

AGENDA
Annual Organizational Meeting
Rocky Point Schools - Board of Education

July 10, 2014

Reminder Regarding Public Comment:

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

I. OPENING OF MEETING BY DISTRICT CLERK

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

II. DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO NEWLY ELECTED BOARD MEMBERS MELISSA BROWN AND SEAN CALLAHAN.

III. ELECTION OF OFFICERS

- a. **ELECTION OF THE PRESIDENT OF THE BOARD**
(Ed. Law 1701, 2504, 2563)

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

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

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.”

IV. ANNUAL APPOINTMENTS

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

BE IT RESOLVED, that the Board of Education makes the following appointments for the 2014-2015 fiscal year at the annual expense indicated below:

OFFICERS			
Item	POSITION	NAME	ANNUAL EXPENSE
1	District Clerk	Patricia Jones	\$13,250 per year
2	Assistant District Clerk	Loretta Sanchez	Current hourly rate for regular time and overtime, as required by the Board of Education
3	District Treasurer	Virginia Holloway	No additional compensation beyond contractual wages
4	Deputy District Treasurer	Linda Bilski	Current hourly rate for regular

			time and overtime as required by the Board of Education
5	Claims Auditor / Extra-classroom activity accounts claims auditor	Dennehy Accounting Services	\$18,055 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	Rose Monz	\$6,000 per year
8	External Auditors	R.S. Abrams & Co., LLP	\$31,000 per year
9	Internal Auditor	Nawrocki Smith, LLP	\$17,500 per year
10	General/Labor Counsel	Hamburger, Maxson, Yaffe, Knauer, & McNally, LLP	Yearly retainer fee: \$26,000.00. Per hour fee of \$195.00 for litigation services.
11	Bond Counsel	Hawkins Delafield and Wood, LLP	As per contract
12	School Physicians	Rocky Point Medical Care, P.C. (Dr. Gil); Sound Family Medicine, P.C. (Dr. George Ruggiero); Concussion Specialists (at no cost to the district): Jennifer Semel, MD, Jennifer Gray, DO, Anuja Korlipara, MD, Kristen Stoner, MD, Mark Harary, MD, Philip Schrank, MD, and Hayley Queller, MD of the St. Charles Hospital ImPACT Program	As per contracts – Rocky Point Medical Care and Sound Family Medicine; ImPACT Program at no cost to district
13	Purchasing Agent	Debra Hoffman	\$22,825 per year
14	Deputy Purchasing Agent	Gregory Hilton	No additional compensation

			beyond contractual wages
15	Audit Committee Members	John Lessler, Scott Reh, Susan Sullivan, Melissa Brown, Sean Callahan	N/A
16	Incarcerated Youth/Designated Educational Official	Susan Wilson	No additional compensation beyond contractual wages
17	Liaison for Homeless Children and Youth	Jennifer Zaffino	As per BOE appointment
18	FERPA Officer	Susan Wilson	No additional compensation beyond contractual wages
19	Medicaid Compliance Officer	Dr. Deborah De Luca	No additional compensation beyond contractual wages
20	Section 504 Coordinators	John DeBenedetto (RPHS), Dr. Scott O'Brien (RPMS), Linda Towlen (JAE), Virginia Kelly-Gibbons (FJC), Andrea Moscatiello (District)	No additional compensation beyond contractual wages
21	Title IX Coordinators / Complaint Officers	Susan Wilson, Anja Groth, Dr. Scott O'Brien, Gregory Hilton, and District General Counsel	No additional compensation beyond contractual wages for employee coordinators; as per contract for General Counsel
22	Americans with Disabilities Act (ADA) Coordinator	Dr. Deborah De Luca	No additional compensation beyond contractual wages
23	Records Management Officer	Gregory Hilton	No additional compensation beyond contractual wages
24	Records Access Officer	Gregory Hilton	No additional compensation beyond contractual wages
25	Records Appeal Officer	Dr. Michael Ring	No additional compensation beyond contractual wages
26	Federal Child Nutrition Program Hearing Official	Maureen Branagan	No additional compensation beyond contractual wages
27	Federal Child Nutrition Program Reviewing Official	Maureen Branagan	No additional compensation beyond contractual wages
28	Federal Child Nutrition Program Verification Official	Maureen Branagan	No additional compensation beyond contractual wages

29	Asbestos Officer/AHERA LEA designee	Christopher Malone	No additional compensation beyond contractual wages
30	Chemical Hygiene Officer	Christopher Malone	No additional compensation beyond contractual wages
31	School Pesticide Officer	Christopher Malone	No additional compensation beyond contractual wages
32	Attendance Officers	John DeBenedetto (RPHS); Dr. Scott O'Brien (RPMS); Linda Towlen (JAE); Virginia Gibbons (FJC)	No additional compensation beyond contractual wages
33	Dignity Act Coordinators	John DeBenedetto (RPHS); Susann Crossan (RPHS); Dr. Scott O'Brien (RPMS); James Moeller (RPMS); Linda Towlen (JAE); Joseph Tapler (JAE); Virginia Kelly-Gibbons (FJC); Dr. Courtney Herbert (FJC); Dr. Deborah De Luca (District-wide)	No additional compensation beyond contractual wages
34	Certifier of Payrolls	Dr. Michael Ring	No additional compensation beyond contractual wages
35	Residence Determination Designee	Susan Wilson	No additional compensation beyond contractual wages
36	District Emergency Management Coordinator	Amy Agnesini	No additional compensation beyond contractual wages
37	Testing Integrity Officer	Anja Groth	No additional compensation beyond contractual wages

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 2014-2015:

- Chase Manhattan Bank
- TD Bank
- Capital One Bank
- Citi Bank

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

B. REGULAR MONTHLY MEETINGS
 (Ed. Law 1708 (quarterly), 2504)

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

BE IT RESOLVED, that the regular business school board meetings for the 2014-2015 school year be held at times and in locations to be identified prior to date of each meeting, on the following dates:

- | | |
|--------------------|--|
| August 25, 2014 | Regular Meeting |
| September 22, 2014 | Regular Meeting |
| October 27, 2014 | Regular Meeting |
| November 24, 2014 | Regular Meeting |
| December 15, 2014 | Regular Meeting |
| January 12, 2015 | Regular Meeting |
| February 9, 2015 | Regular Meeting |
| March 23, 2015 | Regular Meeting |
| April 22, 2015 | Regular Meeting/BOCES Budget Vote and Elections |
| May 5, 2015 | Public Hearing (Budget) (Ed. Law 2017 (5)) |
| May 19, 2015 | Regular Meeting and Budget Vote/Election
(Ed. Law 2022-a) |
| June 22, 2015 | Regular Meeting |
| July 9, 2015 | 2015-2016 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 2017 (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 19, 2015) 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 5th day of May, 2015, is hereby designated as the District Public Hearing date to review the proposed budget that will be voted upon on May 19, 2015.

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 2014-2015 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 2015-2015 school year:

Chairperson	Deborah De Luca
Chairperson	Andrea Moscatiello
Chairperson	Paul Walia
Chairperson	Terence Reilly
Chairperson	Beth Apostoli
Alternate Chairperson	FJC School Psychologist per BOE appointment
Alternate Chairperson	John Haggerty
Alternate Chairperson	Juliet Williams
Alternate Chairperson	Meredith Picone
Student's Teacher	as per Education Law 4402
Alternate Parent Member	Jenny Andersson
Alternate Parent Member	Nancy Collins
Alternate Parent Member	Janine Fisher
Alternate Parent Member	MaryAnne Palmese
Alternate Parent Member	Francine Pisano
Alternate Parent Member	Donna Porter
Alternate Parent Member	Maria Quaglio
School Psychologist	FJC School Psychologist per BOE appointment
School Psychologist	John Haggerty
School Psychologist	Juliet Williams
School Psychologist	Meredith Picone
District Special Education	Teacher Members
District Regular Education	Teacher Members
School Physicians	Rocky Point Medical Care, P.C. (Dr Gil) Sound Family Medicine, P.C. (Dr. Ruggiero)

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 2014-2015 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 2013-2014 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 2014-2015 school year:

Chairperson	Deborah De Luca
Chairperson	Andrea Moscatiello
Chairperson	Paul Walia
Chairperson	Terence Reilly
Chairperson	Beth Apostoli
Alternate Chairperson	FJC School Psychologist per BOE appointment
Alternate Chairperson	John Haggerty
Alternate Chairperson	Juliet Williams
Alternate Chairperson	Meredith Picone
Student's Teacher	as per Education Law 4402
Alternate Parent Member	Jenny Andersson
Alternate Parent Member	Nancy Collins
Alternate Parent Member	Janine Fisher
Alternate Parent Member	MaryAnne Palmese
Alternate Parent Member	Francine Pisano
Alternate Parent Member	Donna Porter
Alternate Parent Member	Maria Quaglio
School Psychologist	FJC School Psychologist per BOE appointment
School Psychologist	John Haggerty
School Psychologist	Juliet Williams
School Psychologist	Meredith Picone
District Special Education	Teacher Members
District Regular Education	Teacher Members
School Physician	Rocky Point Medical Care, P.C. (Dr Gil) Sound Family Medicine, P.C. (Dr. Ruggiero)

Evaluator: For any meetings prior to the initial recommendation, a professional who participated in the evaluation of the child for whom services are first being sought.
Teacher: For any meeting held to review or re-evaluate the status of the preschool child, the child's Pre-School Teacher.

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

C. SURROGATE PARENT:

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

BE IT RESOLVED, that in accordance with Commissioner’s Regulations, Part 200, each Board of Education shall appoint a Surrogate Parent in accordance with the provisions of the Education Law, Section 4402. The following person is recommended for Board of Education approval for the 2014-2015 school year to serve as a Surrogate Parent: Ms. Nancy Collins.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

IT IS HEREBY RESOLVED, that pursuant to a parental request for an Impartial Hearing to review a determination of the District’s Committee on Special Education, an Impartial Hearing Officer shall be selected from the list of approved Hearing Officers available to serve in Suffolk County, as maintained by the New York State Education Department’s Impartial Hearing Reporting System in accordance with the Regulations of the System in accordance with the Regulations of the Commissioner of Education, as amended by the Board of Regents, effective July 9, 2004, and is further

RESOLVED, that pursuant to such amended regulations, the rotational selection process for an Impartial Hearing Officer will be initiated not later than two (2) business days after receipt by the District of the written request for the Impartial

Hearing, and it is further

RESOLVED, that the Board of Education President or Board of Education Vice President is hereby designated to appoint the Impartial Hearing Officer upon recommendation of the Superintendent of Schools and notice of such appointment shall be provided to the full Board as soon as practical.

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

IT IS HEREBY FURTHER RESOLVED, as per the Board of Education District Policy No. 7670, that the District will be responsible for compensating the IHO for pre-hearing, hearing and post-hearing activities at the rate agreed upon at the time of the IHO's appointment. The rate of compensation shall not exceed the maximum rate approved by the Director of the Division of the Budget. The District will also reimburse the IHO for travel and other hearing-related expenses (e.g., duplication and telephone costs) pursuant to an annually determined schedule. On an annual basis, the District will forward a copy of its compensation rates to each IHO on the District's rotational list.

D. (3) 2014-2015 COMPENSATION SCHEDULE FOR IMPARTIAL HEARING OFFICERS

BE IT FURTHER RESOLVED, that the Rocky Point Board of Education approves the 2014-2015 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 2014-2015 school year the rate is \$100.00 per hour.

The School District shall not reimburse Impartial Hearing Officers for any administrative costs, including, but not limited to, administrative assistance, secretarial, or other overhead expenses.

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. Michael F. Ring, Chief School Officer, be hereby authorized as district representative to file all applications in compliance with Federal and State regulations and grants for the 2014-2015 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that Dr. Michael F. Ring, Superintendent of Schools, and/or his designee, be authorized to approve all conferences, workshops, etc. requests for school district staff members for the 2014-2015 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 2014-2015 school year as follows:

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that Virginia Holloway, School District Treasurer, be authorized to sign checks for the 2014-2015 school year, and that Linda Bilski, Deputy School District Treasurer, and Gregory Hilton, School Business Official, and Dr. Michael F. Ring, Superintendent of Schools, be authorized to sign checks for the 2014-2015 school year in the absence of Virginia Holloway; and furthermore that two signatories be required for any check exceeding \$10,000 and that the signatories for such checks be the School District Treasurer and the Superintendent of Schools or the School Business Official

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that pursuant to Commissioner’s Regulation Section 170.2 and in accordance with Board of Education Policy Number 5330, Dr. Michael F. Ring, Chief School Officer and Gregory Hilton, School Business Official (acting in the same capacity as the Assistant Superintendent for Finance and Operations) be

authorized to approve budget transfers during the 2014-2015 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 2014-2015, 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 2014/15 at an estimated cost of \$7,408,213.00 subject to change based on the actual needs for programs and services during the 2014-2015 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

VIII. OTHER ITEMS

A. TERRACES ON THE SOUND PROPERTY ASSOCIATION PRIVATE ROAD TRANSPORTATION

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 School Business Official to enter into an Agreement with Terraces on the Sound Property Association for district pupil transportation services on private roads within the community.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

B. 2015-2016 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 2015-2016 Budget Development Calendar as attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

C. REVIEW AND RE-ADOPTION OF BOARD OF EDUCATION POLICY NUMBERS 3410, 5220, 5410, 5681, 6111, 7110 (first reading)

Upon a motion made by _____, seconded by _____,

the following resolution is offered:

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

- 3410 Code of Conduct on School Property
- 5220 District Investments
- 5410 Purchasing
- 5681 School Safety Plans
- 6111 Testing Misconduct and Mandatory Reporting Requirements
- 7110 Rocky Point School District's Comprehensive Attendance Plan

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that the Superintendent of Schools, School Business Official, School District Treasurer, Deputy School District Treasurer, School District Clerk and Director of Child Nutrition shall be bonded at a minimum of \$1,500,000.00; Extra-Class Activity Treasurer and Board of Education President shall be bonded at a minimum of \$200,000.00, and all other employees shall be bonded at a minimum of \$100,000.

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

E. 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 current Internal Revenue Service rate per mile for the 2014-2015 school year.

Ayes _____ Motion Carried _____

Or
Nays _____ Motion Defeated _____

F. 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 2014-2015 fiscal year:

Non-Instructional Staff:

Clerical	\$ 9.76 per hour
Custodial	\$ 9.76 per hour
Food Service Worker	\$ 9.76 per hour
Licensed Security	\$14.93 per hour
Teacher Aide/ Monitor	\$ 9.76 per hour
Registered Nurse	\$28.00 per hour

Budget Hearing/Vote/Election Staff:

Chief Inspector	\$10.00 per hour
Board of Registration	\$10.00 per hour
Teller	\$10.00 per hour
Poll Clerk	\$10.00 per hour
Substitutes for above	\$10.00 per hour

Teaching Staff:

Teachers

A. Regular Substitute Per Diem Daily rate \$100.00

B. In cases where the substitute assignment lasts fifty (50) continuous days or more for the same teacher, the substitute will be paid at a per diem rate of \$225 beginning on day fifty-one (51).

Ayes _____ Motion Carried _____

Or
Nays _____ Motion Defeated _____

G. 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 Plan.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

H. ADOPTION OF PURCHASING MANUAL

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

I. OPENING/CLOSING OF DISTRICT BANK ACCOUNTS

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 Superintendent of Schools, School Business Official and/or District Treasurer to open and close bank accounts as necessary to fulfill the banking needs of the district.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

J. 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 _____

K. 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 _____

K. REVIEW, REVISION 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 the Board of Education reviews and re-adopts Policy 3280, Use of School Facilities, Materials and Equipment (*second reading*).

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

L. SPECIAL EDUCATION 2014-2015 CONTRACT - MARYHAVEN

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 Maryhaven Center of Hope for a special education student's services for the 2014-2015 school year, as required under applicable Individual Educational Programs, applicable law, and/or district policy.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

M. SPECIAL EDUCATION 2014-2015 CONTRACT – NYSARC INC. – SUFFOLK CHAPTER

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 NYSARC Inc. – Suffolk Chapter for a special education student’s services for the 2014-2015 school year, as required under applicable Individual Educational Programs, applicable law, and/or district policy.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

N. DONATION FROM PTA FOR CHALLENGE DAY

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 \$1,000.00 donation from the Rocky Point PTA for Challenge Day.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

P. 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 _____

Q. EXECUTIVE SESSION (if necessary)

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

The Board returned to Open Session at _____

R. ADJOURNMENT

Moved by _____

Seconded by _____

Vote _____

Time _____



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

ONE CHASE MANHATTAN PLAZA
NEW YORK, NY 10005
WWW.HAWKINS.COM

NEW YORK
WASHINGTON
NEWARK
HARTFORD
LOS ANGELES
SACRAMENTO
SAN FRANCISCO
PORTLAND

Telephone: 212-820-9406
Facsimile: 212-344-6258
e-mail address: mgeiger@hawkins.com

June 17, 2014

Rocky Point Union Free School District, Suffolk County, New York
Bond Counsel Engagement Letter for 2014-2015

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

Dear Greg:

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

LETTER OF ENGAGEMENT FOR BOND COUNSEL SERVICES

You have requested our Letter of Engagement for Bond Counsel services that may be required by the Rocky Point Union Free School District (the "School District"), in the County of Suffolk, New York, during the **2014-2015** fiscal year. Accordingly, I have prepared a general summary of our usual services pertaining to tax anticipation notes, as well as applicable fee information. Should any other School District financing requirements arise during the **2014-2015** 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) assistance in the preparation and 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) Arbitrage and Use of Proceeds 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 York City 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.

Of necessity our services vary in scope depending on the talent and willingness to contribute of others involved in the financing.

In addition, we shall 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 continuous advice with respect to each financing through consultations with representatives of the School District and any others who may be involved in the various aspects of such financing. As noted above, 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 notes, as required.

Fees: Our fees, which include preparation of a tax anticipation note resolution, examination of cash-flow statements, review of official statement and notice of sale drafts, and advice concerning relevant thresholds under the Internal Revenue Code of 1986, as amended, and all other related matters, are computed as follows:

<u>ISSUE AMOUNT IN DOLLARS</u>	<u>FEE</u>
Issues of \$ 4 million	\$ 5,000
Issues of \$ 5 million	\$ 5,500
Issues of \$ 6 million	\$ 6,000
Issues of \$ 7 million	\$ 6,375
Issues of \$ 8 million	\$ 6,750

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

The fees for tax anticipation note issues are pro-rated to the exact amount of the issue. For example, the fee for a \$5.5 million issue would be \$5,750, calculated by adding \$5,500 (the fee for a \$5 million issue) and \$250.00 (being ½ of the \$500 incremental amount of the fee that would apply to an issue of \$6 million).

Our fees for tax anticipation notes include all of our customary and usual out of pocket expenses except for the costs relating to the preparation of book-entry securities. We charge \$225.00 for the initial book-entry instrument for each tax anticipation note issue, and \$15.00 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 \$50 for each note instrument delivered to a bank in other than book-entry format.

* * *

The fees provided herein for tax anticipation notes shall apply to any such notes issued in or on account of the 2014-2015 fiscal year and each successive fiscal year thereafter, unless and until such fees are modified by mutual consent.

The fees described above do not, of course, include the drafting of legislation or the handling of litigation, none of which is necessary or to be anticipated in an ordinary financing; or assistance in responding to SEC initiatives or inquiries, IRS audits, or any related matters. It is our practice to submit a bill for our services rendered in connection with any issue within ten days following a closing.

If circumstances should arise where we are called upon to provide services to the School District of a special nature, above and beyond the usual and customary services as described in this Letter of Engagement, we will notify you and request your approval in advance of any additional fees and costs associated with such special matters before proceeding.

* * *

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

If you have any questions or concerns regarding our proposed services and fees, kindly do not hesitate contacting Bill Jackson or me.

With kindest regards, I am

Very truly yours,



Martin A. Geiger

MAG:jgc

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

By: _____
(printed name)

President of the Board of Education

Date: _____



ROCKY POINT UNION FREE SCHOOL DISTRICT

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

Telephone: (631) 744-1600

Fax: (631) 849-7556

Dr. Michael F. Ring
Superintendent of Schools

Mr. Greg Hilton
School Business Official

April 21, 2014

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

Re: Physicians Services Memorandum of Agreement Extension for 2014-2015

Dear Dr. Gil:

The current physician services Memorandum of Agreement between Rocky Point Medical Care, P.C. and The Rocky Point UFSD, under RFP #R13-02, allows for the extension of said MOA 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the 2014-2015 school year at the same rates, terms and conditions, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Business Office at the above address by May 12, 2014.

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

Sincerely,

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

Gregory Hilton
School Business Official

AGREEMENT

Rocky Point Medical Care, P.C. agrees to extend the current Physician Services Memorandum of Agreement, under the same terms and conditions as per RFP #R13-02, for the period 7/1/14-6/30/15.

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

Representative-Rocky Point Medical Care, P.C.

Date 4-24-14

PART 2 - Cost

A. Scope of Service

- I.**
 - a. Mandated Physical examinations for pupils**
 - 1. @ District \$12.00
 - 2. @ RPMC \$25.00

 - b. Sports physicals**
 - 1. @ District \$12.00
 - 2. @ RPMC \$25.00

 - c. Chart Reviews** \$ 3.00

 - d. Special Education Physicals**
 - 1. @ District \$12.00
 - 2. @ RPMC \$25.00

 - e. Employee Physicals**
 - 1. @ RPMC \$55.00
 - 2. Hepatitis B, if required, includes f/u blood work \$80.00

 - f. Working Paper Physicals**
 - 1. @ District \$12.00
 - 2. @ RPMC \$25.00

 - g. Physician Consult Services**
 - 1. @ CSE Meetings @ District \$100.00
 - 2. Epi Pen Training @ District \$100.00

 - h. Physicals of students with concussions @ RPMC.**
 - 1. Students will be charged under their private insurance
 - 2. If student has no private insurance, cost to be paid by District \$100.00

 - i. Annual Administrative fee for telephone correspondence with school nurses and administrators in reference to medical issues of students and staff which arise during the course of the contract year. These issues include, but are not limited to, food allergies, diabetes management, seizure management and public health concerns.** \$1,000.00



ROCKY POINT UNION FREE SCHOOL DISTRICT

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

Telephone: (631) 744-1600

Fax: (631) 849-7556

Dr. Michael F. Ring
Superintendent of Schools

Mr. Greg Hilton
School Business Official

April 21, 2014

Dr. George Ruggiero
Sound Family Medicine, PC
54 Woodville Road
Shoreham, NY 11786

Re: Physicians Services Memorandum of Agreement Extension for 2014-2015

Dear Dr. Ruggiero:

The current physician services Memorandum of Agreement between Sound Family Medicine, PC and The Rocky Point UFSD, under RFP #R13-02, allows for the extension of said MOA 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the 2014-2015 school year at the same rates, terms and conditions, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Business Office at the above address by May 12, 2014.

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

Sincerely,

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

Gregory Hilton
School Business Official

AGREEMENT

Sound Family Medicine, P.C. agrees to extend the current Physician Services Memorandum of Agreement, under the same terms and conditions as per RFP #R13-02, for the period 7/1/14-6/30/15.

A handwritten signature in black ink, appearing to read "Dr. George Ruggiero".

Representative-Sound family Medicine, P.C.

Date 04/28/14

June 28, 2012

Debra Hoffman
Purchasing Agent
Rocky Point UFSD
P: 631-849-7563
F: 631-849-7556

Dear Ms. Hoffman,

This fee schedule is to accompany the Request for Proposal for Dr. George Ruggiero to serve as the District Physician.

Fee schedule is as follows:

Physicals:

Inclusive of H&P, ppd implant/reading, visual acuity, urinalysis, hearing.

Teachers/ Employees	\$50.00 each
Students (sports physicals)/ Mandated Physicals	\$20.00 each
Review of Physicals of students from their own PCP	\$3.00 each

Conferences/ Lectures	\$125.00/hr
Letters written on behalf of students	\$150.00

Consults

Low Level (<60 min)	\$150.00
Mid/High Level (> 60 min)	\$200.00
Telephone Consult (per ½ hr or less)	\$75.00
Hep B admin (not inclusive of vax cost)	\$50.00 each visit
* Hep B vaccine	\$26.00 each vax x3 (\$78 per complete series)

* Please note that vaccine prices are subject to fluctuate secondary to manufacturing prices and availability.

Thank you for the opportunity to submit this request for proposal. Please contact me if you have any questions.

Sincerely,

Danielle Stoebe

Danielle Stoebe
Administrative Assistant
Sound Family Medicine, P.C.

Rocky Point Union Free School District
Agreement to Provide Transportation on Private Roads

THIS AGREEMENT by and between the ROCKY POINT UNION FREE SCHOOL DISTRICT (hereinafter referred to as the "District") and THE TERRACES ON THE SOUND PROPERTY ASSOCIATION (hereinafter referred to as the "Owner") regarding District pupil transportation services on private roads owned and maintained by the Owner or located within the Owner's community, is constituted as follows:

1. That in consideration for the terms and conditions contained herein, the District will provide pupil transportation services, as deemed appropriate by the District and pursuant to law, for students residing within the Owner's community boundaries that are within the District for the school year 2014-15;
2. That the parties acknowledge and recognize that during the aforementioned school year, District and Transportation Contractor buses will be required to travel on private roads owned and/or maintained by the Owner, or which are located within the Owner's community boundaries, in order to pick up and drop off resident students. The Owner hereby gives the District and Transportation Contractor permission to operate buses on such private roads. The bus stop(s) shall be on the following roads (unless changed by the bus company in its discretion): Long View Avenue, Oakwood Road, Wildwood Road, Ferndale Road, Greenleaf Road, Spring Garden Road, Albion Road, Crestwood Road, Cedar Hill Road, Sylvan Road, Glenwood Road, and Chestnut Hill Road;
3. That the Owner acknowledges and agrees that such buses must be given unobstructed access to the aforementioned Owner community roads, which in some cases may be narrow and/or a single lane. The Owner, therefore, hereby guarantees such unobstructed access and that residents will be instructed, and such instruction shall be enforced by the Owner, to the effect that buses will not be required by oncoming traffic on such roads to be operated in reverse for any reason; and that such oncoming traffic will be directed by the Owner to yield the right of way to oncoming buses;
4. That the Owner shall have the responsibility for maintaining and/or repairing such roads and/or to remove any such obstructions to the travel of the aforementioned buses including but not limited to snow and ice removal;
5. That the Owner hereby indemnifies, holds harmless and will defend the District and the District designated transportation company from any claim of any kind including but not limited to claims of personal injuries and property damages proximately caused by the condition of the aforementioned roadways and appurtenances, and/or by obstructions or other conditions on or about the land existing and within the Owner's community, upon Owner owned property. In addition to the Owner's duty to defend the District, the Owner also agrees to pay any and all reasonable attorney's fees and court costs incurred by the District in connection with any such claims;
6. The Owner shall maintain general liability, premises liability, and automobile liability insurance coverage (and any other insurance coverage reasonably necessary to protect the

Rocky Point Union Free School District
Agreement to Provide Transportation on Private Roads

District against claims) with a carrier licensed in the State of New York with an A.M. Best rating of "A" or higher in amounts not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate, naming the District as an additional insured under such policies and providing that in the event of cancellation of the aforementioned policies, the District will receive sixty (60) days written notice in advance by certified mail, return receipt requested;

7. That the Owner affirms that it is the owner and/or at the very least responsible for maintaining and repairing the roads within the Owner's community boundaries;
8. The Owner affirms that this document was executed by its representative having full authority from the Owner's Board of Directors to bind the Owner to this agreement, its terms and conditions;
9. That the representative of the Owner who has executed this agreement affirms that he/she has read same, understood it and executed the document knowingly and voluntarily with the advice of counsel;
10. Nothing contained herein shall be construed as an agreement to provide transportation to students who are not residents of the District and under no circumstances shall the District be required to provide transportation to non-residents;
11. Nothing contained herein shall create a right to the transportation referred herein. Furthermore, this agreement and such transportation may be cancelled by the District for any reason upon twenty-four (24) hours notice;
12. This agreement and the transportation that is the subject thereof may be renewed upon written request of the Owner submitted to the District's office no later than April 1st of each school year. No District transportation shall be provided to the Owner or its residents without a renewed agreement.

Gregory Hilton
School Business Official
Rocky Point Union Free School District

Date

Representative
Terraces on the Sound Property Association

Print Name and Title

Date

Rocky Point Union Free School District
Agreement to Provide Transportation on Private Roads

THIS AGREEMENT by and between the ROCKY POINT UNION FREE SCHOOL DISTRICT (hereinafter referred to as the "District") and THE TERRACES ON THE SOUND PROPERTY ASSOCIATION (hereinafter referred to as the "Owner") regarding District pupil transportation services on private roads owned and maintained by the Owner or located within the Owner's community, is constituted as follows:

1. That in consideration for the terms and conditions contained herein, the District will provide pupil transportation services, as deemed appropriate by the District and pursuant to law, for students residing within the Owner's community boundaries that are within the District for the school year 2014-15;
2. That the parties acknowledge and recognize that during the aforementioned school year, District and Transportation Contractor buses will be required to travel on private roads owned and/or maintained by the Owner, or which are located within the Owner's community boundaries, in order to pick up and drop off resident students. The Owner hereby gives the District and Transportation Contractor permission to operate buses on such private roads. The bus stop(s) shall be on the following roads (unless changed by the bus company in its discretion): Long View Avenue, Oakwood Road, Wildwood Road, Ferndale Road, Greenleaf Road, Spring Garden Road, Albion Road, Crestwood Road, Cedar Hill Road, Sylvan Road, Glenwood Road, and Chestnut Hill Road;
3. That the Owner acknowledges and agrees that such buses must be given unobstructed access to the aforementioned Owner community roads, which in some cases may be narrow and/or a single lane. The Owner, therefore, hereby guarantees such unobstructed access and that residents will be instructed, and such instruction shall be enforced by the Owner, to the effect that buses will not be required by oncoming traffic on such roads to be operated in reverse for any reason; and that such oncoming traffic will be directed by the Owner to yield the right of way to oncoming buses;
4. That the Owner shall have the responsibility for maintaining and/or repairing such roads and/or to remove any such obstructions to the travel of the aforementioned buses including but not limited to snow and ice removal;
5. That the Owner hereby indemnifies, holds harmless and will defend the District and the District designated transportation company from any claim of any kind including but not limited to claims of personal injuries and property damages proximately caused by the condition of the aforementioned roadways and appurtenances, and/or by obstructions or other conditions on or about the land existing and within the Owner's community, upon Owner owned property. In addition to the Owner's duty to defend the District, the Owner also agrees to pay any and all reasonable attorney's fees and court costs incurred by the District in connection with any such claims;
6. The Owner shall maintain general liability, premises liability, and automobile liability insurance coverage (and any other insurance coverage reasonably necessary to protect the

Rocky Point Union Free School District
Agreement to Provide Transportation on Private Roads

District against claims) with a carrier licensed in the State of New York with an A.M. Best rating of "A" or higher in amounts not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate, naming the District as an additional insured under such policies and providing that in the event of cancellation of the aforementioned policies, the District will receive sixty (60) days written notice in advance by certified mail, return receipt requested;

7. That the Owner affirms that it is the owner and/or at the very least responsible for maintaining and repairing the roads within the Owner's community boundaries;
8. The Owner affirms that this document was executed by its representative having full authority from the Owner's Board of Directors to bind the Owner to this agreement, its terms and conditions;
9. That the representative of the Owner who has executed this agreement affirms that he/she has read same, understood it and executed the document knowingly and voluntarily with the advice of counsel;
10. Nothing contained herein shall be construed as an agreement to provide transportation to students who are not residents of the District and under no circumstances shall the District be required to provide transportation to non-residents;
11. Nothing contained herein shall create a right to the transportation referred herein. Furthermore, this agreement and such transportation may be cancelled by the District for any reason upon twenty-four (24) hours notice;
12. This agreement and the transportation that is the subject thereof may be renewed upon written request of the Owner submitted to the District's office no later than April 1st of each school year. No District transportation shall be provided to the Owner or its residents without a renewed agreement.

Gregory Hilton
School Business Official
Rocky Point Union Free School District

Date

Representative
Terraces on the Sound Property Association

Print Name and Title

Date



ROCKY POINT SCHOOL DISTRICT 2015-2016 BUDGET DEVELOPMENT CALENDAR

DATE(S)	ACTION	
10/17/2014	Friday	Preliminary Budget Meeting all Administrators/ Distribution of all Budget Materials
10/20/2014 - 10/24/2014	Various	Review of Budgets with Principals and Directors
11/14/2014	Friday	Return Budget Request forms to the Business Office
12/19/2014	Friday	Submission of Completed Draft Budget to the Superintendent
1/9/2015	Friday	Submission of Draft Budget to the Board of Education by the Superintendent
1/12/2015	Monday - 6:00 PM	Board Meeting and Budget Workshop
2/9/2015	Monday - 6:00 PM	Board Meeting and Budget Workshop
2/27/2015	Friday	Submission of the Property Tax Cap Worksheet
2/27/2015	Friday	Board of Education Candidate Petitions Available for Pick-Up
3/23/2015	Monday	Board Meeting and Budget Overview
4/20/2015	Monday	Submission of Petitions for Board of Education Candidates
4/22/2015	Wednesday	Adoption of the 2015-2016 Budget, BOE Meeting (Property Tax Report Card must be approved by the Board)
4/22/2015	Wednesday	Application for Absentee Ballots Available for Pick Up at the Office of the District Clerk
4/23/2015	Thursday	Submission and Publication of the Property Tax Report Card
4/24/2015	Friday	Finalize the Budget Brochure
4/28/2015	Tuesday	Budget and Required Attachments Must be Made Available Upon Request at Each School Building.
4/28/2015	Tuesday	Salary Disclosure Notice Submission to State
5/5/2015	Tuesday – 7:00 PM	Public Hearing on the School Budget
5/6/2015	Wednesday	Mail School Budget Notice to all Qualified Voters
5/12/2015	Tuesday	Special Voter Registration Day 9 AM to 9 PM at the High School
5/12/2015	Tuesday	Deadline to Receive an Absentee Ballot Application by Mail
5/14/2015	Thursday	Last Day Qualified Voters May Register with the District
5/19/2015	Tuesday	School Budget Vote and Annual Election

NO CHANGES RECOMMENDED

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

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

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

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

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

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

(Continued)

Community Relations

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

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

(Continued)

Community Relations

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

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

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

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

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

Privacy Rights

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

Education Law Sections 2801 and 3214
Family Court Act Articles 3 and 7
Vehicle and Traffic Law Section 142
8 New York Code of Rules and Regulations (NYCRR) Section 100.2(1)(2)

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

Adoption Date 3/23/09
Revision Date
Review Date 7/11/11, 7/11/13, 7/10/14

| No recommended changes

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.

| **No recommended changes**

SUBJECT: PURCHASING

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

Competitive Bids and Quotations

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

A bid bond may be required if considered advisable.

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

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

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

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

Request for Proposal Process for the Independent Auditor

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

Procurement of Goods and Services

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

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

(Continued)

SUBJECT: PURCHASING (Cont'd.)

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

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

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

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

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

Best Value

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

(Continued)

SUBJECT: PURCHASING (Cont'd.)

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

"Piggybacking" Law - Exception to Competitive Bidding

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

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

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

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

Alternative Formats for Instructional Materials

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

(Continued)

SUBJECT: PURCHASING (Cont'd.)

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

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

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

Geographic Preference in Procuring Local Agricultural Products

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

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

Computer Software Purchases

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

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

(Continued)

Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

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

Environmentally Sensitive Cleaning and Maintenance Products

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

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

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

SUBJECT: PURCHASING (Cont'd.)

Non-Competitive Bidding Purchases

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

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

(Continued)

SUBJECT: PURCHASING (Cont'd.)

Contracts for Goods, Services and Public Works

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

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

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

7 CFR 210.21, 215.14(a) and 220.16

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

Education Law Sections 305(14), 409-1, 701, 751(2)(b), 1604, 1709, 1950, 2503, 2554 and 3602

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

State Finance Law Sections 162 and 163-b

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

NOTE: Refer also to Policy #5660 -- School Food Service Program (Lunch and Breakfast)

No Changes Recommended

SUBJECT: SCHOOL SAFETY PLANS

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

District-Wide School Safety Plan

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

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

Building-Level School Safety Plans

Building-level school safety plan means a building-specific school emergency response plan, or a component part of the district-wide safety plan, that addresses prevention and intervention strategies, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's Regulations.

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

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

Filing/Disclosure Requirements

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

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

Adoption Date 3/23/09
Revision Dates 8/29/11, 7/11/13
Review Date 07/12/12, 7/10/14

SUBJECT: TESTING MISCONDUCT AND MANDATORY REPORTING REQUIREMENTS

School District employees are expressly prohibited from: engaging in testing misconduct, as that term is described in the Regulations of the Commissioner of Education; assisting in the engagement of, or soliciting another to engage in testing misconduct; and/or the knowing failure to report testing misconduct. When committed by an employee of the School District in a position for which a teaching or school leader certificate is required, such actions or inactions will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations. A School District employee in a position for which a teaching or school leader certificate is not required who commits an unlawful act in respect to examination and records will be subject to disciplinary action by the Board of Education in a manner consistent with New York State law and regulation.

School District employees will report to the State Education Department any known incident of testing misconduct by a certified educator or any known conduct by a non-certified individual involved in the handling, administration or scoring of state assessments in violation of New York State law. Such report will be made in accordance with directions and procedures established by the Commissioner for the purpose of maintaining the security and confidential integrity of State assessments.

The School District will not dismiss or take other disciplinary or adverse action against an employee because he/she submitted a report regarding testing misconduct to the State Education Department. Any such adverse action by an individual holding a teaching or school leader certificate will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations and may be referred to the Office of School Personnel Review and Accountability at the State Education Department.

8 NYCRR Section 102.4

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)

Students

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

Consequences of Excessive Absenteeism at the Elementary Level

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

Incentives and Consequences for Attendance Patterns

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

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

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

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

Adoption Date 3/23/09

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

Review Date 7/10/14

ROCKY POINT UNION FREE SCHOOL DISTRICT

PURCHASING PROCEDURES MANUAL TABLE OF CONTENTS

	Page #
Introduction.....	2
Definitions	
General Municipal Law	
Best Value	3
Piggybacking Law-Exception to Competitive Bidding	
The Purchasing Agent	4
Procedure for Bids: Advertisements, Openings, Evaluations	
Submitting a Formal Bid Request	7
Purchase Specifications	8
Evaluation of Products/Quality Control	9
Requisitioning/Ordering	
Preparation of Purchase Order	10
Processing of Purchase Order	
Blanket Orders.....	
Confirming Orders	12
Petty Cash	
Insufficient Appropriations	
Receipt/Payment of Purchase Orders.....	13
Cancellation of Order	

PURCHASING PROCEDURES MANUAL

INTRODUCTION

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

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

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

DEFINITIONS

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

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

GENERAL MUNICIPAL LAW

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

in a fiscal year must be considered.

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

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

BEST VALUE

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

"PIGGYBACKING" LAW-EXCEPTION TO COMPETITIVE BIDDING

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

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

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

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

THE PURCHASING AGENT

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

PROCEDURE FOR BIDS: ADVERTISEMENTS, OPENINGS, EVALUATIONS

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

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

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

Names of all persons/firms submitting bids shall be read aloud .

Pricing submitted shall be read aloud and recorded by designated district personnel.

Bids may be inspected at the conclusion of the bid opening.

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

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

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

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

The Purchasing Agent shall maintain accurate and complete records as to the performance of any contractor or vendor in order to document any failure in performance for future reference. The district may cooperate with other school

districts in providing the following information between and amongst themselves for the purpose of selecting the lowest responsible bidder in future contracts for goods and/or services.

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

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

The Board must adopt the contract by resolution.

In the event there are two or more tied responsible bidders, the Board may make an award to one of the low bidders or, in its discretion, it may reject all the bids and re-

advertise the purchase. In making an award in the case of tied low bidders, the Board may give consideration to a local business or supplier.

Bid bonds or deposits may be required, at the discretion of the Purchasing Agent, on all purchase contracts. Deposits may be required for labor or service contracts.

Performance Bonds of one hundred percent (100%) of the bid price may be required for contracts at the discretion of the Purchasing Agent.

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

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

SUBMITTING A FORMAL BID REQUEST

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

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

Requests must include the following:

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

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

PURCHASE SPECIFICATIONS

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

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

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

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

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

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

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

EVALUATION OF PRODUCTS/QUALITY CONTROL

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

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

REQUISITIONING/ORDERING

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

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

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

PREPARATION OF PURCHASE ORDER

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

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

PROCESSING OF PURCHASE ORDER

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

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

BLANKET ORDERS

In the case of an order for which a firm price cannot be obtained at the time the order

is placed i.e. repair work, an estimate will be obtained and noted on the purchase order stating that it is an estimate and the final cost is not to exceed the estimate.

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

- Blanket purchase orders or open end accounts may be issued to various vendors for the purchase of items considered to be of immediate need.
- Blanket purchase orders may be used:
- to eliminate the necessity for the issuance of separate orders for groups of items which are purchased frequently from the same vendor. An example of this would be automotive supplies (such as spark plugs, battery cables, points, etc.) also to permit the department to purchase items of this nature on an "as needed" basis when there is no provision to maintain an inventory.

The amount of the blanket purchase order shall be determined by the Purchasing Agent and the Budget Supervisor. It should be based on information available in the records covering previous fiscal years and data obtained from the Budget Supervisor. Blanket purchase orders, must be used only in compliance with GML 103 and 104.b. Each blanket purchase order must have a fixed maximum monetary amount (i.e. not to exceed \$_____) and must be limited to a specific time period (i.e. This blanket purchase order good thru _____).

- 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. The blanket purchase order number will be placed on the documents which will be attached to the payment (white) copy of the purchase order and forwarded to Accounts Payable in a timely manner. When the amount allowed on the blanket purchase order is reached the order should be closed, and a new blanket purchase order typed.
- Partial payments on blanket orders shall be made on a monthly basis even when the amount is less than the minimum of \$50.00.
- All employees authorized to purchase shall carry with them, to the vendor, encumbered purchase order signed by the purchasing agent. No orders should be accepted by vendors unless they are in receipt of a signed purchase order.
- Once a blanket purchase order is established, the open purchase order can only be increased with proper authorization by the Purchasing Agent after verifying that sufficient funds exist within the applicable appropriations budget code.

CONFIRMING ORDERS

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

PETTY CASH

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

INSUFFICIENT APPROPRIATIONS

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

RECEIPT/PAYMENT OF PURCHASE ORDERS

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

CANCELLATION OF ORDER

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

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2014 by and between the EASTERN SUFFOLK BOCES, party of the first part, and ROCKY POINT UFSD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1960-61 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2014-15 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost					
001.100	Administration	0.0000	0.0000	Actual Usage	188,164.00	188,164.00	0.00	188,164.00	A1981.49	
002.100	Rental of Facilities	0.0000	0.0000	Actual Usage	115,314.00	115,314.00	0.00	115,314.00	A1981.49	
101.100	Career and Technical Education	83.0000	12,587.0000	Student	0.00	1,044,721.00	0.00	1,044,721.00	A2280.49	
103.110	Special Career Education 12-1-1	4.0000	22,176.0000	Annual	0.00	88,712.00	0.00	88,712.00	A2250.49	
103.111	Special Career Education 12-1-1	4.0000	44,356.0000	Annual	0.00	177,424.00	0.00	177,424.00	A2250.49	
202.100	Special Education 12-1-1 (Full Day)	10.0000	48,388.0000	Student	0.00	483,980.00	0.00	483,980.00	A2250.49	
202.110	Special Education 12-1-1 (Partial)	5.0000	30,007.0000	Student	0.00	150,035.00	0.00	150,035.00	A2250.49	
202.120	Phoenix House Classified Student HD	1.0000	24,199.0000	Student	0.00	24,199.00	0.00	24,199.00	A2250.49	
202.205	Related Service-Counseling (Ind)	1.0000	4,536.8000	sess/stud/wk/yr	0.00	4,536.80	0.00	4,536.80	A2250.49	
202.260	Related Svc- Speech/Lang (Group)	7.0000	2,251.2000	sess/stud/wk/yr	0.00	15,758.40	0.00	15,758.40	A2250.49	
202.275	Related Svc- Individual Aide (FT)	3.0000	51,782.0000	Year	0.00	155,346.00	0.00	155,346.00	A2250.49	
202.394	Eval - English as a Second Lang.	1.0000	625.1400	Evaluation	0.00	625.14	0.00	625.14	A2250.49	
202.400	RelSvc-Transition Svc Pgm -full day	1.0000	48,388.0000	Student	0.00	48,388.00	0.00	48,388.00	A2250.49	
202.405	RelSvc-Transition Svc Pgm -part day	1.0000	24,199.0000	Student	0.00	24,199.00	0.00	24,199.00	A2250.49	
203.100	Spec Ed 6-1-1 Class (Full Day)	4.0000	68,765.0000	Student	0.00	275,060.00	0.00	275,060.00	A2250.49	
203.205	Related Service - Counseling (Ind)	5.0000	4,536.8000	sess/stud/wk/yr	0.00	22,684.00	0.00	22,684.00	A2250.49	
203.210	Related Svc - Counseling (Group)	5.0000	2,251.2000	sess/stud/wk/yr	0.00	11,256.00	0.00	11,256.00	A2250.49	
203.240	Related Svc- Occ. Therapy (Group)	5.0000	2,251.2000	sess/stud/wk/yr	0.00	11,256.00	0.00	11,256.00	A2250.49	
203.275	Related Svc - Individ. Aide (FT)	4.0000	51,782.0000	Year	0.00	207,128.00	0.00	207,128.00	A2250.49	
203.290	Autism/Behav. Consult. & Trainings	1.0000	227.0600	Hour	0.00	227.06	0.00	227.06	A2250.49	
203.295	AUL/Behav.- Home App. Behav. Anal.	1.0000	168.2000	Hour	0.00	168.20	0.00	168.20	A2250.49	
203.335	Evaluation - Neuropsychological	5.0000	312.5700	Hour	0.00	1,562.85	0.00	1,562.85	A2250.49	
203.365	Eval.- Psycho-Ed./Reevaluation	5.0000	625.1400	Evaluation	0.00	3,125.70	0.00	3,125.70	A2250.49	
203.380	Eval.- Psych/JSB Cody Center	3.0000	1,250.2800	Evaluation	0.00	3,750.84	0.00	3,750.84	A2250.49	

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

May 12, 2014
04:44:59 pm

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES
ROCKY POINT UFSD
School Year 2014-15

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Adjustments To Date	Initial Contract	Current Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis	Unit					
203.456	Augment Comm Eval/Svcs/Troubleshoot	1.0000	442.8100	Hour	442.81	0.00	442.81	442.81	A2250.49	
205.100	Special Education 8-1-1 (Full Day)	40.0000	60,778.0000	Student	2,431,120.00	0.00	2,431,120.00	2,431,120.00	A2250.49	
205.205	Related Svc - Counseling (Ind)	35.0000	4,536.8000	Sess/Stud/Wk/Yr	158,788.00	0.00	158,788.00	158,788.00	A2250.49	
205.210	Related Svc - Counseling (Group)	33.0000	2,251.2000	Sess/Stud/Wk/Yr	74,289.60	0.00	74,289.60	74,289.60	A2250.49	
205.285	AVB - Home App. Behav. Analysis	5.0000	168.2000	Hour	841.00	0.00	841.00	841.00	A2250.49	
205.287	Autism Behav. - Parent Training	5.0000	168.2000	Hour	841.00	0.00	841.00	841.00	A2250.49	
205.365	Eval - Psycho-Ed./Reevaluation	2.0000	825.1400	Evaluation	1,260.28	0.00	1,260.28	1,260.28	A2250.49	
205.380	Eval - Psychiatric/SB Cody Center	5.0000	1,250.2800	Evaluation	6,251.40	0.00	6,251.40	6,251.40	A2250.49	
205.435	Orientation & Mobility	1.0000	4,536.8000	Sess/Stud/Wk/Yr	4,536.80	0.00	4,536.80	4,536.80	A2250.49	
205.448	Assistive Technology Consult	8.0000	442.8100	Hour	3,542.48	0.00	3,542.48	3,542.48	A2250.49	
305.100	Speech Imp. Teacher - Non-Classific	15.0000	36,073.0000	1 Day/Wk/Yr	541,095.00	0.00	541,095.00	541,095.00	A2250.49	
305.375	Eval - Speech/Language	10.0000	833.5200	Evaluation	8,335.20	0.00	8,335.20	8,335.20	A2250.49	
313.390	Eval - Visually Impaired/Mobility	1.0000	833.5200	Evaluation	833.52	0.00	833.52	833.52	A2250.49	
313.422	Inherent Vision Consult	1.0000	134.1500	Session	134.15	0.00	134.15	134.15	A2250.49	
320.300	Itinerant Home ABA	3.0000	168.2000	Hour	504.60	0.00	504.60	504.60	A2250.49	
419.100	Regional/Alternative High School	0.0000	0.0000	Actual Usage	1.00	0.00	1.00	1.00	A1310.49	
435.110	Enrichment Program - Project WISE	1.0000	1,160.0000	Student	1,160.00	0.00	1,160.00	1,160.00	A2330.49	
435.110.100	Enrichment Program - Project WISE	1.0000	174.0000	District	174.00	0.00	174.00	174.00	A2330.49	
435.140	Enrichment Pgm - Reg. Quiz Bowl	0.0000	0.0000	Student	1,260.00	1,260.00	1,260.00	1,260.00	A2330.49	
435.150	Enrichment Pgm - Project STEP	1.0000	72.0000	Student	72.00	0.00	72.00	72.00	A2330.49	
435.160	Enrich. Pgm - LJ Science & Eng. Fair JV	1.0000	227.0000	Student	227.00	0.00	227.00	227.00	A2330.49	
435.170	Enrich. Pgm - LJ Science & Eng Fair	1.0000	47.0000	Student	47.00	0.00	47.00	47.00	A2330.49	
435.180	Enrich. Pgm - LISEF/SSPMSP	0.0000	0.0000	Actual Usage	9,703.70	9,703.70	9,703.70	9,703.70	A2330.49	
435.190	Enrich. Pgm - Brookhvn Sci. Assoc.	0.0000	0.0000	Actual Usage	1.00	1.00	1.00	1.00	A2330.49	
435.190	SHARP	0.0000	0.0000	Actual Usage	1.00	1.00	1.00	1.00	A2330.49	
438.110	Outreach AC Non-Classified Students	1.0000	60,778.0000	Student	60,778.00	0.00	60,778.00	60,778.00	A2330.49	
438.130	Phoenix House Non-Class Stud. HD	1.0000	24,199.0000	Student	24,199.00	0.00	24,199.00	24,199.00	A2330.49	

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

May 12, 2014
04:44:59 pm

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES
ROCKY POINT UFSD
School Year 2014-15

Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Basis for Current Contract		Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	District Budget Code
				Cost Basis	Actual Usage					
440.100	Arts-In-Ed. - Coordination Fee	0.0000	0.0000	Actual Usage	1,069.45	1,069.45	1,069.45	0.00	1,069.45	A2110.49
440.110	Arts-In-Education Programs	0.0000	0.0000	Actual Usage	6,290.85	6,290.85	6,290.85	0.00	6,290.85	A2110.49
440.120	Enrichment Pgm - Cont. for Kids	2.0000	645.0000	Service	0.00	0.00	1,290.00	0.00	1,290.00	A2330.49
444.310	Safari	-	-	-	-	-	-	-	-	-
444.310.110	Safari Training	1.0000	875.0000	Day	0.00	0.00	875.00	0.00	875.00	A2620.49
444.310.130	Safari K-12 Core Content Librar	0.0000	0.0000	Actual Usage	2,300.00	2,300.00	2,300.00	0.00	2,300.00	A2620.49
444.310.140	Safari K-8 Core Content Library	0.0000	0.0000	Actual Usage	3,450.00	3,450.00	3,450.00	0.00	3,450.00	A2620.49
444.310.160	Safari K-8 Schlessinger Media Con	0.0000	0.0000	Actual Usage	589.25	589.25	589.25	0.00	589.25	A2620.49
444.310.170	Safari 9-12 Schlessinger Media Co	0.0000	0.0000	Actual Usage	339.25	339.25	339.25	0.00	339.25	A2620.49
444.310.180	Safari Encyclopedia 20th Cent. Co	0.0000	0.0000	Actual Usage	678.50	678.50	678.50	0.00	678.50	A2620.49
444.310.190	Safari Almanac Newsstreet Content P	0.0000	0.0000	Actual Usage	109.25	109.25	109.25	0.00	109.25	A2620.49
444.310.210	Safari Additional Content Package	0.0000	0.0000	Actual Usage	1,253.50	1,253.50	1,253.50	0.00	1,253.50	A2620.49
444.310.220	Safari Misc. Charges	0.0000	0.0000	Actual Usage	2,070.00	2,070.00	2,070.00	0.00	2,070.00	A2620.49
445.190	Summer Enrich. - SHARP	0.0000	0.0000	Actual Usage	1.00	1.00	1.00	0.00	1.00	A2330.49
505.100	District Printing/Duplication	0.0000	0.0000	Actual Usage	1.00	1.00	1.00	0.00	1.00	A1670.49
508.100	Library Automation	1.0000	2,272.0000	Per District	0.00	0.00	2,272.00	0.00	2,272.00	A2610.49
508.100.130	Library Auto (2001 - 5000 Enroll)	0.0000	0.0000	Actual Usage	4,509.00	4,509.00	4,509.00	0.00	4,509.00	A2610.49
508.200	Follett, Follett Dealings & OPALS	0.0000	0.0000	Actual Usage	42,200.00	42,200.00	42,200.00	0.00	42,200.00	A1680.49
514.210	Internet Service Provisioning	3,345.0000	8.0300	Student	0.00	0.00	26,860.35	0.00	26,860.35	A1680.49
514.470	School Data Bk Svc - Inclusive Svc	1.0000	22,571.5500	Annual	0.00	0.00	22,571.55	0.00	22,571.55	A1680.49
514.480	School Data Bk Svc - Incl Svc.	3,345.0000	3,370.00	Student	0.00	0.00	11,272.65	0.00	11,272.65	A1680.49
514.520	NYS Req. Report per stud-PS/PK-12	3,345.0000	0.5900	Student	0.00	0.00	1,973.55	0.00	1,973.55	A1680.49
514.530	NYS Required Reporting	10.0000	1,015.8500	Evaluation	0.00	0.00	10,158.50	0.00	10,158.50	A2250.49
515.130	Psych at SB - Complete Comp. Rpt	10.0000	312.5700	Hour	0.00	0.00	3,125.70	0.00	3,125.70	A2250.49
515.150	Neuropsychological - 10 hr. max.	10.0000	312.5700	Hour	0.00	0.00	3,125.70	0.00	3,125.70	A2250.49
516.210	Lib. Svc/Media-Virtual Ref. Collect	0.0000	0.0000	Actual Usage	9,576.00	9,576.00	9,576.00	0.00	9,576.00	A2610.49
516.210.110	Virtual Ref. Collect 3-12 Prorate	0.0000	0.0000	Actual Usage	9,576.00	9,576.00	9,576.00	0.00	9,576.00	A2610.49

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

May 12, 2014
04:44:59 pm

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES
ROCKY POINT UFSD
School Year 2014-15

Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	District Budget Code
Basis for Current Contract									
516.220	Library Services - Supp. Databases	0.0000	0.0000	Actual Usage	8,979.00	8,979.00	0.00	8,979.00	A2610.49
516.300	Library Svc/Media Part. (50% disc)	1.0000	1,136.0000	Per District	0.00	1,136.00	0.00	1,136.00	A2610.49
518.300.130	LibrMed 2001-5000 stud. (50% disc)	1.0000	8,000.0000	Service	0.00	8,000.00	0.00	8,000.00	A2010.49
531.100	NYS Curriculum & Assessment Svc								
531.102.110	NYS Curnt/Assess Svc 1,000 + stude								
531.200	My Learning Plan (MLP)								
531.200.120	MLP - Cont. Annual Lic. Instruct	250.0000	25.0000	User	0.00	6,250.00	0.00	6,250.00	A2010.49
531.200.130	MLP - Cont. Ann. Lic. Non-Instruc	27.0000	15.0000	User	0.00	405.00	0.00	405.00	A2010.49
531.300	Customized Staff Development	0.0000	0.0000	Actual Usage	33,600.00	33,600.00	0.00	33,600.00	A2010.49
531.410	Ed. Leadership, Dev. & Place. Exp	1.0000	4,000.0000	Service	0.00	4,000.00	0.00	4,000.00	A2010.49
531.440	Staff Development-Public Relations	0.0000	0.0000	Actual Usage	13,253.45	13,253.45	0.00	13,253.45	A2010.49
531.510	Scoring for NYSED Gr 3-8 & NYSES LAT	0.0000	0.0000	Actual Usage	56,603.74	56,603.74	0.00	56,603.74	A2010.49
531.550	NYS All. Assess. Collegial Review	0.0000	0.0000	Actual Usage	60.00	60.00	0.00	60.00	A2010.49
531.560	NYS All. Assess. Reg Test Scoring	0.0000	0.0000	Actual Usage	1,365.00	1,365.00	0.00	1,365.00	A2010.49
531.670	NYS All. Assess Manual Duplication	0.0000	0.0000	Actual Usage	120.00	120.00	0.00	120.00	A2010.49
531.610	Athletes Helping Athletes	1.0000	5,000.0000	Service	0.00	5,000.00	0.00	5,000.00	A2010.49
531.620	Athletes Help. Athletes - Coord Fee	1.0000	1,000.0000	Service	0.00	1,000.00	0.00	1,000.00	A2010.49
532.100	Model Schools								
532.100.120	Model Schools > 2001 students	1.0000	7,600.0000	Annual	0.00	7,600.00	0.00	7,600.00	A1660.49
601.030	RTIm Direct								
601.030.120	RTIm License Fee	3,838.0000	1.6000	Student	0.00	6,140.80	0.00	6,140.80	A2250.49
601.030.240	RTIm Mgmt. Fee 10% cost of servc	0.0000	0.0000	Actual Usage	614.08	614.08	0.00	614.08	A2250.49
601.030.250	RTIm BOCES Support	3,838.0000	0.3500	Student	0.00	1,343.30	0.00	1,343.30	A2250.49
601.040	IEP Direct								
601.040.190	IEP Dir. Maint. Fee > 200 Sidnts	1.0000	6,340.0000	Annual	0.00	6,340.00	0.00	6,340.00	A2250.49
601.040.210	IEP Dir Per Student Maint Fee >99	608.0000	7.5900	Student	0.00	4,575.30	0.00	4,575.30	A2250.49
601.040.230	IEP Dir. Maint. Coord Fee - 10%	0.0000	0.0000	Actual Usage	1,091.53	1,091.53	0.00	1,091.53	A2250.49
601.040.270	IEP Dir. Annual BOCES Sup >200	1.0000	8,323.1700	Annual	0.00	8,323.17	0.00	8,323.17	A2250.49
601.060	NYSE Directors								
601.060.140	NYSE 200 or more students	1.0000	1,685.0000	Annual	0.00	1,685.00	0.00	1,685.00	A2250.49

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

May 12, 2014
04:44:59 am

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES
ROCKY POINT UFSD
School Year 2014-15

Program/Serial No.		Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract	District Budget Code
Quantity/Share	Unit Cost	Cost Basis	Current Fixed Cost	Current	Initial Contract	Adjustments To Date	Current Contract	District Budget Code		
7.0000	90.0000	Each	0.00	0.00	630.00	0.00	630.00	A2250.49		
0.0000	0.0000	Actual Usage	231.50	0.00	231.50	0.00	231.50	A2250.49		
1.0000	297.8100	Annual	0.00	0.00	297.81	0.00	297.81	A2250.49		
3,938.0000	0.2500	Per RVADA	0.00	0.00	959.50	0.00	959.50	A2250.49		
0.0000	0.0000	Actual Usage	95.95	0.00	95.95	0.00	95.95	A2250.49		
3,938.0000	0.1400	Per RVADA	0.00	0.00	537.32	0.00	537.32	A2250.49		
1.0000	306.0000	Annual	0.00	0.00	306.00	0.00	306.00	A1680.49		
0.0000	0.0000	Actual Usage	0.00	0.00	459.00	0.00	459.00	A1680.49		
0.0000	0.0000	Actual Usage	19,094.39	0.00	19,094.39	0.00	19,094.39	A1680.49		
0.0000	0.0000	Actual Usage	55,000.00	0.00	55,000.00	0.00	55,000.00	A1680.49		
0.0000	0.0000	Actual Usage	205,000.00	0.00	205,000.00	0.00	205,000.00	A1680.49		
0.0000	0.0000	Actual Usage	1.00	1.00	1.00	0.00	1.00	A1680.49		
0.0000	0.0000	Actual Usage	10,179.66	0.00	10,179.66	0.00	10,179.66	A1680.49		
0.0000	0.0000	Actual Usage	3,878.81	0.00	3,878.81	0.00	3,878.81	A1680.49		
12.0000	875.0000	Day	0.00	0.00	10,500.00	0.00	10,500.00	A1680.49		
0.0000	0.0000	Actual Usage	3,977.00	0.00	3,977.00	0.00	3,977.00	A1680.49		
0.0000	0.0000	Actual Usage	725.00	0.00	725.00	0.00	725.00	A1680.49		
0.0000	0.0000	Actual Usage	6,123.75	0.00	6,123.75	0.00	6,123.75	A1680.49		
0.0000	0.0000	Actual Usage	575.00	0.00	575.00	0.00	575.00	A1680.49		
1.0000	11,064.0000	Annual	0.00	0.00	11,064.00	0.00	11,064.00	A1680.49		
1.0000	4,215.0000	Annual	0.00	0.00	4,215.00	0.00	4,215.00	A1680.49		
0.0000	0.0000	Actual Usage	29,394.49	0.00	29,394.49	0.00	29,394.49	A1680.49		
945.0000	3.2500	Per Form	0.00	0.00	3,071.25	0.00	3,071.25	A1680.49		
3,345.0000	15.4500	Student	0.00	0.00	51,680.25	0.00	51,680.25	A1680.49		
0.0000	0.0000	Actual Usage	5,168.03	0.00	5,168.03	0.00	5,168.03	A1680.49		

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

May 12, 2014
04:44:55 pm

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES
ROCKY POINT UFSD

School Year 2014-15

Program/ Serial No.	Service	Quantity/ Share	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	District Budget Code
			Unit Cost	Cost Basis	Unit					
601.710.140	eSchoolData K-12 BOCES Support	3,345.0000	7.9500	Student	0.00	26,256.25	0.00	26,256.25	A1680.49	
601.710.180	eSchoolData 2 In-District Suppor	1.0000	23,299.6100	Annual	0.00	23,299.61	0.00	23,299.61	A1680.49	
601.830	eBoard	237.0000	19.3000	Teacher	0.00	4,574.10	0.00	4,574.10	A1680.49	
601.830.110	eBoard District Wide Package									
601.990	Test Scanning and Reporting	1.0000	75.0000	District	0.00	75.00	0.00	75.00	A1680.49	
601.990.100	Individual Student Report Setup F	1,459.0000	4.6900	Test	0.00	6,842.71	0.00	6,842.71	A1680.49	
601.990.160	Test Scan/Rpt NYS ELA Grades 3-8	1,459.0000	4.6900	Test	0.00	6,842.71	0.00	6,842.71	A1680.49	
601.990.170	Test Scan/Rpt NYS Math Grades 3-8	494.0000	4.6900	Test	0.00	2,316.86	0.00	2,316.86	A1680.49	
601.990.180	Test Scan/Rpt NYS Science 4 &/or	90.0000	9.0000	Test	0.00	810.00	0.00	810.00	A1680.49	
601.990.300	Test Scan/Rpt NYSESLAT	25.0000	14.6600	Test	0.00	366.50	0.00	366.50	A1680.49	
601.990.310	Test Scan/Rpt NYSA	1,541.0000	2.8600	Test	0.00	4,407.26	0.00	4,407.26	A1680.49	
601.990.320	Test Scan/Rpt Regents All Exams									
604.130	Transportation- Coach & Field Trips	0.0000	0.0000	Actual Usage	5,000.00	5,000.00	0.00	5,000.00	A5581.49	
609.300	Med/Comm. PR Consulting Svcs	0.0000	0.0000	Actual Usage	28,400.24	28,400.24	0.00	28,400.24	A1480.49	
612.110	Cooperative Bidding									
612.110.110	Coop Bidding Grp A (2900+ sdnt)	1.0000	8,480.0000	Year	0.00	8,480.00	0.00	8,480.00	A1345.49	
612.110.120	Coop Bidding Grp B (1000-2899 sdnt)	1.0000	3,364.0000	Year	0.00	3,364.00	0.00	3,364.00	A1345.49	
618.120	Health/Safety Basic Svc Base Price	1.0000	3,715.0000	Service	0.00	3,715.00	0.00	3,715.00	A1620.49	
618.130	Health/Safety Basic Svc # blggs	4.0000	392.0000	Building	0.00	1,568.00	0.00	1,568.00	A1620.49	
618.150	Health/Safety - Specialist	0.5000	19,588.0000	Day/Week/Year	0.00	9,794.00	0.00	9,794.00	A1620.49	
618.160	Health/Safety - Security Consultant	0.0000	0.0000	Actual Usage	57,750.00	57,750.00	0.00	57,750.00	A1620.49	
623.110	Nonpublic Tax/bk Distr - Adm'n Fee	48.0000	62.0000	Student	0.00	2,976.00	0.00	2,976.00	A2110.49	
623.120	Nonpublic Tax/bk Dist. - Textbook Fee	48.0000	199.0000	Per Student Est	0.00	9,552.00	0.00	9,552.00	A2110.49	
628.120	Sub-Service (Level 2)	370.0000	139.7400	Per User	0.00	51,703.80	0.00	51,703.80	A1430.49	
644.110	Intellipath - Line Charges (ESB)	0.0000	0.0000	Annual	259.20	259.20	0.00	259.20	A1310.49	
657.496	Quarterly Policy Rev. (Erie 1)	1.0000	1,600.0000	Service	0.00	1,600.00	0.00	1,600.00	A1430.49	

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

May 12, 2014
03:44:59 pm

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSO		School Year 2014-15	
---	--	---------------------	--

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis	Service					
657.487	Quarterly Admin. Rev. (Erie 1)	1.0000	1,600.0000	Service		0.00	1,600.00	0.00	1,600.00	A1430.48
665.480	State Aid Planning - Questar III	0.0000	0.0000	Service		3,110.00	3,110.00	0.00	3,110.00	A1310.49
676.480	GASB 45 (Capital BOCES)	0.0000	0.0000	Service		1.00	1.00	0.00	1.00	A1310.49
680.490	On-Line Application Service-Pulheim	0.0000	0.0000	Actual Usage		1.00	1.00	0.00	1.00	A1430.49


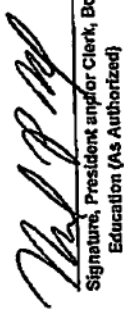
EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

EASTERN SUFFOLK BOCES
ROCKY POINT UFSD
School Year 2014-15

Summary:
Total of Service Costs - All Funds: 7,104,715.00 (Except 001002)
Capital Costs: 115,314.00 (CoSer 002)
Adm. & Clerical Costs: 188,184.00 (CoSer 001)
Total Contract Costs: 7,408,213.00

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

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

	EASTERN SUFFOLK BOCES (Party of the First Part)	201 SUNRISE HIGHWAY, PATCHOGUE, NY, 11772- (Post Office Address)
	ROCKY POINT UFSD (Party of the Second Part)	170 ROUTE 25A, ROCKY POINT, NY, 11778- (Post Office Address)

Student Activity and District Sponsored Contracts:

Group:

MS and HS Student Counsel Dances
Leaders Club
Varsity Club
Career Advisory Partnership (CAP)
BANN NYC trip
Senior Prom
High School Production
High School
High School-PSAT/SAT
HS Yearbook
MS Yearbook
Thespian Troupe
High School Jr. Prom
High School Prom
Mark Twain Literary Awards
Boys Varsity Golf

Service Contracts:

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

AUDIT COMMITTEE CHARTER

Revised July 2013

Audit Committee Authority

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

Mission

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

Composite and Requisite Skills

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

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

Duties and Responsibilities

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

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

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

Meetings and Notification

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

The District Clerk will be responsible to:

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

Decision Making Process

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

Reporting Requirements

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

Review of the Charter

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

Community Relations

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)

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.

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.

(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. 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;
 - 6. In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
 - 7. 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. All applicable fees must be received 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 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 of 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.

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, ~~or~~ 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)

Community Relations

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

ROCKY POINT SCHOOL DISTRICT

AGREEMENT FOR THE EDUCATION OF A HANDICAPPED CHILD IN
ACCORDANCE WITH THE EDUCATION LAW

This agreement made this 1st day of July, 2014 by and between **Rocky Point Public School District**, party of the first part, hereinafter referred to as the "District" and **Maryhaven**, party of the second part, hereinafter referred to as the "Contractor", and having its principal place of business for the purpose of this Agreement at **51 Terryville Rd., Port Jefferson Station, NY 11776**.

WITNESSETH: The District is authorized by law to contract with the approved institutions within the State of New York for the instruction, And

WHEREAS, in the judgment of the district, the contractor can meet the need of said handicapped child named

NOW, THEREFORE, the parties mutually agree as follows:

1. The Contractor will provide adequate instruction for the handicapped children approved by the District to attend Contractor's school in accordance with the provisions relating to eligibility of schools contained in Section 200 of the Regulations of the Commissioner of Education of the State of New York.
2. The District will file all forms with NYSED STAC Unit to ensure a timely, complete and accurate STAC-3. Any outstanding claims due to failure to obtain such STAC-3 will be payable by the District.
3. In full consideration for the services to be rendered by the Contractor to the District under the terms of this Agreement, the District will pay to the Contractor, and the contractor shall accept, an annual tuition charge not to exceed that approved by the Commissioner of Education for the 2014-2015 School year for the education of each handicapped child accepted for enrollment. Where such education is provided for periods of substantially less than one year, said consideration will be prorated on a weekly basis accordingly and shall constitute the entire consideration.
4. Payments shall be made monthly at the end of each month of instruction and following submission of a properly-executed bill to the address of the district. Each bill must clearly show the name of the student (s) enrolled and the dates of enrollment for said student for each month . The rate charged is that established by the NYS Dept. of Education. Where the charge for said school year has not yet been established, District will pay Contractor based on the established rate for the previous school year until current rate is established. Any resulting tuition adjustments will be due upon receipt of a properly executed adjustment invoice.

5. The Contractor shall maintain daily attendance records in the same form required in the public schools of New York State, and they shall freely be made available to the District on request.
6. The Contractor will serve as a vendor for the federal IDEA flow through funds under Part B, Section 611. The district agrees to pay to the contractor the cost of providing services under that contract. Payments shall be made upon districts receipt of said funds from the Government, subject to contractor's expenditure report.
7. The Contractor will obtain whatever releases or other legal documents are necessary in order that the contractor may render full and complete reports concerning the education and progress of the pupil or pupils covered by the terms of this Agreement. The contractor will render such reports to the district at any time that such reports are made to the parents of the pupil or pupils covered by the terms of this Agreement, and will render such additional reports as may be required by the District because of interest by the district in the progress of the pupil or pupils covered by the terms of this Agreement. It is understood and agreed by the parties to this Agreement that the full responsibility for obtaining clearances rests with the Contractor, and any failure to carry out such responsibility shall render this Agreement void.
8. The contractor will maintain its status as an approved school for the education of handicapped children. It is understood and agreed by the parties that failure to do so shall render this Agreement void, in which case the Contractor shall be entitled to no compensation for the portion of the school year in which such approval ceases to be maintained and shall reimburse the District any amounts already received for that portion of such school year.
9. The District shall have the right to examine any or all accounts and records kept by the Contractor in connection with this Agreement.
10. The contractor shall be subject to the visitation of the District and its designated representatives and shall fully cooperate with the District in these visitations.
11. This Agreement shall take effect as of **07/01/14** and terminate on **6/30/15**. The District has the right to terminate this Agreement at any time upon thirty (30) days Written notice to the contractor.
12. The Contractor hereby agrees to furnish to the district all reports, audits and all documents required to make a determination as to the Contractor's eligibility under the provisions of Section 200 of the Regulations of the Commissioner of Education. Such materials shall be furnished at all times as may be required by the District. Failure to submit required materials within five (5) days of demand or as required by regulations shall permit the District to cancel this Agreement immediately.
13. The contractor hereby agrees to indemnify and save harmless the District, its officers, Employees and agents against any and all claims, liability, loss, damages, costs or expense

Whatsoever, including those for personal injuries and property damage, which it or they may Hereafter incur, suffer, be charged with or be required to pay by reason of the willful or Negligent actions of the contractor, its servants, employees or agents, in undertaking the Instruction contracted for under this Agreement.

14. The Contractor agrees and shall indemnify and hold the District, its officers, employees and agents harmless against any and all liability arising from or based upon any violation of any laws, ordinances or regulations applicable to the performance of the services here and before described.
15. The Contractor shall have no right or power to assign this Agreement or any of the moneys due and owing under this Agreement, without the written consent of the Owner.
16. The written Agreement constitutes the entire understanding between the parties and any regulations or agreements to the contrary are not binding unless included in this written Agreement.

IN WITNESS WHEREOF, the District and the Contractor have duly executed this Agreement as of the day, month and year first above written.

Attest:

Clerk of the Board of Education

OWNER: BOARD OF EDUCATION

By: _____
President, Board of Education

CONTRACTOR:

By: *K. Shada*

SCHOOL SERVICE AGREEMENT

This AGREEMENT, made this 1st day of July by and between Rocky Point Union Free School District, party of the first part, and the NYSARC, Inc., Suffolk Chapter, party of the second part, and having its principle place of business for the purpose of this AGREEMENT at 2900 Veterans Memorial Highway, Bohemia, New York 11716-1193.

W I T N E S S E T H

The School Board is authorized by law, under section 4408 for the period 7/1/14 - 8/31/14 and under Section 4402-2B for the period 9/1/14 - 6/30/15 to contract with institutions within the State of New York for instruction of handicapped children in those situations where the Board is unable to provide for the education of handicapped children in special classes in the public schools, and

WHEREAS, the NYSARC, Inc., Suffolk Chapter, is a nonprofit institution operating special classes for handicapped children.

NOW, THEREFORE, the parties mutually agree as follows:

FIRST: As used herein, "School" means the NYSARC, Inc., Suffolk Chapter, located in Suffolk County, providing educational services to handicapped children. "Board" means the Board of Education of Rocky Point Union Free School District or its designated representative. "School Year" means a 2 month program dated 7/1/14 - 8/31/14 and a 10 month program dated 9/1/14 - 6/30/15 and according to the School's calendar.

SCHOOL SERVICE AGREEMENT

SECOND: The School will provide instruction and a facility during the school term for those handicapped children listed in this AGREEMENT. Such education will be appropriate to the mental attainments and physical conditions of such children, and in accordance with the provisions relating to the eligibility of schools contained in the Regulations of the Commissioner.

THIRD: For the services to be rendered by the School to the Board under the terms of this AGREEMENT, the Board will pay the School the latest tuition rate approved by the State Education Department, Bureau of Special Program Review, for the education of each handicapped child for the 2 month program and the 10 month program of the 2014/2015 School Term. The School estimates that this rate for the 2 month program will be not less than the prospective rate of \$5,802. and the rate for the 10 month program will be no less than prospective rate of \$34,812. The total contract shall not exceed the approved rate x the number of children.

FOURTH: Payment under this AGREEMENT shall be accomplished by the School submitting invoices. The Board may request the School to use the District's own invoices if it supplies them with the signed contract. The School will bill monthly for tuition at the end of each month. Payment shall be made by the Board within 30 days of the invoice date.

FIFTH: All employees of the School shall be deemed employees of the School for all purposes and the School alone shall be responsible for their work, personal conduct, direction and compensation.

SCHOOL SERVICE AGREEMENT

SIXTH: The Board reserves the right to add or delete a child from the list of children covered by the terms of the AGREEMENT at any time during the school term. Payment regarding such child or children will be pro-rated on the basis of the months or any portion of such final month of the school term completed.

SEVENTH: The School shall maintain monthly attendance records which shall be submitted at the request of the Board. If a child has been absent for a period of five (5) or more consecutive days, the attendance record shall indicate the reasons for such absence.

EIGHTH: The School will obtain whatever releases or other legal documents are necessary in order that the School may render full and complete reports concerning the education and progress of the child or children covered by the terms of this AGREEMENT. The School will maintain yearly school progress reports to be submitted to the Board because of interest by the Board in the progress of the child or children covered by the terms of this AGREEMENT.

NINTH: This AGREEMENT shall take effect as of July 1, 2014 and terminate on June 30, 2015.

TENTH: The children for whom the School shall provide educational services for the 2014/2015 Term, and for whom all conditions of this AGREEMENT shall apply are as follows:

SCHOOL SERVICE AGREEMENT

Name	Address	DOB	Eligibility		Comment
			2 Month Program (7/1/14) (8/31/14)	10 Month Program (9/1/14) (6/30/15)	
			Yes	Yes	

IN WITNESS THEREOF, the parties hereto have executed this AGREEMENT the day and year first above written.

BOARD OF EDUCATION OF

BY: _____ TITLE: _____

NYSARC, Inc. - Suffolk Chapter

BY: _____

Chief Executive Officer

ROCKY POINT PTA UNIT 05-217P

50-859-214

1730

 E2ShieldSM Check Fraud Protection for Business

DATE 6/16/14

PAY TO THE ORDER OF

Rocky Point Schools

\$ 1,000

One thousand and 00/100 —

DOLLARS



Security Features Included. Details on Back.

People's United Bank

peoples.com

MEMO

Challenge Day '14

Amy R. Spina Mayfield

NETWORK DEK SAFETY PAPER

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 07/10/14

Schedule 07-10-14-E Co-Curricular Positions 2013/2014 and 2014/2015

Last	First	Position	Bldg.	Salary		Effective Date	Description/Comments
				Rate	Amount		
Alemaghides	Erica	Additional Supervision--Elementary Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Amato	Cristina	Additional Supervision--Elementary Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Anderson	Nicole	Additional Supervision--Elementary Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Black	Tara	Additional Supervision--Elementary Teacher	FJC	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Arnesen	Jaimie	Additional Supervision--Elementary Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Black	Tara	Additional Supervision--Elementary Teacher	FJC	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Boyle	Lauren	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Celentano	Lisa	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Daly	Janice	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Falcone	David	Additional Supervision--Elementary Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.

Glennon	Erin	Additional Supervision--Elementary Teacher	FJC	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Hallock	Audra	Additional Supervision--Science Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Lograno	Kerry	Additional Supervision--Science Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Lucadamo	Keri	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Luongo	Joselle	Additional Supervision--Special Ed Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Maggio	Michele	Additional Supervision--Speech/Language Pathologist	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Marte	Gina	Additional Supervision--Elementary Teacher	FJC	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Messinetti	Margaret	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Vieira	Deborah	Additional Supervision--Elementary Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Nesbitt	Patricia	Additional Supervision--Elementary Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
O'Brien	Theresa	Additional Supervision--ELA Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
O'Connor	Kim	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.

Pina	Nancy	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Shanahan	Sherin	Additional Supervision--Special Ed Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Smokler	Kim	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Stalters	Jessica	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Tsavos	Jonathan	Additional Supervision--ELA Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Werthner	Serina	Additional Supervision--ELA Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer Differentiated Instruction Training --8/18/14 through 8/20/14. Not to exceed 15 hours.
Catandella	Heather	Additional Supervision--Elem Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
Falcone	David	Additional Supervision--Elem Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
Laughlin	Heather	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
Lograno	Kerry	Additional Supervision--Science Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
Lucadamo	Keri	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
Nardiello	Cynthia	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.

O'Brien	Theresa	Additional Supervision--Elementary Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
O'Connor	Kim	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
Pina	Nancy	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
Werthner	Serina	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/14/14 through 7/16/14 Not to exceed 15 hours.
Anderson	Nicole	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/21/14 through 7/23/14 Not to exceed 15 hours.
Celentano	Lisa	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/21/14 through 7/23/14 Not to exceed 15 hours.
Cooper	Leah	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/21/14 through 7/23/14 Not to exceed 15 hours.
Craig	Joanne	Additional Supervision--Elem Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/21/14 through 7/23/14 Not to exceed 15 hours.
Falcone	David	Additional Supervision--Elem Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/21/14 through 7/23/14 Not to exceed 15 hours.
Gentile	Jessica	Additional Supervision--Elem Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/21/14 through 7/23/14 Not to exceed 15 hours.
Hallock	Audra	Additional Supervision--Science Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/21/14 through 7/23/14 Not to exceed 15 hours.
Luongo	Joselle	Additional Supervision--Special Ed Teacher	FJC	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training -7/21/14 through 7/23/14 Not to exceed 15 hours.

Mancini	Jaimie	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Messinetti	Margaret	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
O'Mahoney	Laura	Additional Supervision--Elem Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Pina	Nancy	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Vieira	Deborah	Additional Supervision--Elem Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Prudenti	Valerie	Additional Supervision--Special Ed Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Scalfani	Carl	Additional Supervision--Social Studies Teacher	HS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Shanahan	Sherin	Additional Supervision--Special Ed Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Smokler	Kim	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Stalters	Jessica	Additional Supervision--Special Ed Teacher	JAE	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Tsavos	Jonathan	Additional Supervision--ELA Teacher	MS	Hourly	47.00	7/1/14	Additional Supervision--Summer ICT Training-7/21/14 through 7/23/14 Not to exceed 15 hours.
Burke	Jennifer	ESL Teacher	DW	Hourly	47.00	7/1/14	Part 154 Title III Grant Writing. 7/1/14 through 8/31/14. Title III funded

Fernandez	Nicole	ESL Teacher	DW	Hourly	47.00	7/1/14	Part 154 Title III Grant Writing. 7/1/14 through 8/31/14. Title III funded
Flanagan	Laura	ESL Teacher	DW	Hourly	47.00	7/1/14	Part 154 Title III Grant Writing. 7/1/14 through 8/31/14. Title III funded
Lopez	Mara	ESL Teacher	DW	Hourly	47.00	7/1/14	Part 154 Title III Grant Writing. 7/1/14 through 8/31/14. Title III funded
DiScala	George	Curriculum Writing	DW	Hourly	47.00	7/1/14	Accelerated Italian 3. Grant-funded through general fund and Title II Grant. 2014/2015 school year
Hull	Shari	Curriculum Writing	DW	Hourly	47.00	7/1/14	ELA 11. Grant-funded through general fund and Title II Grant. 2014/2015 school year
Pina	Nancy	Curriculum Writing	DW	Hourly	47.00	7/1/14	ELA 11. Grant-funded through general fund and Title II Grant. 2014/2015 school year
Meyers	Dawn	Curriculum Writing	DW	Hourly	47.00	7/1/14	CC Math 6 Enrichment. Grant-funded through general fund and Title II Grant. 2014/2015 school year
Meyers	Dawn	Curriculum Writing	DW	Hourly	47.00	7/1/14	CC Math 7. Grant-funded through general fund and Title II Grant. 2014/2015 school year
Meyers	Dawn	Curriculum Writing	DW	Hourly	47.00	7/1/14	CC Math 7 Accelerated. Grant-funded through general fund and Title II Grant. 2014/2015 school year
Lucadamo	Keri	Curriculum Writing	DW	Hourly	47.00	6/30/14	ELA 12. Grant-funded through general fund and Title II Grant. 2014/2015 school year
Lopez	Mara	Home Tutor--ESL, Elementary	DW	Hourly	63.03	7/1/14	Home Tutoring (Summer Services)
Mansfield	Shayla	Volunteer Cheerleading Coach	DW	N/A	N/A	6/23/14	Beginning 6/23/14 through 8/31/14
Orlando	Jenna	Volunteer Cheerleading Coach	DW	N/A	N/A	6/23/14	2014-2015 school year
Mansfield	Shayla	JV Cheerleading - Fall	DW	Annual	4,360	9/1/14	Coaching appointment 2014-2015 school year
Acritelli	Richard	HS Lunch Duty	HS	Hourly	27.00	9/1/14	2014-2015 school year

**Up to two hours: \$52.00; in excess of two hours: \$78.00; Junior/Senior Prom: \$52.00 per hour. 2013-2014 school year
**Up to two hours: \$53.00; in excess of two hours: \$79.00; Junior/Senior Prom: \$53.00 per hour. 2014-2015 school year

