shall remain in effect until June 30, 2024.
- (b) Renewal. This Agreement may be reviewed annually by the parties and renewed if appropriate. Any such renewal shall be in a writing duly executed the parties.
- (c) Termination For Cause. Any party may terminate this Agreement effective immediately by providing written notice of termination for cause. “For cause” shall mean:
 - (i) Any material breach of this Agreement; or

- (ii) Any act exposing the other party to liability to others for personal injury or property damage; or
 - (iii) Any act of fraud, theft or dishonesty in the course of performing services under this Agreement; or
 - (iv) Failure of the Contractor to comply with any requirement for a Pre-Kindergarten Program as set forth in the Regulations of the Commissioner of Education; or,
 - (v) The reduction and/or elimination of applicable funding for District participation in the Program.
- (d) Without Cause. Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party.
 - (e) All rights and obligations under this Agreement shall immediately cease upon termination of the Agreement unless otherwise provided herein.
 - (f) The parties shall deal with each other in good faith during the notice of termination without cause period and continue to perform all obligations under this Agreement until the expiration of the notice period.

10. Notices

Unless otherwise stated, 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. Notice by the District to the Contractor shall be delivered to 716 Route 25A, Rocky Point, NY 11778. Notice by the Contractor to the District shall be delivered to the Executive Director at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778.

11. Assignment

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

12. 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.

13. Severability

Should any provision of this Agreement be finally determined by any court of competent jurisdiction or any government agency with jurisdiction over this Agreement 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 provisions 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, and construed in accordance with, the domestic laws of the State of New York, without regard to its choice of law principles. In the event of any controversy between the parties relating to this Agreement, the controversy shall be resolved in a court of appropriate subject matter jurisdiction located in Suffolk County, New York, unless the parties shall otherwise agree in writing. The parties consent to the personal jurisdiction of such court over them.

16. Ratification

This Agreement shall not become effective unless and until ratified by the Board of Education.

17. Headings

The headings set forth herein have been inserted for convenience only and are not to be considered when construing the provisions of this Agreement.

Dated: _____

Trinity Lutheran Nursery School

By: _____
Mary Seufert, Director

Dated: _____

Rocky Point Union Free School District

By: _____
Jessica Ward
President, Board of Education

**APPOINTMENT OF SUMMER TRAINING FOR ROCKY POINT FOOD
SERVICE WORKERS**

APPOINTMENT OF CHAPERONES, LUNCH DUTY AND PROCTORS

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

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

AGREEMENT
Between the
BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT
And the
ROCKY POINT TEACHERS' ASSOCIATION

THIS AGREEMENT is entered into by the Board of Education of the Rocky Point Union Free School District (the "District") and the Rocky Point Teachers' Association (the "Association"), collectively referred to as the "Parties."

Teachers who attend the College Board approved Advanced Placement institute (the "Institutes") during the months of June, July and/or August, 2023, at the direction of the District, shall be paid in accordance with Appendix B, Section 15: Compensation for Additional Supervision rate. Said payment shall be calculated to reflect that eligible teachers will be paid for a maximum of 5 days at 7 hours per day, for a total not to exceed 35 hours. This Agreement excludes payment to a teacher or teachers that have not yet reached the M75 level and who choose to utilize the hours at the Institute toward lateral advancement.

In addition to the compensation set forth above, the District will pay tuition (registration) costs for the Institutes, as approved in advance at its sole discretion. Mileage shall be reimbursable in accordance with the rate approved by the Board of Education, said reimbursement shall not exceed 150 miles for each approved day of attendance. All other transportation and other costs related to approved attendance at the Institutes are excluded from this Agreement.

This Agreement shall not have any retroactive application for staff who attended any Institutes prior to the dates included in this Agreement.

This Agreement will automatically "sunset" upon written notice by either of the parties to the other party and have no validity with respect to §209-a.1(e) of the Public Employees Fair Employment Act, unless extended in writing by the parties.

The Parties further agree that this Agreement shall not be precedent-setting nor binding upon the Parties in the future. Moreover, the Parties agree that this Memorandum of Agreement shall not be used and/or admitted into evidence in connection with any subsequent claim, litigation, arbitration, cause of action or proceeding of any kind and nature in any jurisdiction or forum.

Dated: July 6, 2023

BOARD OF EDUCATION OF THE ROCKY POINT
UNION FREE SCHOOL DISTRICT

ROCKY POINT TEACHERS' ASSOCIATION

By: _____
Ms. Jessica Ward, President
Rocky Point UFSD, Board of Education

By: _____
Stacy Iberger, President

**MODIFICATION TO THE EMPLOYMENT AGREEMENT BETWEEN THE
BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT
AND SCOTT O'BRIEN**

AGREEMENT, made as of the 6th day of July 2023, by and between the Board of Education of the Rocky Point Union Free School District, Suffolk County, New York (hereinafter the "Board"), and Scott O'Brien, Superintendent of Schools ("Superintendent")

WHEREAS, the Board and Dr. O'Brien entered into an employment agreement, dated April 16, 2019 and subsequently amended on November 15, 2020 and December 13, 2021, employing Scott O'Brien, as Superintendent; and

WHEREAS, the parties wish to further modify the Agreement by amending certain terms set forth in the Agreement;

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, and intending to be legally bound thereby, the parties agree to modify the Agreement as follows:

1. Paragraph one (1) of the Agreement entitled "Term of Employment" shall be amended to extend the term of this agreement until July 5, 2028.
2. Subparagraph B of Paragraph 11 entitled "Vacation Days" shall be amended to read: "The Superintendent may redeem on an annual basis up to ten (10) unused vacation days at one hundred (100%) percent of his normal per diem rate of 1/240 of his annual salary."
3. Subparagraph D of Paragraph 11 entitled "Payment for Unused Days" shall be amended to read: "In the event the Superintendent has accumulated unused vacation, sick, or personal days at the time of his employment with the District terminates, he shall receive payment equal to one two hundred and fortieth (1/240th) of the Superintendent's annual salary at the time his employment terminates, multiplied by one hundred percent for each day of unused accumulated vacation, sick, or personal days up to a maximum of two-hundred days (200)."
4. Paragraph two (2) of the Agreement entitled "Compensation" shall be amended to provide a one-time equity adjustment in the amount of \$10,000 that the Superintendents salary for the 2023-24 school year shall be increased over the prior year's annual base salary.
5. This agreement, as amended and extended, shall be effective as of July 1, 2023 and shall remain in full force and effect through July 5, 2028.

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

**BOARD OF EDUCATION OF
THE ROCKY POINT UFSD**

By: _____

Jessica Ward, President

Scott O'Brien, Superintendent of Schools

Witness:

Kelly White, District Clerk, RPUFSD

**MODIFICATION TO THE EMPLOYMENT AGREEMENT BETWEEN THE
BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT
AND KRISTEN WHITE**

AGREEMENT, made as of the 6th day of July 2023, by and between the Board of Education of the Rocky Point Union Free School District, Suffolk County, New York (hereinafter the “Board”), and Kristen White Executive Director for Pupil Personnel, (“Executive Director”)

WHEREAS, the Board and Ms. White entered into an employment agreement, dated June 17, 2019 and subsequently amended on February 8, 2021, employing Kristen White, as Executive Director; and

WHEREAS, the parties wish to further modify the Agreement by amending certain terms set forth in the Agreement;

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, and intending to be legally bound thereby, the parties agree to modify the Agreement as follows:

1. Paragraph one (1) of the Agreement entitled “Term of Service” shall be amended to extend the term of the agreement until July 5, 2028.
2. Paragraph five (5) of the Agreement entitled “Compensation” shall be amended to provide a section that the Executive Director shall receive the following annual longevity base salary increases: Three years of Rocky Point Administration Service = 2% of current year’s base salary; Six years of Rocky Point Administration Service = 3% of current year’s base salary; Eight years of Rocky Point Administration Service = 4% of current year’s base salary. The longevity base salary increase shall be added to the base salary for the start of the school year after which it is earned and calculated after the initial contractual salary increase and shall continue to be calculated in such manner each year thereafter.
3. This agreement, as amended and extended, shall be effective as of July 1, 2023 and shall remain in full force and effect through July 5, 2028.

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

**BOARD OF EDUCATION OF
THE ROCKY POINT UFSD**

By: _____

Jessica Ward, President

Kristen White, Executive Director

Witness:

Kelly White, District Clerk, RPUFSD

SETTLEMENT AGREEMENT

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/6/2023

7/6/2023 Schedule-A Classified Staff

Last	First	Position	Building	Rate	BOE Date	Amount	Effective Date	Description/Comments
Poulos	Diane	School Teacher Aide	MS	N/A	7/6/2023	N/A	8/31/2023	Resignation to accept 10 month full-time hall monitor position.
Niver	Glenn	Guard	DW	N/A	7/6/2023	N/A	10/30/2023	Resignation for the purpose of retirement.
Dillon	Julia	School Lunch Monitor	JAE	N/A	7/6/2023	N/A	8/31/2023	Resignation to accept 10 month full-time teacher aide position.
Dillon	Julia	School Teacher Aide	DW	Annual, Step 0	7/6/2023	22,050.00	9/1/2023	Full-time ten-month contractual appointment.
Buffa	Lawrence	Groundskeeper 1	DW	N/A	7/6/2023	N/A	7/4/2023	Resignation for personal reasons.
Zubiller	Denise	School Lunch Monitor	JAE	N/A	7/6/2023	N/A	6/23/2023	Resignation for personal reasons.
Franzese	Ralph	Groundskeeper II	DW	N/A	7/6/2023	N/A	7/6/2023	Resignation for personal reasons.

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/6/2023**

7/6/2023 Schedule-B Certified Staff

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Randazzo	Susan	Assistant Director of Pupil Personnel Services	DW	N/A	7/6/2023	N/A	7/6/2023 EOB	Resignation to accept Director of Secondary Special Education position
Randazzo	Susan	Director of Secondary Special Education	DW	Annual	7/6/2023	150,382.00	7/7/2023	Full-time twelve-month probationary appointment commencing 7/7/2023 through 7/6/2027. The probationary expiration date will depend on the individual's APPR ratings. To receive tenure, Ms. Randazzo must have overall APPR ratings of effective or highly effective in at least three of four preceding years. If Ms. Randazzo receives an ineffective composite or overall APPR rating in her final year of probation, she will not be eligible for tenure at that time. Salary pro-rated.
Monestero	Cailyn	Music Teacher	JAE	Annual, B Step 1	7/6/2023	49,724.00	9/1/2023	Full-time, ten-month probationary appointment commencing 9/1/23 through 8/31/27. The probationary expiration date will depend on the individual's APPR ratings. To receive tenure, Ms. Monestero must have overall APPR ratings of effective or highly effective in at least three of four preceding years. If Ms. Monestero receives an ineffective composite or overall APPR rating in her final year of probation, she will not be eligible for tenure at that time. Effective 9/1/23.
Cella	Jensly	Art Teacher	HS	Annual, M Step 1	7/6/2023	58,925.00	9/1/2023	Full-time, ten-month probationary appointment commencing 9/1/23 through 8/31/27. The probationary expiration date will depend on the individual's APPR ratings. To receive tenure, Ms. Cella must have overall APPR ratings of effective or highly effective in at least three of four preceding years. If Ms. Cella receives an ineffective composite or overall APPR rating in her final year of probation, she will not be eligible for tenure at that time. Effective 9/1/23.
Bricker	Allyson	Special Education Teacher	HS	N/A	7/6/2023	N/A	N/A	Amended spelling of last name
DeRosa-Palasek	Chelsea	Teaching Assistant 1	HS	Annual, Step 0	7/6/2023	19,469.00	9/1/2023	Full-time ten-month probationary appointment commencing 9/1/23 through 8/31/27. Replaces R. Retus.

Lobato	Raquel	Special Education Teacher	JAE	Annual, M Step 1	7/6/2023	58,925.00	9/1/2023	Full-time, ten-month probationary appointment commencing 9/1/23 through 8/31/27. The probationary expiration date will depend on the individual's APPR ratings. To receive tenure, Ms. Lobato must have overall APPR ratings of effective or highly effective in at least three of four preceding years. If Ms. Lobato receives an ineffective composite or overall APPR rating in her final year of probation, she will not be eligible for tenure at that time. Effective 9/1/23.
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**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/6/2023**

7/6/2023 Schedule-C Non-Teaching Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Cipolla	Gavin	Substitute Custodian	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Graeff	Robert	Substitute Custodian	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Gregg	Stephen	Substitute Custodian	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Bohm	Wayne	Sustitute Guard	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Christian	Brian	Sustitute Guard	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Danseglio	Vincent	Sustitute Guard	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Holt	Alexander	Sustitute Guard	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Koehne	James	Sustitute Guard	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Pipe	Donald	Sustitute Guard	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Wodzinski	Thomas	Sustitute Guard	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year
Casswell	Conor	Susbstitute Custodian	DW	Hourly	7/6/2023	TBD*	7/12/2023	2023-2024 school year. Contingent (Fingerprinting) appointment.
Badalamenti	Steven	Substitute Custodian	DW	Hourly	7/6/2023	TBD*	7/1/2023	2023-2024 school year

*Hourly remuneration for the 2023-2024 school year will be determined at the Annual Organizational Meeting of the Board of Education

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/6/2023**

7/6/2023 Schedule-D Teaching/Certified Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments

* Hourly remuneration for the 2023-2024 school year will be determined at the Annual Organizational Meeting of the Board of Education

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/6/2023

7/6/2023 Schedule-E Co-Curricular Positions 2023/2024

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Estevez	Lindsey	ENL Teacher	DW	Hourly	7/6/2023	50.00	7/1/2023	Translation of PreK-12 district documents for the 2023-2024 school year.
Breen	Teresa	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Costa	Jean	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Knapp	Craig	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Lopez	Mara	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Marte	Gina	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
O'Connor	Kim	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Serpico	Gabriella	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Smokler	Kim	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Steinberg	Nicole	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Vieira	Deborah	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
DiGiovanni	Monica	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year
Hollander	Jacklyn	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Trapani	Karen	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Adamski	Jaimie	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Hancock	Patricia	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
DiGennaro	Elisa	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Edmonds	Christine	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Martin	Jocelyn	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Estevez	Lindsey	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Sumwalt	Janel	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Williams	James	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Daily	7/6/2023	50.00	7/1/2023	2023-2024 school year
Knapp	Craig	Department Chair--Elementary Music	DW	Annual	7/6/2023	5,021	7/1/2023	2023-2024 school year
Schecher	Amy	Department Chair--Secondary Music	DW	Annual	7/6/2023	7,172	7/1/2023	2023-2024 school year
Ladani	Erin	Crafty Kids Club	FJC	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Trapani	Karen	Garden Club - FJC	FJC	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Meschi	Jennifer	FJC Literacy Coordinator	FJC	Annual	7/6/2023	5,738	7/1/2023	2023-2024 school year
Estevez	Lindsey	Memory Book - FJC	FJC	Annual	7/6/2023	1,709	7/1/2023	2023-2024 school year
Adamski	Jamie	FJC Service Squad Club	FJC	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year - Shared Stipend
Warren	Julianne	FJC Service Squad Club	FJC	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year - Shared Stipend
Proffit	Alexa	Get Movin at FJC	FJC	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Demelfi	Desiree	Elementary Chorus (Grade 2)	FJC	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Nentwich	Christopher	10th Grade Advisor	HS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year

Roviello-Meadows	Nyree	11th Grade Advisor	HS	Annual	7/6/2023	3,586	7/1/2023	2023-2024 school year
Eichler	Chester	12th Grade Advisor	HS	Annual	7/6/2023	5,738	7/1/2023	2023-2024 school year
Meier	Seth	9th Grade Advisor	HS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Meier	Seth	HS Art Honor Society	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Calamita	Kelly	HS Athletes Helping Athletes	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Schecher	Amy	HS Band 11-12	HS	Annual	7/6/2023	5,738	7/1/2023	2023-2024 school year
Tribby	Carly	HS Be A Nicer Neighbor	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Mancini	Jaimie	HS Choreographer	HS	Annual	7/6/2023	2,439	7/1/2023	2023-2024 school year
Meier	Seth	HS Department Club--Art	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Domenchello	Melissa	HS Department Club--Science	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Tillinghast	Kent	HS Chess Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Mancini	Jaimie	HS Drama Coach (Pocket Theater)	HS	Per Production	7/6/2023	2,510	7/1/2023	2023-2024 school year
Schecher	Amy	HS Executive Director of Production	HS	Annual	7/6/2023	5,021	7/1/2023	2023-2024 school year
Poole	Matthew	HS Guidance Facilitator	HS	Annual	7/6/2023	11,551	7/1/2023	2023-2024 school year
Acritelli	Richard	HS History Honor Society	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Laughlin-Cotter	Heather	HS History Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year. Shared stipend
Sohngen	Danielle	HS History Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year. Shared stipend
Hludzinski	Rachel	HS Human Rights Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Messinetti	Margaret	HS Interact	HS	Annual	7/6/2023	3,586	7/1/2023	2023-2024 school year
Kenwood	Kyra	HS Jazz Band Ensemble	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Calamita	Kelly	HS Leaders Club	HS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Tribby	Carly	HS Manga Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Rand	Jason	HS Ornithology Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Schecher	Amy	HS Marching Band	HS	Annual	7/6/2023	5,738	7/1/2023	2023-2024 school year
Alfredson	Janece	HS Math Honor Society	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Nobre	Anthony	HS Musical Stage Manager	HS	Annual	7/6/2023	1,905	7/1/2023	2023-2024 school year
Matwey	Eric	HS National Science Honor Society	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Diamant	Lauren	HS Newspaper (8 issues minimum)	HS	Annual	7/6/2023	5,738	7/1/2023	2023-2024 school year
Mancini	Jaimie	HS Production Manager - Drama	HS	Per Production	7/6/2023	1,721	7/1/2023	2023-2024 school year
Mancini	Jaimie	HS Production Manager - Musical	HS	Per Production	7/6/2023	1,721	7/1/2023	2023-2024 school year
Gambino	Karen	HS Robotics Club Assistant Director	HS	Annual	7/6/2023	2,200	7/1/2023	2023-2024 school year
Werthner	Serina	HS S.A.D.D.	HS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Nobre	Anthony	HS Set Building	HS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year. Shared stipend
Gabrinowitz	Joseph	HS Set Building	HS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year. Shared stipend
Gabrinowitz	Joseph	HS Science Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Meier	Seth	HS Set Painting	HS	Annual	7/6/2023	1,435	7/1/2023	2023-2024 school year
Stiastny	Jeanne	HS Skills USA	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Conlon	Michael	HS Sound Choices Music Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Scafoli	Carl	HS Student Council	HS	Annual	7/6/2023	5,738	7/1/2023	2023-2024 school year
Conlon	Michael	HS Technical Supervisor Musical Production	HS	Annual	7/6/2023	2,439	7/1/2023	2023-2024 school year
Acritelli	Richard	HS Varsity Club	HS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Conlon	Michael	HS Video Production Club (HS Day/Eve Events Support)	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Armine	Gregory	HS Yearbook	HS	Annual	7/6/2023	7,887	7/1/2023	2023-2024 school year
Spitz	Jessica	HS Thespian Society	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year. Shared stipend
Mancini	Jamie	HS Thespian Society	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year. Shared stipend
Hludzinski	Rachel	HS English Honor Society	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year. Shared stipend
Blume	Christine	HS English Honor Society	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year. Shared stipend
Blume	Christine	HS Mark Twain Contest	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year. Shared stipend
Schumacher	Sarah	HS Mark Twain Contest	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year. Shared stipend
Ventura	David	HS Guitar Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year

Gabrinowitz	Joesph	HS Fishing Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Spitz	Jessica	HS Senior High Choral Director	HS	Annual	7/6/2023	2,869	7/1/2023	2023-2024 school year
Schumacher	John	Technology/Makerspace Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Spitz	Jessica	HS Vocal Coach	HS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Sciarrone	Jessica	HS After School Library	HS	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year. Not to exceed \$1500.
Sciarrone	Jessica	HS Chrome Depot Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Schumacher	Sarah	HS Creative Writing Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Spitz	Jessica	HS Director of Dramatics - Musical	HS	Annual	7/6/2023	2,869	7/1/2023	2023-2024 school year
Ragona Jr.	Vincent	HS Band 9 - 10	HS	Annual	7/6/2023	4,434	7/1/2023	2023-2024 school year
Spitz	Jessica	HS Varsity Choir	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Butcher	Nick	HS Orchestra 9-12	HS	Annual	7/6/2023	4,434	7/1/2023	2023-2024 school year
Cella	Jensly	HS Gay & Straight Alliance Club	HS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Serpico	Gabriella	JAE Literary Magazine	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Yashowitz	Mark	JAE Academic Leadership	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Hill-Timpanaro	Laura	JAE Crafty Cooks Club	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Knapp	Craig	JAE Elementary Chorus Grade 3	JAE	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Knapp	Craig	JAE High Notes	JAE	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Ventura	David	5th Grade Orchestra	JAE	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Knapp	Craig	JAE Elementary Chorus Grade 4-5	JAE	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
O'Mahoney	Laura	JAE Memory Book	JAE	Annual	7/6/2023	1,709	7/1/2023	2023-2024 school year
O'Connor	Kim	JAE Yoga Club	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Oliveto	AnneMarie	JAE Literacy Coordinator	JAE	Annual	7/6/2023	5,738	7/1/2023	2023-2024 school year
Berretta	Laurie	JAE Technology Club	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Costa	Jean	JAE Student Council	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Ross-Licata	Allison	JAE Journalism Club	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Hill-Timpanaro	Laura	JAE Crafty Cooks Club II	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
May	Melissa	JAE Gardening Club	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Berretta	Laurie	JAE Kids Can Code Club	JAE	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Ragona Jr	Vincent	HS Marching Band Assistant	MS	Annual	7/6/2023	2,869	7/1/2023	2023-2024 school year
Moorman	Mark	HS Robotics Club Director	MS	Annual	7/6/2023	4,400	7/1/2023	2023-2024 school year
O'Connell	Catherine	6th Grade Advisor	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Hoenig	Laura	7th Grade Advisor	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Ragona Jr	Vincent	6th Grade Band	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Schecher	Amy	7th Grade Band	MS	Annual	7/6/2023	3,443	7/1/2023	2023-2024 school year
Kenwood	Kyra	8th Grade Band	MS	Annual	7/6/2023	3,443	7/1/2023	2023-2024 school year
O'Connell	Catherine	MS After School Library	MS	Hourly	7/6/2023	50.00	7/1/2023	2023-2024 school year. Not to exceed \$1500.
Hamel	Gianna	Best Buddies	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Honan	Courtney	MS Mentoring Program	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
O'Connell	Catherine	Book of the Month Club	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Mauceri	John	MS Chess Club	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Mancini	Jaimie	MS Choreographer - Musical	MS	Annual	7/6/2023	2,439	7/1/2023	2023-2024 school year. Shared stipend
Spitz	Jessica	MS Choreographer - Musical	MS	Annual	7/6/2023	2,439	7/1/2023	2023-2024 school year. Shared stipend
Gordon	Jennifer	MS Community Service Club	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Tsavos	Jonathan	MS Creative Writing Club	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
LaBianca	Kristen	Department Club - Art Grade 6	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
LaBianca	Kristen	Department Club - Art Grades 7/8	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Ciaccio	Robert	Department Club - Technology	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Ciaccio	Robert	MS Detention Duty	MS	Hourly	7/6/2023	29.00	7/1/2023	2023-2024 school year
Hallock	Audra	MS Detention Duty	MS	Hourly	7/6/2023	29.00	7/1/2023	2023-2024 school year
Kuhn	Lori	MS Detention Duty	MS	Hourly	7/6/2023	29.00	7/1/2023	2023-2024 school year
Hamel	Gianna	MS Fashion Club	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year

Gordon	Jennifer	MS Garden Club	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Panella	Patrick	MS Guidance Facilitator	MS	Annual	7/6/2023	5,542	7/1/2023	2023-2024 school year
Walter	Meghan	MS Orchestra- Grade 6	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Walter	Meghan	MS Orchestra- Grade 7 & 8	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Lamia	Emily	MS Select Chorus	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Ventura	David	MS Guitar Club	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Ragona Jr	Vincent	MS Jazz Band	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Scott	Patricia	MS Lois Lowry	MS	Annual	7/6/2023	464	7/1/2023	2023-2024 school year
Callahan	Dawn	MS National Junior Honor Society	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Scott	Patricia	MS Natural Helpers	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Katsapis	Elicia	MS Newspaper (5 issues min)	MS	Annual	7/6/2023	3,586	7/1/2023	2023-2024 school year
O'Connell	Catherine	MS Poetry/Coffee House	MS	Annual	7/6/2023	464	7/1/2023	2023-2024 school year
Schumacher	Sarah	MS Poetry/Coffee House	HS	Annual	7/6/2023	464	7/1/2023	2023-2024 school year
Spitz	Jessica	MS Director of Dramatics - Musical	MS	Annual	7/6/2023	1,435	7/1/2023	2023-2024 school year
Elcik	Deborah	MS Production Manager - Musical	MS	Annual	7/6/2023	1,721	7/1/2023	2023-2024 school year
Moorman	Mark	MS Robotics Director	MS	Annual	7/6/2023	2,861	7/1/2023	2023-2024 school year
Nobre	Anthony	MS Set Building - Musical	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year - Shared Stipend
Gabrinowitz	Joseph	MS Set Building - Musical	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year - Shared Stipend
Tsavos	Jonathan	MS Video Production Club (MS Day/Eve Events Support)	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Lamia	Emily	MS Student Council	MS	Annual	7/6/2023	5,738	7/1/2023	2023-2024 school year
Moorman	Mark	MS Yearbook	MS	Annual	7/6/2023	5,918	7/1/2023	2023-2024 school year
Moorman	Mark	MS Rookie Robotics	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Tsavos	Jonathan	MS Coding Club	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Lamia	Emily	6th Grade Chorus	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Lamia	Emily	7th Grade Chorus	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Lamia	Emily	8th Grade Chorus	MS	Annual	7/6/2023	2,151	7/1/2023	2023-2024 school year
Gambino	Karen	MS Assistant Robotics Director	MS	Annual	7/6/2023	1,721	7/1/2023	2023-2024 school year
O'Connell	Catherine	MS Chrome Depot Club	MS	Annual	7/6/2023	1,290	7/1/2023	2023-2024 school year
Ciliento	Sharon	General Education Teacher	DW	Hourly	7/6/2023	90.71	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Edmonds	Christine	General Education Teacher	DW	Hourly	7/6/2023	91.62	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Engellau	Jennifer	General Education Teacher	DW	Hourly	7/6/2023	97.28	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Filippi	Elizabeth	General Education Teacher	DW	Hourly	7/6/2023	93.66	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Gallino	Nicole	General Education Teacher	DW	Hourly	7/6/2023	86.66	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Kuhn	Lori	General Education Teacher	DW	Hourly	7/6/2023	97.28	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Marte	Gina	General Education Teacher	DW	Hourly	7/6/2023	90.91	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Pina	Nancy	General Education Teacher	DW	Hourly	7/6/2023	70.47	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Smokler	Kim	General Education Teacher	DW	Hourly	7/6/2023	97.28	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Williams	James	General Education Teacher	DW	Hourly	7/6/2023	54.52	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Lopez	Mara	General Education Teacher	DW	Hourly	7/6/2023	86.66	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year

Serpico	Gabriella	General Education Teacher	DW	Hourly	7/6/2023	45.65	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Estevez	Lindsey	General Education Teacher	DW	Hourly	7/6/2023	47.42	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Guerrisi	Kathleen	General Education Teacher	DW	Hourly	7/6/2023	72.49	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Hludzinski	Rachel	General Education Teacher	DW	Hourly	7/6/2023	64.40	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Madigan	Jennifer	General Education Teacher	DW	Hourly	7/6/2023	84.64	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Nobre	Kimberly	General Education Teacher	DW	Hourly	7/6/2023	21.52	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Sumwalt	Janel	General Education Teacher	DW	Hourly	7/6/2023	92.73	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Trapani	Karen	General Education Teacher	DW	Hourly	7/6/2023	58.08	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Muchnik	Marc	School Psychologist	DW	Hourly	7/6/2023	66.42	7/1/2023	Summer CSE/CPSE Committee Meetings & Evals. 2023-2024 school year
Picone	Meredith	School Psychologist	DW	Hourly	7/6/2023	82.61	7/1/2023	Summer CSE/CPSE Committee Meetings & Evals. 2023-2024 school year
Konsky	Diana	School Psychologist	DW	Hourly	7/6/2023	59.85	7/1/2023	Summer CSE/CPSE Committee Meetings & Evals. 2023-2024 school year
May	Melissa	School Psychologist	DW	Hourly	7/6/2023	43.87	7/1/2023	Summer CSE/CPSE Committee Meetings & Evals. 2023-2024 school year
Aschettino	Karen	Special Education Teacher	DW	Hourly	7/6/2023	86.66	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Behringer	Jamie	Special Education Teacher	DW	Hourly	7/6/2023	93.66	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Birnstien	Kelly	Special Education Teacher	DW	Hourly	7/6/2023	84.64	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Di Gennaro	Elisa	Special Education Teacher	DW	Hourly	7/6/2023	91.62	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Elcik	Deborah	Special Education Teacher	DW	Hourly	7/6/2023	82.61	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Fioto	Eileen	Special Education Teacher	DW	Hourly	7/6/2023	86.66	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Kistner	Christine	Special Education Teacher	DW	Hourly	7/6/2023	70.47	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Luongo	Joselle	Special Education Teacher	DW	Hourly	7/6/2023	86.66	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Messinetti	Margaret	Special Education Teacher	DW	Hourly	7/6/2023	76.54	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Nardiello	Cynthia	Special Education Teacher	DW	Hourly	7/6/2023	84.64	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Pina	Nancy	Special Education Teacher	DW	Hourly	7/6/2023	70.47	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Prudenti	Valerie	Special Education Teacher	DW	Hourly	7/6/2023	92.73	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Rucano	Keri	Special Education Teacher	DW	Hourly	7/6/2023	82.61	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year

Smokler	Kim	Special Education Teacher	DW	Hourly	7/6/2023	97.28	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Valvo	Denise	Special Education Teacher	DW	Hourly	7/6/2023	82.61	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Fisher	Nicole	Special Education Teacher	DW	Hourly	7/6/2023	90.71	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Nobre	Kimberly	Special Education Teacher	DW	Hourly	7/6/2023	21.52	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Parise	Megan	Special Education Teacher	DW	Hourly	7/6/2023	84.64	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Trapani	Karen	Special Education Teacher	DW	Hourly	7/6/2023	58.08	7/1/2023	Summer CSE/CPSE Committee Meetings. 2023-2024 school year
Cooper	Andrew	Speech Teacher	DW	Hourly	7/6/2023	94.60	7/1/2023	Summer Speech-Related Services & Evals. 2023-2024 school year
Kent	Nenagh	Speech Teacher	DW	Hourly	7/6/2023	52.75	7/1/2023	Summer Speech-Related Services & Evals. 2023-2024 school year
Martin	Jocelyn	Speech Teacher	DW	Hourly	7/6/2023	49.19	7/1/2023	Summer Speech-Related Services & Evals. 2023-2024 school year
Pfaeffle	Michelle	Behavioral Consultants (Summer Services)	DW	Hourly	7/6/2023	49.19	7/1/2023	Summer Services. 2023-2024 school year
O'Neill	Megan	MS Girls Soccer (Year 1)	DW	Annual	7/6/2023	4,016.00	7/1/2023	Coaching appointment 2023-2024 school year
Palasek	Thomas	JV Football (Year 1)	DW	Annual	7/6/2023	4,877.00	7/1/2023	Coaching appointment 2023-2024 school year
Smith	Raheim	JV Football (Year 1)	DW	Annual	7/6/2023	4,877.00	7/1/2023	Coaching appointment 2023-2024 school year

*Up to two hours: \$58.00; in excess of two hours: \$86.00; Junior/Senior Prom: \$58.00 per hour 2023/2024 school year

