

AGENDA
ROCKY POINT PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
November 13, 2023

Reminder Regarding Public Comment:

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

I Meeting called to Order:

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

Absent:

II Executive Session

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

Motion _____^{2nd} _____ Vote _____

The Board returned to Open Session at _____ p.m.

Pledge of Allegiance

Superintendent’s Report

CONSENT AGENDA

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

III-IX Consent Agenda Items

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

- III: Minutes** – Regular Meeting October 16, 2023
- IV: Budget Transfer Summary** – October 2023
- V: Treasurer’s Reports** – October 2023
- VI: Extra-Classroom Activity Account Treasurer’s Report** – October 2023
- VII: Financials** - October 2023
- VIII: Internal Claims Audit Report** – October 2023
- IX: Committees on Special Education Schedules** 11-13-23-A and 11-13-23-B as recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.

Motion_____2nd_____Vote_____

X New York Schools Insurance Reciprocal (NYSIR) Donation

RESOLVED, based upon the recommendation of the Superintendent of Schools, the Board of Education accept the donation from the New York Schools Insurance Reciprocal (NYSIR), in the amount of \$1,000.00, to partially offset future student field trip expenses.

Motion_____2nd_____Vote_____

XI NYS Department of Parks, Recreation & Historic Preservation "Connect Kids" Funding Award

RESOLVED, based upon the recommendation of the Superintendent of Schools, the District hereby accepts a funding award in an amount not-to-exceed \$25,280.00 from the NYS Department of Parks, Recreation & Historic Preservation "Connect Kids" program.

BE IT FURTHER RESOLVED, said funding will be utilized to offset the costs associated with a 7th grade field trip experience to “Wild Play” at Jones Beach State Park scheduled for 5/31/2024.

Motion_____2nd_____Vote_____

XII Donation from Ohiopyle Prints, Inc

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

BE IT RESOLVED, that the Rocky Point Union Free School District hereby approves upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$256.50 as a result of the donation from Ohiopyle Prints, Inc.

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

A2110500030000 \$256.50

Motion_____2nd_____Vote_____

XIII Surplus Equipment

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

Motion_____2nd_____Vote_____

XIV Surplus Textbooks

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

Motion_____2nd_____Vote_____

XV Family Integrated Consulting & Resources/Project Presence Proposal (Revised)

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

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

WHEREAS, the District has developed a multi-year plan reflecting initiatives in accordance with the requirements of ARP which includes the need to provide evidence-based strategies to address students' social, emotional, mental health, and academic needs;

WHEREAS, the District has utilized Family Integrated Consulting & Resources, a provider of said services, and it is desirous to maintain and further expand the relationship with this vendor;

RESOLVED, based upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the attached revised 2023-24 proposal from Family Integrated Consulting & Resources as a sole source proprietor of a comprehensive integrated social, emotional, learning program; and

BE IT FURTHER RESOLVED, the proposal will be funded by the ARP and can be terminated by either party.

Motion _____ 2nd _____ Vote _____

XVI Equipment Municipal Lease Purchase Contract RFP Extension-Year 4 J.P. Morgan

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education renew the agreement with J.P. Morgan Chase Bank, N.A., for Equipment Municipal Lease Purchase -Year 4 for the 2024-2025 fiscal year, as per the attached.

Motion _____ 2nd _____ Vote _____

XVII General Education Tuition Contract - Shoreham- Wading River Central School District

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves a tuition contract with the Shoreham-Wading River School District whereby the Rocky Point Union Free School District shall provide requested general education instruction services to Shoreham-Wading River resident student(s) for the 2023-24 school year.

BE IT FURTHER RESOLVED, the Board of Education authorizes the President of the Board to execute said 2023-24 tuition contract, as attached.

Motion _____ 2nd _____ Vote _____

XVIII Special Education Instructional Contract-Sunshine Alternative Education Center

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 Sunshine Alternative Education Center for special education instructional services for the period 9/1/2023-6/30/2024, as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

Motion _____ 2nd _____ Vote _____

XIX Special Education 2023-24 Instructional Contract-Little Flower UFSD

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

Motion _____ 2nd _____ Vote _____

XX 2022-2023 Independent Audit Corrective Action Plan

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

Motion _____ 2nd _____ Vote _____

XXI Internal Audit Report and Corrective Action Plan

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

- *Report on the Internal Controls of the Safety and Security Cycle – August 2023*

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

Motion _____ 2nd _____ Vote _____

XXII Resolution to Approve the 2023-2024 Reserve Plan

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby adopts the 2023-2024 Reserve Fund Plan ("Plan") which includes all reserve funds maintained by the Rocky Point Union Free School District. Said Plan to be posted on the District website.

Motion _____ 2nd _____ Vote _____

XXIII Updated Retention and Disposition Schedule for New York Local Government Records

BE IT RESOLVED, By the Board of Education of the Rocky point Union Free School District that Retention and Disposition Schedule for New York Local Government Records, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

- a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records after they have met the minimum retention periods described therein;
- b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion _____ 2nd _____ Vote _____

XXIV Board of Education Review, Revision, and Re-adoption of Board of Education Policy Numbers 3420 and 6121 (First Reading)

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

- 3420 Non-Discrimination and Anti-Harassment in the District
- 6121 Sexual Harassment in the Workplace

Motion _____ 2nd _____ Vote _____

XXV Board of Education Review and Re-adoption of Board of Education Policy Number 7110 (Second Reading)

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

- 7110 Rocky Point School District's Comprehensive Attendance Plan

Motion _____ 2nd _____ Vote _____

XXVI Personnel

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

Motion _____ 2nd _____ Vote _____

XXVII New Business

XXVIII Executive Session (if necessary)

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

Motion _____ 2nd _____ Vote _____

XXIX Adjournment

I move that the Board of Education adjourns the meeting at _____ PM

Motion _____ 2nd _____ Vote _____

MINUTES
ROCKY POINT PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
October 16, 2023

Ms. Ward called the meeting to order at 5:59 p.m. in the auditorium of Rocky Point High School.

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

Absent:

EXECUTIVE SESSION

At 5:59 p.m. a motion was made by Erin Walsh, and seconded by Susan Sullivan, to adjourn to Executive Session to discuss confidential personnel and legal matters.

All in favor – motion carried 5-0

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

PLEDGE OF ALLEGIANCE

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

SUPERINTENDENT'S REPORT

Dr. O'Brien announced that October 16 - 20 is School Board Recognition Week which promotes awareness and understanding of the important work performed by school board members. He noted that it takes strong schools to build a strong community, and these men and women devote countless hours to making sure our schools are helping every child learn at a higher level. Dr. O'Brien added that they make tough decisions every month and spend many hours studying education issues and regulations in order to provide the kind of accountability our citizens expect.

Dr. O'Brien listed some of the ways in which school board members raise student achievement:

- Creating a shared vision for the future of education
- Setting the direction of the school district to achieve the highest student performance
- Providing accountability for student achievement results
- Developing a budget that aligns district resources to improve achievement
- Supporting a healthy school district culture in which to work and to learn

Dr. O'Brien announced our board members and presented them with a token of appreciation.

- President: Ms. Jessica Ward
- Vice President: Mr. Mike Lisa
- Trustee: Mrs. Susan Sullivan
- Trustee: Mr. Ed Casswell
- Trustee: Erin Walsh

Mrs. Stacy Iberger, on behalf of the Rocky Point Teachers Association presented a \$150 donation to the KIN (Kids in Need) fund in recognition of School Board Recognition Week.

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

There were no questions/comments.

CONSENT AGENDA

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

III-IX CONSENT AGENDA ITEMS

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

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

- III: Minutes** – Regular Meeting September 18, 2023
- IV: Budget Transfer Summary** – September 2023
- V: Treasurer's Reports** – September 2023

- VI: Extra-Classroom Activity Account Treasurer's Report** – September 2023
- VII: Financials** - September 2023
- VIII: Internal Claims Audit Report** – September 2023
- IX: Committees on Special Education Schedules** 10-16-23-A and 10-16-23-B as recommended by the Superintendent of Schools, to arrange for appropriate services, as indicated.

All in favor – motion carried 5-0

X SURPLUS EQUIPMENT

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

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

All in favor – motion carried 5-0

XI 2022-23 INDEPENDENT AUDITOR'S REPORT

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Independent Auditor's Report with accompanying statements and schedules for the fiscal year ending June 30, 2023 as well as the Independent Auditor's Report on Extra-Classroom Activity Funds with accompanying statement and schedules for the fiscal year ending June 30, 2023 which have been submitted by the Board's external auditors, RS. Abrams.

All in favor – motion carried 5-0

XII SPECIAL EDUCATION INSTRUCTIONAL SERVICES CONTRACT – MOUNT SINAI UNION FREE SCHOOL DISTRICT – 2023-2024 SY

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to enter into a contract with Mount Sinai Union Free School District, for special education students' instructional services for the 2023-24 school year, as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

All in favor – motion carried 5-0

**XIII SPECIAL EDUCATION INSTRUCTIONAL SERVICES
CONTRACT – MILLER PLACE UNION FREE SCHOOL
DISTRICT – 2023-2024 SY**

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to enter into a contract with Miller Place Union Free School District, for special education students' instructional services for the 2023-24 school year, as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

All in favor – motion carried 5-0

XIV BID REJECTION #24-05 BOILER MAINTENANCE & REPAIR

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education rejects all bids received for the Boiler Maintenance & Repair bid, opened on August 29, 2023.

All in favor – motion carried 5-0

**XV JUUL LABS LITIGATION SETTLEMENT / GENERAL
LIABILITY RELEASE ON ALL CLAIMS**

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

WHEREAS, the Board of Education entered into a class action lawsuit against Juul Labs; Altria Claims N.D. Case No. 19-md-02913 on November 16, 2020;

WHEREAS, a settlement has been reached in the prorated amount of \$14,041.00, which required a Release of All Claims Agreement to be signed by the District;

RESOLVED, based upon the recommendation of the Superintendent of Schools, the President of the Board of Education is authorized to execute the enclosed *Government Entity Release of All Claims* Agreement.

All in favor – motion carried 5-0

XVI BOARD OF EDUCATION REVIEW AND RE-ADOPTION OF BOARD OF EDUCATION POLICY NUMBER 7110 (FIRST READING)

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

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

- 7110 Rocky Point School District’s Comprehensive Attendance Plan

All in favor – motion carried 5-0

XVII BOARD OF EDUCATION ADOPTION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT UNIVERSAL PREKINDERGARTEN PROGRAM PLAN

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the Rocky Point Union Free School District Universal Prekindergarten Program Plan.

All in favor – motion carried 5-0

XVIII APPROVAL OF 2023-2024 BUILDING-LEVEL SAFETY PLANS

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

RESOLVED, based on the recommendation of the Superintendent of Schools, and in accordance with Education Law §2801-a and Commissioner’s Regulation §155.17, the Board of Education hereby adopts the building-level safety plans as confidential documents and will submit said plans to the New York State Department of Education as required.

All in favor – motion carried 5-0

XIX RE-ADOPTION OF THE 2021-2026 ROCKY POINT UFSD PROFESSIONAL DEVELOPMENT PLAN

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

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

All in favor – motion carried 5-0

XX BOARD OF EDUCATION UPDATED ANNUAL APPOINTMENTS FOR THE 2023-2024 SCHOOL YEAR

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

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

NON-OFFICERS			
	POSITION	NAME	ANNUAL EXPENSE
1	Incarcerated Youth/Designated Educational Official	Kristen White	No additional compensation beyond contractual wages
2	FERPA Officer	Joseph Reyes	No additional compensation beyond contractual wages
3	Chief Privacy Officer	Joseph Reyes	No additional compensation beyond contractual wages
4	Data Protection Officer	Joseph Reyes	No additional compensation beyond contractual wages
5	Residence Determination Designee	Kristen White	No additional compensation beyond contractual wages
6	Migrant Student Data Point of Contact	Joseph Reyes	No additional compensation beyond contractual wages
7	Neglected/Delinquent Transition Liaison	Kristen White	No additional compensation beyond contractual wages

All in favor – motion carried 5-0

XXI MEMORANDUM OF AGREEMENT BETWEEN THE BOARD OF EDUCATION AND THE ROCKY POINT TEACHERS’ ASSOCIATION

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to execute a Memorandum of Agreement between the District and the Rocky Point Teachers’ Association for the purpose of eliminating one club and adding one new club that shall become a part of Schedule B of the Collective Bargaining Agreement between the Rocky Point Union Free School District and the Rocky Point Teachers’ Association, effective September 1, 2023, as per the attached.

All in favor – motion carried 5-0

XXII SPECIAL EDUCATION SOLE SOURCE VENDOR - A

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Sepideh Homayoonfar, clinical psychologist, for special education evaluation services, as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

All in favor – motion carried 5-0

XXIII SPECIAL EDUCATION SOLE SOURCE VENDOR - B

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves Philip Eisenberg, clinical psychologist, for special education evaluation services, as required under applicable Individual Educational Programs, applicable law, and/or District Policy.

All in favor – motion carried 5-0

XXIV MODIFICATION TO THE EMPLOYMENT AGREEMENT – CHRIS VAN COTT

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

BE IT RESOLVED, that the Board of Education authorizes the President of the Board of Education to execute the Amended and Restated Employment Agreement, dated October 16, 2023, between the Board of Education of the Rocky Point Union Free School District and Mr. Christopher Van Cott, Assistant Superintendent for Business.

All in favor – motion carried 5-0

XXV CONFIDENTIAL EMPLOYMENT AGREEMENT – KELLY WEISS

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

BE IT RESOLVED, that the Board of Education of the Rocky Point UFSD authorizes the execution of the employment agreement between the Board of Education and Kelly Weiss, Principal Account Clerk, and by the President of the Board of Education.

All in favor – motion carried 5-0

**XXVI MODIFICATION TO THE EMPLOYMENT AGREEMENT –
LORETTA SANCHEZ**

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

BE IT RESOLVED, that the Board of Education authorizes the President of the Board of Education to execute the Amended and Restated Employment Agreement, dated October 16, 2023, between the Board of Education of the Rocky Point Union Free School District and Mrs. Loretta Sanchez, Confidential Principal Office Assistant.

All in favor – motion carried 5-0

XXVII CONFIDENTIAL EMPLOYMENT AGREEMENT – LISA LOPEZ

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

BE IT RESOLVED, that the Board of Education of the Rocky Point UFSD authorizes the execution of the employment agreement between the Board of Education and Lisa Lopez, Principal Office Assistant, and by the President of the Board of Education.

All in favor – motion carried 5-0

**XXVIII MODIFICATION TO THE EMPLOYMENT AGREEMENT –
DEBRA HOFFMAN**

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

BE IT RESOLVED, that the Board of Education authorizes the President of the Board of Education to execute the Amended and Restated Employment Agreement, dated October 16, 2023, between the Board of Education of the Rocky Point Union Free School District and Mrs. Debra Hoffman, Confidential Senior Account Clerk Typist.

All in favor – motion carried 5-0

XXIX PERSONNEL

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

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

All in favor – motion carried 5-0

Ms. Ward congratulated the following employees on their appointments:

- Mr. Eric Spallone - Guard
- Ms. Karen Wade – DO Senior Office Assistant
- Ms. Katherine Droge – JAE School Lunch Monitor
- Mr. Daniel Felicetti – JAE School Lunch Monitor
- Ms. Casey Taylor – HS School Hall Monitor

XXX NEW BUSINESS

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

There was no new business at this time.

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

- Mr. McNamara thanked the Board of Education for accepting the donation of the peace poles, donated by Rocky Point Rotary. He encouraged anyone interested in joining their mission to foster a culture of peace through education, to sign a letter of intention.

There were no further questions/comments.

XXXI ADJOURNMENT

At 7:22 p.m. a motion was made by Michael Lisa, and seconded by Susan Sullivan to adjourn the meeting.

All in favor – motion carried 5-0

Respectfully submitted,

Kelly White
District Clerk

**Budget Transfer Summary Report
October 2023**

<u>From Account</u>				<u>To Account</u>			
From Account #	Description	Amount	To Account #	Description	Amount	Reason	
A2110400040000	Contractual	\$ 42,000.00	A2855400040000	Contractual	\$ 42,000.00	Athletic Trainer Fee	
A2855400040000	Contractual	\$ 295.77	A2855560040000	Uniforms	\$ 295.77	Varsity Baseball Uniforms	
A2110400040000	Contractual	\$ 5,740.00	A2330401042001	Drivers Ed. Fall	\$ 5,740.00	Drivers Education Fall	
A2110480040000	Textbooks	\$ 510.00	A2630460750000	Instructional Software	\$ 510.00	Film and TV class	
A2110130030000	Salaries	\$ 10,712.00	A1240150040000	Instructional Salaries	\$ 10,712.00	Cover negative balances	
A2110400040000	Contractual	\$ 10,000.00	A2815400040000	Contractual	\$ 10,000.00	Sub Nurses '23-'24 Fees to Date & Anticipated Costs	
A1680490040000	BOCES Services	\$ 18,678.00	A2630460750000	Instructional Software	\$ 18,678.00	Expanded Student Management of Chromebooks & Cybersecurity Improvements Go Guardian Beacon Software	
C286041041000	Food	\$ 1,100.00	C2860500041000	Supplies	\$ 1,100.00	Supplies, Pans, Trays	

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FINANCE REPORTS
FOR THE MONTH ENDED OCTOBER 2023**

BOARD MEETING BOOK

TREASURER'S REPORT

REPORTS FILED IN DISTRICT CLERKS OFFICE:

CASH REPORT

CASH FLOW REPORT

GENERAL FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

CAFETERIA FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

FEDERAL FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

CAPITAL FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

SCHOLARSHIP FUND

TRIAL BALANCE
REVENUE STATUS REPORT

DEBT SERVICE FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

EXTRA CLASS FUND

TRIAL BALANCE
REVENUE STATUS REPORT
APPR. BUDGET STATUS REPORT

**Rocky Point Union Free School District
Treasurer's Report
For the Month Ended: October 31, 2023**

Rocky Point Union Free School District
Treasurer's Report
Trust and Agency Checking - A204
As of October 31, 2023

Reconciled Balance as of:	9/30/2023		838,935.89
Receipts:			
	Payroll Deductions	<u>1,547,923.14</u>	1,547,923.14
Disbursements:			
	OMNI	411.54	
	Interfund Transfer	400,000.00	
	ERS Sept. & Oct. 2023	27,214.64	
	Non Elective Retirement	14,801.36	
	Cash Disbursements	<u>1,327,576.91</u>	
			<u>(1,770,004.45)</u>
Total available balance per General Ledger as of:	10/31/2023		<u>616,854.58</u>
Bank Balance as of:	10/31/2023		633,834.58
Less:	Outstanding Checks		<u>(16,980.00)</u>
Adjusted Bank Balance as of:	10/31/2023		<u>616,854.58</u>

Prepared by: Linda Bieski
Date: 11/2/2023

Reviewed by: Virginia Holloway
Date: 11/2/2023

A204

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/23	\$848,091.41	Number of Days in Cycle	31
2 Deposits/Credits	\$1,547,923.14	Minimum Balance This Cycle	\$633,834.58
25 Checks/Debits	(\$1,762,179.97)	Average Collected Balance	\$1,070,086.41
Service Charges	\$0.00		
Ending Balance 10/31/23	\$633,834.58		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/04	Book transfer credit FROM ...5277	\$743,410.33		\$1,591,501.74
10/06	Wire transfer withdrawal The OMNI Group 100623 USD0012351705		\$97,722.90	\$1,493,778.84
10/06	ACH Withdrawal IRS USATAXPYMT 100623 ROCKY POINT SCHOOL DIS 270367XXXXX9354		\$431,872.23	\$1,061,906.61
10/06	Check 13610		\$90.02	\$1,061,816.59
10/10	ACH Withdrawal NYS DTF PROMP WT Tax Paymnt 101023 ROCKY POINT UFSD 000000XXXXX4987		\$74,285.16	\$987,531.43
10/11	Check 13612		\$6,452.50	\$981,078.93
10/12	Check 13618		\$5,631.10	\$975,447.83
10/12	Check 13614		\$345.80	\$975,102.03
10/13	Check 13615		\$875.73	\$974,226.30
10/13	Check 13611		\$173.00	\$974,053.30
10/17	Check 13613		\$2,565.00	\$971,488.30
10/18	Book transfer credit FROM ...5277	\$804,512.81		\$1,776,001.11
10/18	ACH Withdrawal 9102716322 CONS COLL 101823 ROCKY POINT UFSD 74728R		\$11,850.76	\$1,764,150.35

Thank you for banking with us.

ACCOUNT DETAIL CONTINUED FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
10/19	Check 13616		\$1,402.82	\$1,762,747.53
10/20	Wire transfer withdrawal The OMNI Group 102023 USD0012419017		\$14,801.36	\$1,747,946.17
10/20	Wire transfer withdrawal The OMNI Group 102023 USD0012418907		\$97,838.27	\$1,650,107.90
10/20	ACH Withdrawal IRS USATAXPYMT 102023 ROCKY POINT SCHOOL DIS 270369XXXXX9680		\$469,350.12	\$1,180,757.78
10/20	ACH Withdrawal NYS DTF PROMP WT Tax Paymnt 102023 ROCKY POINT UFSD 000000XXXXX6964		\$81,549.19	\$1,099,208.59
10/20	Check 13626		\$5,460.10	\$1,093,748.49
10/23	Check 13627		\$16,284.18	\$1,077,464.31
10/23	Check 13623		\$875.73	\$1,076,588.58
10/23	Check 13619		\$109.86	\$1,076,478.72
10/24	Check 13622		\$25,646.00	\$1,050,832.72
10/24	Check 13624		\$1,402.82	\$1,049,429.90
10/26	ACH Withdrawal 9102716322 CONS COLL 102623 ROCKY POINT UFSD 74728R		\$15,363.88	\$1,034,066.02
10/27	Check 13628		\$231.44	\$1,033,834.58
10/30	Book transfer debit TO ...5277		\$400,000.00	\$633,834.58
Total		\$1,547,923.14	\$1,762,179.97	

Govt Banking Blended Chking

ROCKY POINT UFSD

Checks * designates gap in check sequence

<i>Check No.</i>	<i>Date</i>	<i>Amount</i>	<i>Check No.</i>	<i>Date</i>	<i>Amount</i>	<i>Check No.</i>	<i>Date</i>	<i>Amount</i>
13610	10/06	\$90.02	13615	10/13	\$875.73	13623	10/23	\$875.73
13611	10/13	\$173.00	13616	10/19	\$1,402.82	13624	10/24	\$1,402.82
13612	10/11	\$6,452.50	13618*	10/12	\$5,631.10	13626*	10/20	\$5,460.10
13613	10/17	\$2,565.00	13619	10/23	\$109.86	13627	10/23	\$16,284.18
13614	10/12	\$345.80	13622*	10/24	\$25,646.00	13628	10/27	\$231.44

ROCKY POINT UFSD

Bank Reconciliation for period ending on 10/31/2023



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

Ending Bank Balance:		633,834.58
Outstanding Checks (See listing below):	-	16,980.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	616,854.58
Cash Account Balance:	617,266.12

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/10/2023	13567	ROCKY POINT ADMIN ASSOCIATION	600.00
05/24/2023	13579	ROCKY POINT ADMIN ASSOCIATION	600.00
06/07/2023	13588	ROCKY POINT ADMIN ASSOCIATION	600.00
09/20/2023	13608	ROCKY POINT ADMIN ASSOCIATION	640.00
10/04/2023	13617	ROCKY POINT ADMIN ASSOCIATION	640.00
10/04/2023	13620	VOTE COPE	176.00
10/11/2023	13621	WESTERN SUFFOLK BOCES	6,452.50
10/18/2023	13625	ROCKY POINT ADMIN ASSOCIATION	640.00
10/18/2023	13629	VOTE COPE	179.00
10/24/2023	13630	WESTERN SUFFOLK BOCES	6,452.50
Outstanding Check Total:			16,980.00

Prepared By

Approved By

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 204		TRUST & AGENCY DEDUCTIONS								
		BALANCE 07/01/2023 - 09/30/2023								
	10/04/2023					See Cash Disbursement Schedule 36	CD-36	0.00	0.00	838,935.89
	10/04/2023		1030732			Trust & Agency Deductions 10/6/23	CR-4	0.00	2,910.80	836,025.09
	10/06/2023					See Cash Disbursement Schedule 38	CD-38	743,410.33	0.00	1,579,435.42
	10/11/2023					See Cash Disbursement Schedule 40	CD-40	0.00	612,304.26	967,131.16
	10/18/2023		85			ERS September 2023	JE-5	0.00	6,452.50	960,678.66
	10/18/2023		1030734			Trust & Agency Deductions 10/20/23	CR-4	0.00	11,850.76	948,827.90
	10/23/2023		79			Retirement Non Elective	JE-5	804,512.81	0.00	1,753,340.71
	10/25/2023					See Cash Disbursement Schedule 45	CD-45	0.00	14,801.36	1,738,539.35
	10/26/2023		86			ERS October 2023	JE-5	0.00	6,452.50	1,732,086.85
	10/31/2023					See Cash Disbursement Schedule 43	CD-43	0.00	15,363.88	1,716,722.97
	10/31/2023		97			OMNI	JE-5	0.00	699,456.85	1,017,266.12
	10/31/2023		1030735			Interfund Transfer	CR-4	0.00	411.54	1,016,854.58
									400,000.00	616,854.58
						Grand Totals:		1,547,923.14	1,770,004.45	616,854.58

Rocky Point Union Free School District
Treasurer's Report
Net Payroll Checking - A205
As of October 31, 2023

Reconciled Balance as of:	9/30/2023		47,251.93
Receipts:			
	Payroll	<u>2,319,137.05</u>	2,319,137.05
Disbursements:			
	Disburse Net Payroll	<u>2,319,137.05</u>	<u>(2,319,137.05)</u>
Total available balance per General Ledger as of:	10/31/2023		<u>47,251.93</u>
Bank Balance as of:	10/31/2023		51,483.65
Less:	Outstanding Checks		<u>(4,231.72)</u>
Adjusted Bank Balance as of:	10/31/2023		<u>47,251.93</u> 0.00

Prepared by: Linda Bieski
Date: 11/2/2023

Reviewed by: Virginia Kelly
Date: 11/2/2023

A 205

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/23	\$58,113.58	Number of Days in Cycle	31
2 Deposits/Credits	\$2,319,137.05	Minimum Balance This Cycle	\$48,558.62
36 Checks/Debits	(\$2,325,766.98)	Average Collected Balance	\$202,302.75
Service Charges	\$0.00		
Ending Balance 10/31/23	\$51,483.65		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/02	Check 100123		\$2,436.90	\$55,676.68
10/02	Check 100118		\$1,942.05	\$53,734.63
10/02	Check 100120		\$1,746.50	\$51,988.13
10/02	Check 100101		\$206.86	\$51,781.27
10/03	Check 100073		\$646.20	\$51,135.07
10/04	Book transfer credit FROM ...5277	\$1,125,382.10		\$1,176,517.17
10/04	Check 100098		\$177.32	\$1,176,339.85
10/06	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 100623 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$1,117,400.82	\$58,939.03
10/06	Check 100119		\$2,223.73	\$56,715.30
10/06	Check 100130		\$911.74	\$55,803.56
10/06	Check 100129		\$396.13	\$55,407.43
10/06	Check 100125		\$67.75	\$55,339.68
10/10	Check 100127		\$1,644.50	\$53,695.18
10/10	Check 100137		\$761.84	\$52,933.34
10/10	Check 100135		\$423.78	\$52,509.56
10/10	Check 100133		\$423.78	\$52,085.78
10/10	Check 100138		\$423.78	\$51,662.00
10/10	Check 100141		\$423.78	\$51,238.22

Thank you for banking with us.

**ROCKY POINT UFSD
 OUTSTANDING CHECK LIST
 AS OF OCTOBER 31, 2023**

<u>Check #</u>	<u>Check Date</u>	<u>Check Amt.</u>	
100027	05/26/2023	166.23	
100139	10/06/2023	115.25	
100150	10/20/2023	2,223.73	
100153	10/20/2023	1,726.51	
		<u>4,231.72</u>	Total

ROCKY POINT UFSD

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Date	Account Name Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 205		PAYROLL						
				BALANCE 07/01/2023 - 09/30/2023		0.00	0.00	47,251.93
	10/04/2023	1030731		Funding Net Payroll 10/6/23	CR-4	1,125,382.10	0.00	1,172,634.03
	10/06/2023	88		Release Net Payroll 10/6/23	JE-5	0.00	1,125,382.10	47,251.93
	10/18/2023	1030733		Funding Net Payroll 10/20/23	CR-4	1,193,754.95	0.00	1,241,006.88
	10/20/2023	89		Release Net Payroll 10/20/23	JE-5	0.00	1,193,754.95	47,251.93
Grand Totals:						2,319,137.05	2,319,137.05	47,251.93

Rocky Point Union Free School District
 Treasurer's Report
 General Fund - Investment A2008
 As of October 31, 2023

Reconciled Balance as of: 9/30/2023 15,382,261.85

Receipts:

ARP ESSER 3	477,185.00	
ARP Comprehensive	90,544.00	
ARP Summer Enrichment	73,435.00	
Federal Lunch Revenue Sept. 2023	36,003.00	
Federal Breakfast Revenue Sept. 2023	6,517.00	
State Lunch Revenue Prior Year	3,956.00	
State Lunch Revenue Sept. 2023	1,488.00	
Grant Revenue 2024	164,416.00	
Interfund Transfer	400,000.00	
VLT Lottery Revenue	152,527.20	
Interest Revenue	<u>24,174.49</u>	
		1,430,245.69

Disbursements:

Funding Transfer: Net Payroll	2,319,137.05	
Funding Transfer: Payroll Deductions	<u>1,547,923.14</u>	
		<u>(3,867,060.19)</u>

Total available balance per General Ledger as of: 10/31/2023 12,945,447.35

Bank Balance as of: 10/31/2023 12,945,447.35

Prepared by: Linda Bilski
 Date: 11/2/2023

Reviewed by: Virginia Ho May
 Date: 11/2/2023

A2008

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/23	\$15,382,261.85	Number of Days in Cycle	31
7 Deposits/Credits	\$1,430,245.69	Minimum Balance This Cycle	\$11,734,423.35
Interest Paid	\$0.00	Average Collected Balance	\$13,237,025.13
4 Checks/Debits	(\$3,867,060.19)	Interest Earned During this Cycle	\$0.00
Service Charges	\$0.00	Interest Paid Year-To-Date	\$402,534.12
Ending Balance 10/31/23	\$12,945,447.35		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/04	Book transfer debit TO ...3954		\$743,410.33	\$14,638,851.52
10/04	Book transfer debit TO ...3946		\$1,125,382.10	\$13,513,469.42
10/11	ACH deposit NYS OSC ACH 101123 ROCKY POINT SCHOOL DIS AP00076730808	\$6,517.00		\$13,519,986.42
10/13	ACH deposit NYS OSC ACH 101323 ROCKY POINT SCHOOL DIS AP00076742282	\$188,530.20		\$13,708,516.62
10/16	Blended Checking Interest XSECR BAL INT	\$24,174.49		\$13,732,691.11
10/18	Book transfer debit TO ...3946		\$1,193,754.95	\$12,538,936.16
10/18	Book transfer debit TO ...3954		\$804,512.81	\$11,734,423.35
10/20	ACH deposit NYS OSC ACH 102023 ROCKY POINT SCHOOL DIS AP00076764818	\$641,164.00		\$12,375,587.35
10/23	ACH deposit NYS OSC ACH 102323 ROCKY POINT SCHOOL DIS AP00076769266	\$5,444.00		\$12,381,031.35

Thank you for banking with us.

ACCOUNT DETAIL CONTINUED FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
10/25	ACH deposit NYS OSC ACH 102523 ROCKY POINT SCHOOL DIS AP00076775947	\$164,416.00		\$12,545,447.35
10/30	Book transfer credit FROM ...3954	\$400,000.00		\$12,945,447.35
Total		\$1,430,245.69	\$3,867,060.19	

ROCKY POINT UFSD

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2008	CAPITAL ONE INVESTMENT							
				BALANCE 07/01/2023 - 09/30/2023		0.00	0.00	15,382,261.85
10/04/2023	1030731			Funding Net Payroll 10/6/23	CR-4	0.00	1,125,382.10	14,256,879.75
10/04/2023	1030732			Trust & Agency Deductions 10/6/23	CR-4	0.00	743,410.33	13,513,469.42
10/13/2023	1030668			ARP ESSER 3	CR-4	477,185.00	0.00	13,990,654.42
10/13/2023	1030669			ARP Comprehensive	CR-4	90,544.00	0.00	14,081,198.42
10/13/2023	1030670			ARP Summer Enrichment	CR-4	73,435.00	0.00	14,154,633.42
10/13/2023	1030671			Sept Lunch Federal	CR-4	36,003.00	0.00	14,190,636.42
10/13/2023	1030672			Sept Breakfast Federal	CR-4	6,517.00	0.00	14,197,153.42
10/13/2023	1030673			VLT lottery	CR-4	152,527.20	0.00	14,349,680.62
10/16/2023	1030739			Interest Revenue	CR-4	24,174.49	0.00	14,373,855.11
10/18/2023	1030733			Funding Net Payroll 10/20/23	CR-4	0.00	1,193,754.95	13,180,100.16
10/18/2023	1030734			Trust & Agency Deductions 10/20/23	CR-4	0.00	804,512.81	12,375,587.35
10/23/2023	80			Prior Year State Lunch Received	JE-5	3,956.00	0.00	12,379,543.35
10/23/2023	81			Sept 2023 State Lunch Received	JE-5	1,488.00	0.00	12,381,031.35
10/23/2023	82			2024 Grant Revenue	JE-5	164,416.00	0.00	12,545,447.35
10/31/2023	1030735			Interfund Transfer	CR-4	400,000.00	0.00	12,945,447.35
Grand Totals:						1,430,245.69	3,867,060.19	12,945,447.35

Rocky Point Union Free School District
Treasurer's Report
General Fund - AP Checking A2010
As of October 31, 2023

Reconciled Balance as of:	9/30/2023		1,863,894.61
Receipts:			
	Chromebook Fee	80.00	
	NYS DOH ACH	<u>34.68</u>	
			114.68
Disbursements:			
	Cash Disbursements	<u>631,138.65</u>	<u>(631,138.65)</u>
Total available balance per General Ledger as of:	10/31/2023		<u>1,232,870.64</u>
Bank Balance as of:	10/31/2023		1,421,342.38
Less:	Outstanding Checks		<u>(188,471.74)</u>
Adjusted Bank Balance as of:	10/31/2023		<u>1,232,870.64</u>

Prepared by: Linda Bieliski
Date: 11/3/2023

Reviewed by: Virginia Kelly
Date: 11/3/2023

A2010

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/23	\$2,235,315.66	Number of Days in Cycle	31
3 Deposits/Credits	\$114.68	Minimum Balance This Cycle	\$1,421,342.38
245 Checks/Debits	(\$814,087.96)	Average Collected Balance	\$1,784,781.38
Service Charges	\$0.00		
Ending Balance 10/31/23	\$1,421,342.38		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking			ROCKY POINT UFSD	
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/02	Check 121144			
10/02	Check 121112		\$22,250.00	\$2,213,065.66
10/02	Check 121123		\$6,532.05	\$2,206,533.61
10/02	Check 121088		\$5,347.99	\$2,201,185.62
10/02	Check 120817		\$5,286.72	\$2,195,898.90
10/02	Check 121131		\$4,080.00	\$2,191,818.90
10/02	Check 121117		\$2,323.39	\$2,189,495.51
10/02	Check 121134		\$1,047.50	\$2,188,448.01
10/02	Check 121133		\$978.47	\$2,187,469.54
10/02	Check 121080		\$750.00	\$2,186,719.54
10/02	Check 121149		\$722.16	\$2,185,997.38
10/02	Check 121121		\$403.96	\$2,185,593.42
10/02	Check 121050		\$387.99	\$2,185,205.43
10/02	Check 121058		\$283.50	\$2,184,921.93
10/02	Check 121119		\$194.64	\$2,184,727.29
10/02	Check 121038		\$180.64	\$2,184,546.65
10/02	Check 121110		\$175.69	\$2,184,370.96
10/02	Check 120973		\$44.65	\$2,184,326.31
10/02	Check 120952		\$20.32	\$2,184,305.99
			\$17.98	\$2,184,288.01

Thank you for banking with us.

ROCKY POINT UFSO
 OUTSTANDING CHECK LIST
 AS OF OCTOBER 31, 2023

CHECK#	CHECK DATE	CHECK AMOUNT
120171	05/02/2023	17.00
120172	05/02/2023	17.00
120248	05/09/2023	7.00
120254	05/09/2023	94.00
120329	05/24/2023	82.50
120600	06/30/2023	13.25
120786	08/01/2023	224.00
120801	08/09/2023	704.00
120806	08/09/2023	323.00
120881	08/10/2023	252.00
120961	09/05/2023	100.00
120965	09/05/2023	340.00
120968	09/12/2023	880.00
121017	09/12/2023	50.00
121027	09/19/2023	485.00
121141	09/26/2023	200.00
121217	10/03/2023	941.25
121235	10/11/2023	78,316.00
121250	10/18/2023	500.00
121258	10/18/2023	400.00
121260	10/18/2023	1,200.00
121265	10/18/2023	24.75
121267	10/18/2023	500.00
121275	10/18/2023	200.00
121278	10/18/2023	200.00
121280	10/18/2023	230.00
121296	10/18/2023	140.00
121297	10/18/2023	200.00
121318	10/24/2023	16.80
121321	10/24/2023	35.00
121322	10/24/2023	50,270.00
121323	10/24/2023	1,820.00
121324	10/24/2023	1,175.00
121325	10/24/2023	136.56
121326	10/24/2023	257.64
121330	10/24/2023	7,500.00
121331	10/24/2023	495.00
121332	10/24/2023	1,067.53
121333	10/24/2023	189.12
121335	10/24/2023	43.94
121336	10/24/2023	50.00
121338	10/24/2023	12,209.78
121342	10/24/2023	370.00
121349	10/24/2023	441.57
121350	10/24/2023	84.95
121352	10/24/2023	180.00
121353	10/24/2023	5,789.37
121354	10/24/2023	358.11
121358	10/24/2023	380.00
121362	10/24/2023	6,079.42
121365	10/24/2023	120.00
121369	10/24/2023	3,732.00
121371	10/24/2023	465.88
121374	10/24/2023	6,975.00
121376	10/24/2023	1,588.32
		188,471.74
		Total

ROCKY POINT UFSD

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2010	CAPITAL ONE AP CHECKING							
				BALANCE 07/01/2023 - 09/30/2023		0.00	0.00	1,863,894.61
10/03/2023	1030756			Chromebook Fees	CR-4	40.00	0.00	1,863,934.61
10/04/2023				See Cash Disbursement Schedule 35	CD-35	0.00	153,039.45	1,710,895.16
10/05/2023	1030738			NYS DOH ACH	CR-4	34.68	0.00	1,710,929.84
10/11/2023				See Cash Disbursement Schedule 39	CD-39	0.00	189,307.87	1,521,621.97
10/13/2023	1030737			Chromebook Fees	CR-4	40.00	0.00	1,521,661.97
10/18/2023				See Cash Disbursement Schedule 41	CD-41	0.00	100,737.91	1,420,924.06
10/25/2023				See Cash Disbursement Schedule 44	CD-44	0.00	188,053.42	1,232,870.64
Grand Totals:						114.68	631,138.65	1,232,870.64

Rocky Point Union Free School District
 Treasurer's Report
 General Fund - Investment A2011
 As of October 31, 2023

Reconciled Balance as of: 9/30/2023 1,213,152.22

Receipts:

BOCES State Aid 2023	773,075.00	
BOCES Minor Sale	146.00	
Scrap Metal Proceeds	51.80	
Unity Day Fundraiser	107.00	
Health, Dental, Life	10,838.67	
Fishing Club Revenue	5,298.50	
Suffolk County Reimb.	2.00	
Field Trips	12,222.00	
Interest	3,386.35	
	805,127.32	805,127.32

Disbursements:

NSF Check		
	73.00	(73.00)

Total available balance per General Ledger as of: 10/31/2023 2,018,206.54

Bank Balance as of: 10/31/2023 2,018,206.54
0.00

Prepared by: Linda Bilski
 Date: 11/2/2023

Reviewed by: Virginia Holley
 Date: 11/2/2023



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

A2011

September 30, 2023 through October 31, 2023

Customer Service Information

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



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ROCKY POINT UFSD
 GENERAL FUND MONEY MARKET A/C
 90 ROCKY POINT YAPHANK RD
 ROCKY POINT NY 11778-8423

Commercial Checking With Interest Summary

	Number	Market Value/Amount	States
Opening Ledger Balance		\$1,213,152.22	
Deposits and Credits	39	\$805,127.32	
Withdrawals and Debits	4	\$73.00	
Checks Paid	0	\$0.00	
Ending Ledger Balance		\$2,018,206.54	
Average Ledger Balance	\$1,877,462	Annual Percentage Yield Earned*	2.12%
Interest Credited This Period	\$3,386.35	Interest Credited Year-to-Date	\$30,525.46

Rate(s): 10/01 to 10/31 at 2.10%

Deposits and Credits

Ledger Date	Description	Amount
10/04	Deposit	
10/04	Deposit	\$773,578.00
10/04	Deposit	6,907.40
10/04	Deposit	408.00
10/04	Deposit	374.00
10/04	Deposit	289.00
10/06	Deposit	204.00
10/06	Deposit	723.00
10/06	Deposit	391.00
10/06	Deposit	340.00
10/06	Deposit	51.80
10/25	Deposit	34.00
10/25	Deposit	9,515.77
		1,714.00

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

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

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2011	CHASE GENERAL FUND MM								
					BALANCE 07/01/2023 - 09/30/2023				
10/03/2023	1030659				BOCES state aid 2023	CR-4	0.00	0.00	1,213,152.22
10/03/2023	1030660				Connetquot Park Trip	CR-4	773,075.00	0.00	1,986,227.22
10/03/2023	1030661				Connetquot Park Trip	CR-4	34.00	0.00	1,986,261.22
10/03/2023	1030662				Boces Minor Sale	CR-4	323.00	0.00	1,986,584.22
10/03/2023	1030663				Health Dental Life	CR-4	146.00	0.00	1,986,730.22
10/03/2023	1030664				Connetquot Field Trip	CR-4	6,907.40	0.00	1,993,637.62
10/03/2023	1030665				Connetquot Field Trip DiVieira / LiCelentano	CR-4	204.00	0.00	1,993,841.62
10/03/2023	1030666				Connetquot Field Trip Manfredonia	CR-4	374.00	0.00	1,994,215.62
10/03/2023	1030667				Connetquot Field Trip Licata	CR-4	408.00	0.00	1,994,623.62
10/06/2023	1030743				Connetquot State Park Trip-Manfredonia, Giardelli	CR-4	289.00	0.00	1,994,912.62
10/06/2023	1030744				Scrap Metal Proceeds	CR-4	34.00	0.00	1,994,946.62
10/06/2023	1030745				Connetquot State Park Trip-Alberti	CR-4	51.80	0.00	1,994,998.42
10/06/2023	1030746				Connetquot State Park Trip-Giardelli, O'Brien	CR-4	340.00	0.00	1,995,338.42
10/06/2023	1030747				Connetquot State Park Trip, Six Flags Trip,Schecher, Meehan, O'Brien	CR-4	391.00	0.00	1,995,729.42
10/10/2023	87				NSF Check	CR-4	723.00	0.00	1,996,452.42
10/23/2023	1030678				Cedar Beach Collections Reh and O'Mahoney	JE-5	0.00	17.00	1,996,435.42
10/23/2023	1030679				Health Dental Life reimburse	CR-4	240.00	0.00	1,996,675.42
10/23/2023	1030680				Fishing Club Revenue	CR-4	3,931.27	0.00	2,000,606.69
10/23/2023	1030681				LI Museum Field Trip Hale	CR-4	5,298.50	0.00	2,005,905.19
10/23/2023	1030682				Cedar Beach Trip Banigan	CR-4	54.00	0.00	2,005,959.19
10/23/2023	1030683				Suffolk Co Reimbursement	CR-4	230.00	0.00	2,006,189.19
10/23/2023	1030684				Cedar Beach Trip Yashowitz	CR-4	2.00	0.00	2,006,191.19
10/23/2023	1030685				Cedar Beach Trip Brown	CR-4	250.00	0.00	2,006,441.19
10/23/2023	1030686				Cedar Beach Trip O'Connor	CR-4	378.00	0.00	2,006,819.19
10/23/2023	1030687				Cedar Beach Trip Nesbitt	CR-4	342.00	0.00	2,007,161.19
10/23/2023	1030688				Cedar Beach TripWendt	CR-4	414.00	0.00	2,007,575.19
10/23/2023	1030689				Cedar Beach Trip Hale	CR-4	18.00	0.00	2,007,593.19
10/23/2023	1030690				Cedar Beach Trip Marte	CR-4	18.00	0.00	2,007,611.19
10/23/2023	1030691				Cedar Beach Trip Marte	CR-4	18.00	0.00	2,007,629.19
10/23/2023	1030692				Cedar Beach Trip Cilento	CR-4	306.00	0.00	2,007,935.19
10/23/2023	1030693				NYSIR Class trip check	CR-4	220.00	0.00	2,008,155.19
							1,000.00	0.00	2,009,155.19

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Account Name							
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
A 2011	CHASE GENERAL FUND MM							
10/23/2023	1030694		Cedar Beach Trip Wendt	CR-4				
10/23/2023	1030742		Cedar Beach Field Trip-Friscia	CR-4	378.00	0.00	2,009,533.19	
10/25/2023	1030695		Finks Farm Field Trip Giachetto Vogel	CR-4	230.00	0.00	2,009,763.19	
10/25/2023	1030696		Finks Farm Field Trip Dwyer Wennerod	CR-4	380.00	0.00	2,010,143.19	
10/25/2023	1030697		Connetquot Trip O Brien	CR-4	120.00	0.00	2,010,263.19	
10/25/2023	1030698		LiMuseum Trip Ruffini	CR-4	17.00	0.00	2,010,280.19	
10/25/2023	1030699		LI Museum Trip Arnesen / Salatto	CR-4	342.00	0.00	2,010,622.19	
10/25/2023	1030700		Cedar Beach Trip Zambardino	CR-4	323.00	0.00	2,010,945.19	
10/25/2023	1030701		Cedar Beach Friscia	CR-4	60.00	0.00	2,011,005.19	
10/25/2023	1030702		LiMuseum Anderson	CR-4	10.00	0.00	2,011,015.19	
10/25/2023	1030703		LI Museum Trip Anderson	CR-4	36.00	0.00	2,011,051.19	
10/25/2023	1030704		LI Museum Trip Behringer	CR-4	108.00	0.00	2,011,159.19	
10/25/2023	1030705		Finks Farm Field Trip Dwyer Giacchetto	CR-4	18.00	0.00	2,011,177.19	
10/25/2023	1030706		Cedar Beach Jacobellis	CR-4	200.00	0.00	2,011,377.19	
10/25/2023	1030707		Finks Farm Field Trip Crawford	CR-4	260.00	0.00	2,011,637.19	
10/25/2023	1030708		Cedar Beach Reh	CR-4	380.00	0.00	2,012,017.19	
10/25/2023	1030709		Cedar Beach Cilliento	CR-4	20.00	0.00	2,012,037.19	
10/25/2023	1030710		LI Museum Trip Oliveto	CR-4	20.00	0.00	2,012,057.19	
10/25/2023	1030711		Finks Farm Field Trip Proffitt	CR-4	396.00	0.00	2,012,453.19	
10/27/2023	94		NSF Check	CR-4	420.00	0.00	2,012,873.19	
10/30/2023	95		NSf Check	JE-5	0.00	28.00	2,012,845.19	
10/30/2023	96		NSF Check	JE-5	0.00	18.00	2,012,827.19	
10/30/2023	1030722		SB Museum Trip Marte	JE-5	0.00	10.00	2,012,817.19	
10/30/2023	1030723		Finks Farm Trip Filippi	CR-4	35.00	0.00	2,012,852.19	
10/30/2023	1030724		Cedar Beach Trip Larson	CR-4	380.00	0.00	2,013,232.19	
10/30/2023	1030725		Finks Farm Trip Sumwalt	CR-4	240.00	0.00	2,013,472.19	
10/30/2023	1030726		Museum Trip Beringer	CR-4	360.00	0.00	2,013,832.19	
10/30/2023	1030727		Finks Farm Trip Edmonds and Obrien	CR-4	144.00	0.00	2,013,976.19	
10/30/2023	1030728		Connequot Trip Licata	CR-4	377.00	0.00	2,014,353.19	
10/30/2023	1030729		Connequot Trip Viera	CR-4	86.00	0.00	2,014,439.19	
10/30/2023	1030730		Cedar Beach Trip Viera	CR-4	34.00	0.00	2,014,473.19	
10/31/2023	1030736		Unity Day Fundraiser	CR-4	240.00	0.00	2,014,713.19	
				CR-4	107.00	0.00	2,014,820.19	



Account	Date	Account Name	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
A 2011		CHASE GENERAL FUND MM								
	10/31/2023		1030748		Interest Revenue	CR-4	3,386.35	0.00	2,018,206.54	
Grand Totals:								805,127.32	73.00	2,018,206.54

Rocky Point Union Free School District
Treasurer's Report
NYCLASS Investment A2013
As of October 31, 2023

Reconciled Balance as of:	9/30/2023		5,052,488.42
Receipts:			
	Interest	<u>22,671.81</u>	22,671.81
Disbursements:			<u>0.00</u>
Total available balance per General Ledger as of:	10/31/2023		<u>5,075,160.23</u>
Bank Balance as of:	10/31/2023		<u>5,075,160.23</u> 0.00

Prepared by: Linda Bilski
Date: 11/3/2023

Reviewed by:
Date:

Virginia H. Hruska
11/3/2023

Investor ID:

0001102-0008678 PDF 584901

Rocky Point UFSD
90 Rocky Point Yaphank Rd
Rocky Point, NY 11778

NYCLASS

NYCLASS

Average Monthly Yield: 5.2701%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
NY	General Fund Investment	5,052,488.42	0.00	0.00	22,671.81	74,660.23	5,064,529.28	5,075,160.23
TOTAL		5,052,488.42	0.00	0.00	22,671.81	74,660.23	5,064,529.28	5,075,160.23

ROCKY POINT UFSD

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Date	Account Name Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2013		NYCLASS						
				BALANCE 07/01/2023 - 09/30/2023		0.00	0.00	5,052,488.42
	10/31/2023	1030757		Dividend Income	CR-4	22,671.81	0.00	5,075,160.23
				Grand Totals:		22,671.81	0.00	5,075,160.23

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Checking - C207
As of October 31, 2023

Reconciled Balance as of:	9/30/2023		214,303.13
Receipts:			0.00
Disbursements:			
	Cash Disbursements	<u>75,889.71</u>	<u>(75,889.71)</u>
Total available balance per General Ledger as of:	10/31/2023		<u>138,413.42</u>
Bank Balance as of:	10/31/2023		144,701.40
Less:	Outstanding Checks		<u>(6,287.98)</u>
Adjusted Bank Balance as of:	10/31/2023		<u>138,413.42</u> 0.00

Prepared by:
Date:

Linda Bilski
11/6/2023

Reviewed by:
Date:

Virginia Holway
11/6/2023

C207

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/23	\$225,318.05	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$144,701.40
64 Checks/Debits	(\$80,616.65)	Average Collected Balance	\$189,872.22
Service Charges	\$0.00		
Ending Balance 10/31/23	\$144,701.40		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking			ROCKY POINT UFSD		
Date	Description		Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/02	Check 13107			\$3,247.76	\$222,070.29
10/02	Check 13113			\$1,548.46	\$220,521.83
10/02	Check 13110			\$1,202.68	\$219,319.15
10/02	Check 13111			\$528.25	\$218,790.90
10/03	Check 13108			\$1,269.60	\$217,521.30
10/03	Check 13			\$683.07	\$216,838.23
10/03	Check 13109			\$253.75	\$216,584.48
10/10	Check 1312			\$4,545.33	\$212,039.15
10/10	Check 13115			\$3,833.42	\$208,205.73
10/10	Check 13128			\$2,095.05	\$206,110.68
10/10	Check 13122			\$2,037.57	\$204,073.11
10/10	Check 13129			\$1,437.93	\$202,635.18
10/10	Check 13114			\$1,338.45	\$201,296.73
10/10	Check 13123			\$851.97	\$200,444.76
10/10	Check 13120			\$545.00	\$199,899.76
10/10	Check 13130			\$322.56	\$199,577.20
10/10	Check 13125			\$296.40	\$199,280.80
10/10	Check 13132			\$191.00	\$199,089.80
10/10	Check 13126			\$183.50	\$198,906.30

Thank you for banking with us.

ROCKY POINT UFSD

Bank Reconciliation for period ending on 10/31/2023



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

Ending Bank Balance:		144,701.40
Outstanding Checks (See listing below):	-	6,287.98
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	138,413.42
Cash Account Balance:	138,413.42

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
07/12/2023	13052	PROCOLD EAST	915.50
07/26/2023	13078	Traci McElroy	8.00
10/18/2023	13144	AMERICAN CLASSIC SPECIALTIES	1,362.75
10/24/2023	13162	AMERICAN CLASSIC SPECIALTIES	183.25
10/24/2023	13170	ODP BUSINESS SOLUTIONS LLC (f/k/a OFFICE DEPOT BUSINESS SOLUTIONS LLC) dba WORKSPACE INTERIORS	3,518.48
10/24/2023	13172	TROPICANA PRODUCTS SALES INC	300.00
Outstanding Check Total:			6,287.98

Prepared By

Approved By



Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
C 207		CAPITAL ONE CHECKING								
		BALANCE 07/01/2023 - 09/30/2023								
	10/04/2023					See Cash Disbursement Schedule 8	CD-8	0.00	0.00	214,303.13
	10/11/2023					See Cash Disbursement Schedule 9	CD-9	0.00	18,885.11	195,418.02
	10/18/2023					See Cash Disbursement Schedule 10	CD-10	0.00	8,152.06	187,265.96
	10/25/2023					See Cash Disbursement Schedule 11	CD-11	0.00	30,347.09	156,918.87
								0.00	18,505.45	138,413.42
						Grand Totals:		0.00	75,889.71	138,413.42

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Fund ACH C208
As of October 31, 2023

Reconciled Balance as of: 9/30/2023 14,967.62

Receipts:

Café ACH Deposits	56,917.46	
Cafeteria Receipts	20,783.02	
Interest	<u>87.60</u>	
		77,788.08

Disbursements:

0.00

Total available balance per General Ledger as of: 10/31/2023 92,755.70

Bank Balance as of: 10/31/2023 89,398.63

Add: Deposit in Transit: 3,357.07

Adjusted Bank Balance as of: 10/31/2023 92,755.70
0.00

Prepared by:
Date:

Linda Bilski
11/6/2023

Reviewed by:
Date:

J. Virginia Holby
11/6/2023



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

C208

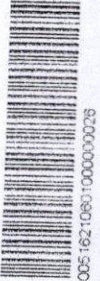
September 30, 2023 through October 31, 2023

CUSTOMER SERVICE INFORMATION

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

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



CHECKING SUMMARY

Commercial Checking With Interest

	INSTANCES	AMOUNT
Beginning Balance		\$8,997.54
Deposits and Additions	316	80,401.09
Ending Balance	316	\$89,398.63
Annual Percentage Yield Earned This Period		2.12%
Interest Paid This Period		\$87.60
Interest Paid Year-to-Date		\$4,834.19

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
10/02	Deposit	\$186.75
10/02	Deposit	177.00
10/02	Deposit	166.00
10/02	Deposit	95.30
10/02	Deposit	81.80
10/02	Deposit	71.00
10/02	Deposit	60.00
10/02	Deposit	36.00
10/02	Deposit	29.00
10/02	Deposit	22.00
10/02	Deposit	5.00
10/02	Deposit	4.00
10/02	Deposit	4.00
		3,187.45

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Account Name	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
C 208	CHASE ACH REVENUE							
				BALANCE 07/01/2023 - 09/30/2023		0.00	0.00	14,967.62
10/02/2023	1030677			CAFT RECEIPTS 10 2 2023	CR-4	1,288.85	0.00	16,256.47
10/03/2023	1030674			CAFT RECEIPTS 10 3 2023	CR-4	1,307.76	0.00	17,564.23
10/04/2023	1030675			CAFT RECEIPTS 10 4 2023	CR-4	599.56	0.00	18,163.79
10/05/2023	1030676			CAFT RECEIPTS 10 5 2023	CR-4	792.14	0.00	18,955.93
10/06/2023	1030721			Caft Receipts 10 06 2023	CR-4	869.52	0.00	19,825.45
10/10/2023	1030712			Caft Receipts 10 10 2023	CR-4	1,330.09	0.00	21,155.54
10/11/2023	1030713			Caft Receipts 10 11 2023	CR-4	1,114.64	0.00	22,270.18
10/12/2023	1030714			Caft Receipts 10 12 2023	CR-4	670.95	0.00	22,941.13
10/13/2023	1030715			Caft Receipts 10 13 2023	CR-4	1,080.61	0.00	24,021.74
10/16/2023	1030716			Caft Receipts 10 16 2023	CR-4	796.85	0.00	24,818.59
10/17/2023	1030717			Caft Receipts 10 17 2023	CR-4	1,109.24	0.00	25,927.83
10/18/2023	1030718			Caft Receipts 10 18 2023	CR-4	908.39	0.00	26,836.22
10/19/2023	1030719			Caft Receipts 10 19 2023	CR-4	607.17	0.00	27,443.39
10/20/2023	1030720			Caft Receipts 10 20 2023	CR-4	1,387.38	0.00	28,830.77
10/23/2023	1030749			Caft Receipts 10 23 2023	CR-4	1,031.40	0.00	29,862.17
10/24/2023	1030750			Caft Receipts 10 24 2023	CR-4	1,878.90	0.00	31,741.07
10/25/2023	1030751			Caft Receipts 10 25 2023	CR-4	889.65	0.00	32,630.72
10/26/2023	1030752			Caft Receipts 10 26 2023	CR-4	891.55	0.00	33,522.27
10/27/2023	1030753			Caft Receipts 10 27 2023	CR-4	816.66	0.00	34,338.93
10/30/2023	1030770			School lunch fund	CR-4	681.26	0.00	35,020.19
10/31/2023	99			Miscellaneous Revenue	JE-5	0.55	0.00	35,020.74
10/31/2023	1030759			FJC ACH	CR-4	10,987.46	0.00	46,008.20
10/31/2023	1030760			JAE ACH	CR-4	12,596.05	0.00	58,604.25
10/31/2023	1030761			RPHS ACH	CR-4	19,318.00	0.00	77,922.25
10/31/2023	1030762			RPMS ACH	CR-4	14,015.95	0.00	91,938.20
10/31/2023	1030764			Interest Revenue	CR-4	87.60	0.00	92,025.80
10/31/2023	1030771			School Lunch Fund	CR-4	729.90	0.00	92,755.70
Grand Totals:						77,788.08	0.00	92,755.70

Rocky Point Union Free School District
Treasurer's Report
Scholarship Fund Checking - CM200
As of October 31, 2023

Reconciled Balance as of:	9/30/2023	48,353.05
Receipts:		0.00
Disbursements:		<u>0.00</u>
Total available balance per General Ledger as of:	10/31/2023	<u><u>48,353.05</u></u>
Bank Balance as of:	10/31/2023	48,603.05
Less:	Outstanding Checks	<u>(250.00)</u>
Adjusted Bank Balance as of:	10/31/2023	<u><u>48,353.05</u></u>

Prepared by: Linda Bilski
Date: 11/6/2023

Reviewed by: Virginia Holley
Date: 11/6/2023

CM200

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

<u>Govt Banking Blended Chking</u>		<u>ROCKY POINT UFSD</u>	
Previous Balance 09/30/23	\$48,603.05	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$48,603.05
0 Checks/Debits	\$0.00	Average Collected Balance	\$48,603.05
Service Charges	\$0.00		
Ending Balance 10/31/23	\$48,603.05		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

<u>Govt Banking Blended Chking</u>		<u>ROCKY POINT UFSD</u>		
<u>Date</u>	<u>Description</u>	<u>Deposits/Credits</u>	<u>Withdrawals/Debits</u>	<u>Resulting Balance</u>
10/01				\$48,603.05
	No Account Activity this Statement Period			
10/31				\$48,603.05
Total		\$0.00	\$0.00	
No Items Processed				

Thank you for banking with us.

ROCKY POINT UFSD

Bank Reconciliation for period ending on 10/31/2023



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

Ending Bank Balance:		48,603.05
Outstanding Checks (See listing below):	-	250.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	48,353.05
Cash Account Balance:	48,353.05

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
06/13/2023	440	KYLE BASIRICO	250.00
Outstanding Check Total:			250.00

Prepared By

Approved By

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Date	Account Name	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
CM 200		Scholarship Cash							
					BALANCE 07/01/2023 - 09/30/2023		0.00	0.00	48,353.05
						Grand Totals:	0.00	0.00	48,353.05

Rocky Point Union Free School District
Treasurer's Report
Extra Class Checking - CM3200
As of October 31, 2023

Reconciled Balance as of:	9/30/2023		52,219.94
Receipts:			0.00
Disbursements:			
	Cash Disbursements	<u>279.00</u>	<u>(279.00)</u>
Total available balance per General Ledger as of:	10/31/2023		<u>51,940.94</u>
Bank Balance as of:	10/31/2023		52,069.94
Less:	Outstanding Checks		<u>(129.00)</u>
Adjusted Bank Balance as of:	10/31/2023		<u>51,940.94</u> 0.00

Prepared by: Linda Bilski
Date: 11/6/2023

Reviewed by: Virginia Holby
Date: 11/6/2023

CM3200

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/23	\$52,629.94	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$52,069.94
2 Checks/Debits	(\$560.00)	Average Collected Balance	\$52,126.71
Service Charges	\$0.00		
Ending Balance 10/31/23	\$52,069.94		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking			ROCKY POINT UFSD	
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
10/02	Check 11498		\$410.00	\$52,219.94
10/10	Check 11499		\$150.00	\$52,069.94
Total		\$0.00	\$560.00	

Govt Banking Blended Chking						ROCKY POINT UFSD		
Checks * designates gap in check sequence								
<i>Check No.</i>	<i>Date</i>	<i>Amount</i>	<i>Check No.</i>	<i>Date</i>	<i>Amount</i>	<i>Check No.</i>	<i>Date</i>	<i>Amount</i>
11498	10/02	\$410.00	11499	10/10	\$150.00			

Thank you for banking with us.

ROCKY POINT UFSD

Bank Reconciliation for period ending on 10/31/2023



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

Ending Bank Balance:		52,069.94
Outstanding Checks (See listing below):	-	129.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	51,940.94
Cash Account Balance:	51,940.94

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/30/2023	11500	EDUCATIONAL THEATRE ASSOC	129.00
Outstanding Check Total:			129.00

Prepared By _____

Approved By _____

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
CM3 200	Extraclass Checking							
				BALANCE 07/01/2023 - 09/30/2023		0.00	0.00	52,219.94
10/03/2023				See Cash Disbursement Schedule 5	CD-5	0.00	150.00	52,069.94
10/31/2023				See Cash Disbursement Schedule 4	CD-4	0.00	129.00	51,940.94
Grand Totals:						0.00	279.00	51,940.94

Rocky Point Union Free School District
Treasurer's Report
Federal Fund Checking - F205
As of October 31, 2023

Reconciled Balance as of:	9/30/2023		285,373.61
Receipts:			0.00
Disbursements:			
	Cash Disbursements	<u>107,745.76</u>	<u>(107,745.76)</u>
Total available balance per General Ledger as of:	10/31/2023		<u>177,627.85</u>
Bank Balance as of:	10/31/2023		192,627.85
Less:	Outstanding Checks		<u>(15,000.00)</u>
Adjusted Bank Balance as of:	10/31/2023		<u>177,627.85</u> 0.00

Prepared by: Linda Bilski
Date: 11/6/2023

Reviewed by: Virginia Sly
Date: 11/6/2023

F205

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking			ROCKY POINT UFSD	
Previous Balance 09/30/23	\$298,004.33		Number of Days in Cycle	31
0 Deposits/Credits	\$0.00		Minimum Balance This Cycle	\$192,627.85
5 Checks/Debits	(\$105,376.48)		Average Collected Balance	\$229,022.61
Service Charges	\$0.00			
Ending Balance 10/31/23	\$192,627.85			

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking			ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>		<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
10/02	Check 4898			\$12,630.72	\$285,373.61
10/10	Check 4899			\$24,937.20	\$260,436.41
10/10	Check 4901			\$18,126.00	\$242,310.41
10/11	Check 4900			\$20,781.00	\$221,529.41
10/19	Check 4902			\$28,901.56	\$192,627.85
Total			\$0.00	\$105,376.48	

Govt Banking Blended Chking			ROCKY POINT UFSD					
Checks * designates gap in check sequence								
<i>Check No.</i>	<i>Date</i>	<i>Amount</i>	<i>Check No.</i>	<i>Date</i>	<i>Amount</i>	<i>Check No.</i>	<i>Date</i>	<i>Amount</i>
4898	10/02	\$12,630.72	4900	10/11	\$20,781.00	4902	10/19	\$28,901.56
4899	10/10	\$24,937.20	4901	10/10	\$18,126.00			

Thank you for banking with us.

ROCKY POINT UFSD

Bank Reconciliation for period ending on 10/31/2023



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

Ending Bank Balance:		192,627.85
Outstanding Checks (See listing below):	-	15,000.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	177,627.85
Cash Account Balance:	177,627.85

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/24/2023	4903	BROOKHAVEN SCIENCE ASSOCIATES,	15,000.00
Outstanding Check Total:			15,000.00

Prepared By

Approved By

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
F 205		CAPITAL ONE CHECKING								
		BALANCE 07/01/2023 - 09/30/2023								
	10/04/2023					See Cash Disbursement Schedule 10	CD-10	0.00	0.00	285,373.61
	10/11/2023					See Cash Disbursement Schedule 11	CD-11	0.00	63,844.20	221,529.41
	10/25/2023					See Cash Disbursement Schedule 12	CD-12	0.00	28,901.56	192,627.85
								0.00	15,000.00	177,627.85
						Grand Totals:		0.00	107,745.76	177,627.85

Rocky Point Union Free School District
Treasurer's Report
Capital Fund Checking - H205
As of October 31, 2023

Reconciled Balance as of:	9/30/2023		312,890.73
Receipts:			0.00
Disbursements:			
	Cash Disbursements	<u>56,121.12</u>	<u>(56,121.12)</u>
Total available balance per General Ledger as of:	10/31/2023		<u>256,769.61</u>
Bank Balance as of:	10/31/2023		292,249.61
Less:	Outstanding Checks		<u>(35,480.00)</u>
Adjusted Bank Balance as of:			<u>256,769.61</u> 0.00

Prepared by: Linda Bilski
Date: 11/6/2023

Reviewed by: Judith Kelly
Date: 11/6/2023

H205

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 09/30/23	\$449,740.73	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$292,249.61
4 Checks/Debits	(\$157,491.12)	Average Collected Balance	\$355,679.06
Service Charges	\$0.00		
Ending Balance 10/31/23	\$292,249.61		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking			ROCKY POINT UFSD		
Date	Description		Deposits/Credits	Withdrawals/Debits	Resulting Balance
10/12	Check 1188			\$136,850.00	\$312,890.73
10/16	Check 1189			\$5,506.50	\$307,384.23
10/26	Check 1191			\$12,009.95	\$295,374.28
10/26	Check 1190			\$3,124.67	\$292,249.61
Total			\$0.00	\$157,491.12	

Govt Banking Blended Chking			ROCKY POINT UFSD		
Check No.	Date	Amount	Check No.	Date	Amount
1188	10/12	\$136,850.00	1190	10/26	\$3,124.67
1189	10/16	\$5,506.50	1191	10/26	\$12,009.95

Thank you for banking with us.

ROCKY POINT UFSD

Bank Reconciliation for period ending on 10/31/2023



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

Ending Bank Balance:		292,249.61
Outstanding Checks (See listing below):	-	35,480.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	256,769.61
Cash Account Balance:	256,769.61

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
10/24/2023	1192	Deal Concrete Corp	31,120.00
10/24/2023	1193	Deal Concrete Corp	4,360.00
Outstanding Check Total:			35,480.00

Prepared By _____

Approved By _____

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
H.205		CAPITAL ONE CHECKING								
		BALANCE 07/01/2023 - 09/30/2023								
	10/11/2023					See Cash Disbursement Schedule 8	CD-8	0.00	0.00	312,890.73
	10/18/2023					See Cash Disbursement Schedule 9	CD-9	0.00	5,506.50	307,384.23
	10/25/2023					See Cash Disbursement Schedule 10	CD-10	0.00	15,134.62	292,249.61
								0.00	35,480.00	256,769.61
						Grand Totals:		0.00	56,121.12	256,769.61

Rocky Point Union Free School District
Treasurer's Report
Debt Service Fund Checking - V200
As of October 31, 2023

Reconciled Balance as of:	9/30/2023	129,153.05
Receipts:		0.00
Disbursements:		<u>0.00</u>
Total available balance per General Ledger as of:	10/31/2023	<u>129,153.05</u>
Bank Balance as of:	10/31/2023	<u>129,153.05</u>

Prepared by: Linda Binski
Date: 11/6/2023

Reviewed by: Virginia H. Unwag
Date: 11/6/2023

V200

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

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

ACCOUNT SUMMARY FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking 0		ROCKY POINT UFSD	
Previous Balance 09/30/23	\$129,153.05	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$129,153.05
0 Checks/Debits	\$0.00	Average Collected Balance	\$129,153.05
Service Charges	\$0.00		
Ending Balance 10/31/23	\$129,153.05		

ACCOUNT DETAIL FOR PERIOD OCTOBER 01, 2023 - OCTOBER 31, 2023

Govt Banking Blended Chking		ROCKY POINT UFSD		
<i>Date</i>	<i>Description</i>	<i>Deposits/Credits</i>	<i>Withdrawals/Debits</i>	<i>Resulting Balance</i>
10/01				\$129,153.05
	No Account Activity this Statement Period			
10/31				\$129,153.05
Total		\$0.00	\$0.00	
No Items Processed				

Thank you for banking with us.

Cash Account Transactions Report From 10/1/2023 To 10/31/2023



Account	Date	Account Name	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
V 200		CASH							
					BALANCE 07/01/2023 - 09/30/2023		0.00	0.00	129,153.05
						Grand Totals:	0.00	0.00	129,153.05

**CASH REPORT
FOR THE MONTH ENDED
October 31, 2023**

GENERAL FUND

A204	Capital One Trust & Agency	\$	616,854.58
A205	Capital One Payroll	\$	47,251.93
A210	Petty Cash	\$	600.00
A2008	Capital One Investment	\$	12,945,447.35
A2010	Capital One AP Checking	\$	1,232,870.64
A2011	JP Morgan Chase-Money Market	\$	2,018,206.54
A2013	NYCLASS Investment	\$	5,075,160.23

Total General Fund: \$ 21,936,391.27

SCHOOL LUNCH FUND

C207	Capital One Lunch Fund Checking	\$	138,413.42
C208	JP Morgan Chase-Lunch ACH	\$	92,755.70

Total School Lunch Fund: \$ 231,169.12

SPECIAL AID FUND

F205	Capital One Federal Checking	\$	177,627.85
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Total Special Aid Fund: \$ 177,627.85

CAPITAL FUND

H205	Capital One - Checking	\$	256,769.61
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Total Capital Fund: \$ 256,769.61

SCHOLARSHIP FUND

CM200	Capital One - Checking	\$	48,353.05
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Total Scholarship Fund \$ 48,353.05

DEBT SERVICE FUND

V200	Capital One - Money Market	\$	129,153.05
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Total Debt Service Fund \$ 129,153.05

EXTRA CLASS FUND

CM3200	Capital One - Checking	\$	51,940.94
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Total Extra Class Fund \$ 51,940.94

Total All Funds: \$ 22,831,404.89

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2023**

GENERAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
A 2008	CAPITAL ONE INVESTMENT	12,945,447.35	0.00
A 2010	CAPITAL ONE AP CHECKING	1,232,870.64	0.00
A 2011	CHASE GENERAL FUND MM	2,018,206.54	0.00
A 2013	NYCLASS	5,075,160.23	0.00
A 204	TRUST & AGENCY DEDUCTIONS	616,854.58	0.00
A 205	PAYROLL	47,251.93	0.00
A 210	PETTY CASH	600.00	0.00
A 380	ACCOUNTS.RECEIVABLE	13,284.00	0.00
A 391	DUE FROM FEDERAL FUND	724,394.01	0.00
A 3912	DUE FROM SCHOOL LUNCH	155,084.10	0.00
A 3912C	DUE FROM SCHOOL LUNCH PAYROLL	127,902.08	0.00
A 3917	DUE FROM DEBT SERVICE	23,000.00	0.00
A 391F	DUE FROM FEDERAL FUND PAYROLL	1,852,069.55	0.00
A 410	STATE & FEDERAL AID RECEIVABLE	75,595.00	0.00
A 4805	PREPAID INSURANCE	60,000.00	0.00
A 510	ESTIMATED REVENUES	91,266,896.67	0.00
A 521	ENCUMBRANCES	61,768,975.40	0.00
A 522	EXPENDITURES	14,415,027.78	0.00
A 599	APPROPRIATED FUND BALANCE	3,582,680.01	0.00
A 600	ACCOUNTS PAYABLE	0.00	171,079.65
A 620	TAX ANTICIP NOTES PAYABLE	0.00	3,500,000.00
A 630	DUE TO OTHER FUNDS	0.00	5,582.63
A 6301	DUE TO SCHOOL LUNCH FUND	0.00	610,897.89
A 6302	DUE TO CAPITAL FUND	0.00	259,319.06
A 6303	DUE TO FEDERAL FUND	0.00	843,124.00
A 6305	DUE TO DEBT SERVICE	0.00	19,052.34
A 6306	DUE TO SCHOLARSHIP FUND	0.00	462.31
A 632	DUE TO STATE TEACHERS' RETIREMENT	0.00	3,831,292.51
A 637	DUE EMPLOYEES' RETIREMENT	0.00	280,237.81
A 738A	SCHOOL ACTIVITES FJC	0.00	5,282.11
A 738B	SCHOOL ACTIVITES JAE	0.00	10,731.99
A 738C	SCHOOL ACTIVITES MS	0.00	2,806.27
A 738D	TESTING HS	0.00	8,027.75
A 755	ADMIN KEN EDWARDS SCHOLARSHIP	0.00	210.00
A 761	VISION	0.00	2,873.57
A 762	ERS	0.00	641.65
A 763	ERS LOANS	0.00	3,853.29
A 764	ERSAR and ERSAR414 ERS ARREARS	0.00	779.58
A 771	OTHER-TEA. RETIRE.	0.00	21.40
A 777	MUSIC DEPT HIGH SCHOOL	0.00	1,197.88
A 778	MARK TWAIN DINNER	0.00	3,198.00
A 779	AP TEST DEPOSITS	0.00	17,848.88
A 780	NYSSMA	0.00	167.00
A 787	LONG TERM DISABILITY	759.08	0.00
A 789	OTHER VOTE COPE	0.00	564.00
A 790	AFLAC -CPP	0.00	5,664.70

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
A 791	AFLAC - STD	0.00	1,999.45
A 792	AFLAC - ACC	0.00	1,758.18
A 793	AFLAC - HSP	0.00	1,232.18
A 797	SCHOOL ACTIVITES HS	0.00	14,187.39
A 801	YEARBOOK JAE	0.00	11.00
A 806	NONSPENDABLE FUND BALANCE	0.00	60,000.00
A 814	WORKER'S COMPENSATION RESERVE	0.00	1,931,458.12
A 815	UNEMPLOYMENT INSURANCE RESERVE	0.00	449,254.53
A 821	RESERVE FOR ENCUMBRANCES	0.00	61,769,498.35
A 825	ERS RESERVE	0.00	4,054,504.06
A 826	TRS SUB FUND RESERVE	0.00	3,305,347.91
A 861	PROPERTY LOSS RESERVE	0.00	29,896.91
A 862	LIABILITY LOSS RESERVE	0.00	43,531.12
A 867	RESERVE FOR EMPLOYEE BENEFITS	0.00	3,924,693.85
A 878	CAPITAL RESERVE	0.00	3,614,051.55
A 878.1	CAPITAL RESERVE 2023	0.00	708,303.00
A 909	FUND BALANCE	0.00	4,486,879.26
A 910	APPROPRIATED FUND BALANCE	0.00	2,031,198.00
A 960	APPROPRIATIONS	0.00	94,849,576.68
A 980	REVENUES	0.00	5,139,761.14
A Fund Totals:		196,002,058.95	196,002,058.95
Grand Totals:		196,002,058.95	196,002,058.95

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAX	50,842,314.00	0.00	50,842,314.00	0.00	50,842,314.00
A 1081	PILOT	31,971.00	0.00	31,971.00	0.00	31,971.00
A 1085	STAR REIMBURSEMENT	4,500,000.00	0.00	4,500,000.00	0.00	4,500,000.00
A 1315	CONTINUING ED-SUMMER	4,000.00	0.00	4,000.00	0.00	4,000.00
A 1315.A	CONTINUING ED-FALL	5,000.00	0.00	5,000.00	0.00	5,000.00
A 1315.B	CONTINUING ED-SPRING	5,000.00	0.00	5,000.00	0.00	5,000.00
A 1316	DRIVER EDUCATION-SUMMER	20,000.00	0.00	20,000.00	0.00	20,000.00
A 1316.A	DRIVERS ED-FALL	17,500.00	0.00	17,500.00	36,140.00	-18,640.00
A 1316.B	DRIVERS ED-SPRING	17,500.00	0.00	17,500.00	0.00	17,500.00
A 1489	OTHER CHARGES-PROM, YEARBOOK	70,000.00	0.00	70,000.00	0.00	70,000.00
A 2401	INTEREST AND EARNINGS	90,000.00	0.00	90,000.00	258,399.15	-168,399.15
A 2655	TICKET AND MINOR SALES, OTHER	0.00	0.00	0.00	146.00	-146.00
A 2690	FINES - LOST BOOKS	0.00	0.00	0.00	-10.99	10.99
A 2703	PRIOR YEAR REFUNDS-OTHER (NOT TRANS)	350,000.00	0.00	350,000.00	677.25	349,322.75
A 2705	GIFTS AND DONATIONS	0.00	4,367.67	4,367.67	1,663.77	2,703.90
A 2710	PREMIUM ON OBLIGATIONS	0.00	0.00	0.00	7,735.00	-7,735.00
A 2770	OTHER UNCLASSIFIED	0.00	0.00	0.00	2,296.26	-2,296.26
A 2772	E-RATE REVUENE	0.00	0.00	0.00	22,715.47	-22,715.47
A 2801	INTERFUND REVENUE	23,000.00	0.00	23,000.00	131,560.94	-108,560.94
A 3101	GROSS STATE AID - BASIC	22,937,228.00	0.00	22,937,228.00	10,026.00	22,927,202.00
A 3101.E	STATE AID EXCESS COST	4,500,000.00	0.00	4,500,000.00	0.00	4,500,000.00
A 3102	STATE AID LOTTERY	6,000,000.00	0.00	6,000,000.00	4,603,168.22	1,396,831.78
A 3103	STATE AID BOCES	1,482,691.00	0.00	1,482,691.00	0.00	1,482,691.00
A 3260	STATE AID TEXTBOOKS	165,000.00	0.00	165,000.00	41,295.00	123,705.00
A 3262	STATE AID COMPUTER SOFTWARE	84,000.00	0.00	84,000.00	0.00	84,000.00
A 3263	STATE AID LIBRARY LOAN PROGRAM	17,325.00	0.00	17,325.00	0.00	17,325.00
A 3285	STATE AID MEDICAID	100,000.00	0.00	100,000.00	0.00	100,000.00
A 4285	MEDICAID MANAGEMENT REIMBURSEMENT	0.00	0.00	0.00	23,949.07	-23,949.07
A Totals:		91,262,529.00	4,367.67	91,266,896.67	5,139,761.14	86,127,135.53
Grand Totals:		91,262,529.00	4,367.67	91,266,896.67	5,139,761.14	86,127,135.53

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION *	12,150.00	0.00	12,150.00	7,844.00	820.00	3,486.00
1040	DISTRICT CLERK *	18,976.00	0.00	18,976.00	5,838.80	13,137.20	0.00
1060	DISTRICT MEETING *	10,900.00	0.00	10,900.00	0.00	0.00	10,900.00
1240	CHIEF SCHOOL ADMINISTRATOR *	374,576.00	13,861.70	388,437.70	125,423.07	259,387.88	3,626.75
1310	BUSINESS ADMINISTRATION *	824,241.00	-546.64	823,694.36	232,196.58	522,466.93	69,030.85
1320	AUDITING *	75,532.00	8,450.00	83,982.00	35,424.99	44,425.01	4,132.00
1325	TREASURER *	10,710.00	0.00	10,710.00	3,288.44	0.00	7,421.56
1345	PURCHASING *	47,024.00	79.00	47,103.00	16,059.44	31,043.56	0.00
1380	FISCAL AGENT FEE *	11,730.00	0.00	11,730.00	0.00	9,000.00	2,730.00
1420	LEGAL *	55,000.00	0.00	55,000.00	16,780.80	38,219.20	0.00
1430	PERSONNEL *	548,588.00	0.00	548,588.00	142,633.13	365,703.19	40,251.68
1480	PUBLIC INFORMATION AND SERVICES *	40,976.00	0.00	40,976.00	0.00	40,976.00	0.00
1620	OPERATION OF PLANT *	5,222,148.00	54,182.46	5,276,330.46	1,283,547.53	3,239,391.66	753,391.27
1621	MAINTENANCE OF PLANT *	1,335,700.00	726,081.41	2,061,781.41	728,707.26	960,160.55	372,913.60
1670	CENTRAL PRINTING AND MAILING *	73,000.00	390.00	73,390.00	44,969.98	25,952.46	2,467.56
1680	CENTRAL DATA PROCESSING *	1,265,164.00	-38,478.00	1,226,686.00	39,601.52	1,187,084.48	0.00
1910	UNALLOCATED INSURANCE *	631,800.00	0.00	631,800.00	562,948.33	12,500.00	56,351.67
1981	ADMINISTRATIVE CHARGE-BOCES *	356,229.00	0.00	356,229.00	59,371.50	296,857.50	0.00
2010	CURRICULUM DEVELOPMENT AND SUPERVISION *	379,826.00	0.00	379,826.00	79,135.40	242,288.00	58,402.60
2020	SUPERVISION - ADMINISTRATION *	2,224,080.00	19.52	2,224,099.52	609,065.78	1,398,319.02	216,714.72
2060	RESEARCH, PLANNING AND EVALUATION *	94,000.00	0.00	94,000.00	40,950.00	0.00	53,050.00
2070	INSERVICE TRAINING - INSTRUCTION *	28,300.00	0.00	28,300.00	2,578.80	17,887.50	7,833.70
2110	TEACHING - REGULAR SCHOOL *	25,902,362.00	-31,587.03	25,870,774.97	3,449,573.00	18,288,804.85	4,132,397.12
2138	MUSIC & FINE ARTS *	71,324.00	8,987.43	80,311.43	19,215.14	34,017.60	27,078.69
2250	PROGRAMS FOR HANDICAPPED CHILDREN *	16,041,519.00	0.00	16,041,519.00	1,458,790.04	13,341,876.91	1,240,852.05
2280	OCCUPATIONAL EDUCATION *	1,193,034.00	0.00	1,193,034.00	2,317.35	1,187,991.18	2,725.47
2330	COMMUNITY EDUCATION *	141,500.00	5,740.00	147,240.00	9,577.22	26,228.04	111,434.74
2610	SCHOOL LIBRARY AND AUDIOVISUAL *	556,135.00	64.47	556,199.47	80,219.24	420,904.62	55,075.61
2620	EDUCATIONAL TELEVISION *	18,967.00	0.00	18,967.00	0.00	18,967.00	0.00
2630	COMPUTER ASSISTED INSTRUCTION *	495,229.00	51,986.10	547,215.10	207,386.17	88,428.53	251,400.40
2805	ATTENDANCE - REGULAR SCHOOL *	79,386.00	0.00	79,386.00	16,200.94	32,373.00	30,812.06
2810	GUIDANCE - REGULAR SCHOOL *	1,388,473.00	239.72	1,388,712.72	318,898.93	1,157,225.09	-87,411.30

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2815	HEALTH SERVICES - REGULAR SCHOOL *	543,046.00	10,703.02	553,749.02	81,988.74	454,817.72	16,942.56
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL *	359,684.00	0.00	359,684.00	47,013.60	312,502.40	168.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL *	369,109.00	0.00	369,109.00	50,492.34	335,625.66	-17,009.00
2850	CO-CURRICULAR ACTIVITIES - REG. SCHOOL *	442,620.00	-7,738.28	434,881.72	19,925.29	13,834.10	401,122.33
2855	INTERSCHOLASTIC ATHLETICS - REG. SCHOOL *	925,930.00	61,314.80	987,244.80	361,276.35	227,398.10	398,570.35
5510	DISTRICT TRANSPORTATION SERVICES *	44,078.00	100.00	44,178.00	13,478.16	30,700.84	-1.00
5540	CONTRACT TRANSPORTATION *	6,193,069.00	0.00	6,193,069.00	0.00	6,193,069.00	0.00
9010	NYS EMPLOYEES RETIREMENT *	1,135,038.00	0.00	1,135,038.00	0.00	0.00	1,135,038.00
9020	NYS TEACHERS RETIREMENT *	3,648,084.00	0.00	3,648,084.00	0.00	0.00	3,648,084.00
9030	SOCIAL SECURITY *	3,390,480.00	0.00	3,390,480.00	562,638.00	0.00	2,827,842.00
9040	WORKERS' COMPENSATION *	400,000.00	0.00	400,000.00	38,521.20	334,068.80	27,410.00
9045	LIFE INSURANCE *	50,000.00	0.00	50,000.00	11,511.86	34,783.36	3,704.78
9050	UNEMPLOYMENT INSURANCE *	50,000.00	0.00	50,000.00	2,349.17	46,950.83	700.00
9060	HEALTH INSURANCE *	14,028,208.00	0.00	14,028,208.00	3,236,409.69	10,482,787.63	309,010.68
9760	TAX ANTICIPATION NOTES *	120,000.00	0.00	120,000.00	0.00	0.00	120,000.00
9785	Installment Purchase Debt- State Aided Computer *	313,241.00	0.00	313,241.00	0.00	0.00	313,241.00
9901	TRANSFER TO SPECIAL AID *	2,053,681.00	0.00	2,053,681.00	0.00	0.00	2,053,681.00
9950	CAPITAL IMPROVEMENTS *	390,880.00	0.00	390,880.00	390,880.00	0.00	0.00
Fund ATotals:		93,985,727.00	863,849.68	94,849,576.68	14,415,027.78	61,768,975.40	18,665,573.50
Grand Totals:		93,985,727.00	863,849.68	94,849,576.68	14,415,027.78	61,768,975.40	18,665,573.50

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2023**

CAFETERIA FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
C 207	CAPITAL ONE CHECKING	138,413.42	0.00
C 208	CHASE ACH REVENUE	92,755.70	0.00
C 380	ACCOUNTS RECEIVABLE	92.00	0.00
C 391	DUE FROM GENERAL FUND	610,897.89	0.00
C 445	SUPPLY INVENTORY	11,411.81	0.00
C 446	GOVT FOOD INVENTORY	6,555.02	0.00
C 447	PURCHASED FOOD INVENTORY	18,404.04	0.00
C 510	ESTIMATED REVENUES	1,311,000.00	0.00
C 521	ENCUMBRANCES	830,586.01	0.00
C 522	EXPENDITURES	248,346.08	0.00
C 599	APPROPRIATED FUND BALANCE	85,142.22	0.00
C 630	DUE TO GENERAL FUND	0.00	155,084.10
C 630A	DUE TO GENERAL FUND PAYROLL	0.00	127,902.08
C 631	DUE TO OTHER GOVT.	0.00	37.66
C 691	DEFERRED REVENUE	0.00	27,755.20
C 821	RESERVE FOR ENCUMBRANCES	0.00	830,586.01
C 845	FUND BALANCE RESERVE FOR INVENTORY	0.00	36,370.87
C 909	FUND BALANCE	0.00	587,670.94
C 960	APPROPRIATIONS	0.00	1,396,142.22
C 980	REVENUES	0.00	192,055.11
C Fund Totals:		3,353,604.19	3,353,604.19
Grand Totals:		3,353,604.19	3,353,604.19

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440	SALE OF TYPE A LUNCHES	298,900.00	7,000.00	305,900.00	58,497.25	247,402.75
C 1441	ADULT ALA CARTE	1,200.00	0.00	1,200.00	178.96	1,021.04
C 1445	OTHER CAFETERIA SALES	373,900.00	0.00	373,900.00	84,928.30	288,971.70
C 2401	INTEREST AND EARNINGS	0.00	0.00	0.00	4,442.05	-4,442.05
C 2770	MISCELLANEOUS REVENUES	10,000.00	0.00	10,000.00	0.55	9,999.45
C 3190	GOVERNMENT REIMB-STATE	20,000.00	0.00	20,000.00	8,005.00	11,995.00
C 4191	GOVERNMENT REIMB-FEDERAL	600,000.00	0.00	600,000.00	36,003.00	563,997.00
C Totals:		1,304,000.00	7,000.00	1,311,000.00	192,055.11	1,118,944.89
Grand Totals:		1,304,000.00	7,000.00	1,311,000.00	192,055.11	1,118,944.89

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	*	1,304,000.00	92,142.22	1,396,142.22	239,588.08	830,586.01	325,968.13
9030	*	0.00	0.00	0.00	8,758.00	0.00	-8,758.00
	Fund CTotals:	1,304,000.00	92,142.22	1,396,142.22	248,346.08	830,586.01	317,210.13
	Grand Totals:	1,304,000.00	92,142.22	1,396,142.22	248,346.08	830,586.01	317,210.13

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2023**

FEDERAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
F 205	CAPITAL ONE CHECKING	177,627.85	0.00
F 391	DUE FROM GENERAL FUND	843,124.00	0.00
F 410	STATE AND FEDERAL AID REC	768,061.35	0.00
F 510	ESTIMATED REVENUES	2,997,000.20	0.00
F 521	ENCUMBRANCES	2,223,857.31	0.00
F 522	EXPENDITURES	1,200,921.21	0.00
F 599	APPROPRIATED FUND BALANCE	0.00	0.09
F 630	DUE TO GENERAL FUND	0.00	724,394.01
F 630A	DUE TO GENERAL FUND PAYROLL	0.00	1,852,069.55
F 691	DEFERRED REVENUES	0.00	1,875.10
F 821	RESERVE FOR ENCUMBRANCES	0.00	2,223,857.31
F 960	APPROPRIATIONS	0.00	2,997,000.11
F 980	REVENUES	0.00	411,395.75
F Fund Totals:		8,210,591.92	8,210,591.92
Grand Totals:		8,210,591.92	8,210,591.92

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
F 3289.HCW.B	HEALTHCARE WORKER BONUS REVENUE 2022 2023	1,000.00	0.00	1,000.00	8,073.75	-7,073.75
F 3289.STO.P2.3	STOP ARM REVENUE 2022 2023	19,576.00	0.00	19,576.00	18,701.00	875.00
F 3289.UPK.24	UPK REVENUE 2023 2024	410,490.00	0.00	410,490.00	0.00	410,490.00
F 3289.UPK.24.A	UPK REVENUE 2023 2024 FULL DAY	380,983.00	0.00	380,983.00	0.00	380,983.00
F 4126.TLI.23	REVENUE TITLE I	1,755.00	0.00	1,755.00	0.00	1,755.00
F 4256.PRE.22.A	REVENUE PRE	0.00	6,216.00	6,216.00	0.00	6,216.00
F 4256.PRE.24	REVENUE PRE	0.00	0.00	0.00	8,909.00	-8,909.00
F 4256.PTB.22.A	REVENUE PTB	165.71	0.00	165.71	0.00	165.71
F 4256.PTB.24	REVENUE PTB	0.00	0.00	0.00	151,664.00	-151,664.00
F 4286.ARP.A	ARP PLAN ARPA	637,236.83	0.00	637,236.83	220,205.00	417,031.83
F 4286.ARP.S	ARP SED ARPS	1,017,235.63	0.00	1,017,235.63	0.00	1,017,235.63
F 4286.ESS.ER	CRRSA ESSER 2	334,715.87	0.00	334,715.87	0.00	334,715.87
F 4286.GEE.R2	CRRSA GEER 2	176,290.16	0.00	176,290.16	0.00	176,290.16
F 4289.ELL.23	REVENUE ELL	3,925.00	0.00	3,925.00	0.00	3,925.00
F 4289.ELL.24	REVENUE ELL	0.00	0.00	0.00	3,843.00	-3,843.00
F 4289.SAE.23	REVENUE SSAE	100.00	0.00	100.00	0.00	100.00
F 4289.TII.23	REVENUE TITLE IIA	7,311.00	0.00	7,311.00	0.00	7,311.00
F Totals:		2,990,784.20	6,216.00	2,997,000.20	411,395.75	2,585,604.45
Grand Totals:		2,990,784.20	6,216.00	2,997,000.20	411,395.75	2,585,604.45

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	*	12,143.85	324,242.10	336,385.95	339,920.41	1,678.37	-5,212.83
1621	*	18,701.00	0.00	18,701.00	5,475.18	4,776.99	8,448.83
2110	*	2,152,097.29	157,232.30	2,309,329.59	474,680.39	1,569,220.94	265,428.26
2250	*	66,613.71	6,216.00	72,829.71	187,959.37	648,181.01	-763,310.67
2630	*	2,972.36	173,321.40	176,293.76	176,237.36	0.00	56.40
2810	*	11,837.11	1,802.00	13,639.11	13,648.50	0.00	-9.39
2815	*	0.00	0.00	0.00	3,000.00	0.00	-3,000.00
2825	*	0.99	0.00	0.99	0.00	0.00	0.99
9020	*	20,979.00	0.00	20,979.00	0.00	0.00	20,979.00
9030	*	16,376.00	0.00	16,376.00	0.00	0.00	16,376.00
9060	*	32,465.00	0.00	32,465.00	0.00	0.00	32,465.00
Fund FTotals:		2,334,186.31	662,813.80	2,997,000.11	1,200,921.21	2,223,857.31	-427,778.41
Grand Totals:		2,334,186.31	662,813.80	2,997,000.11	1,200,921.21	2,223,857.31	-427,778.41

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2023**

CAPITAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
H 205	CAPITAL ONE CHECKING	256,769.61	0.00
H 391	DUE FROM GENERAL FUND	259,319.06	0.00
H 410	DUE FROM STATE AND FEDERAL	302,814.31	0.00
H 510	ESTIMATED REVENUES	390,880.00	0.00
H 521	ENCUMBRANCES	611,150.24	0.00
H 522	EXPENDITURES	2,155,166.97	0.00
H 599	APPROPRIATED FUND BALANCE	3,160,397.57	0.00
H 691	DEFERRED REVENUE	0.00	302,814.31
H 821	RESERVE FOR ENCUMBRANCES	0.00	611,150.24
H 909	FUND BALANCE	0.00	2,280,375.64
H 960	APPROPRIATIONS	0.00	3,551,277.57
H 980	REVENUES	0.00	390,880.00
H Fund Totals:		7,136,497.76	7,136,497.76
Grand Totals:		7,136,497.76	7,136,497.76

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
H 5031	TRANFERS GENERAL FUND	0.00	390,880.00	390,880.00	390,880.00	0.00
	H Totals:	0.00	390,880.00	390,880.00	390,880.00	0.00
	Grand Totals:	0.00	390,880.00	390,880.00	390,880.00	0.00

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	*	63,390.45	2,428,939.42	2,492,329.87	1,941,242.52	500,477.52	50,609.83
1625	*	884,957.45	42,428.95	927,386.40	82,363.51	110,672.72	734,350.17
9950	*	0.36	131,560.94	131,561.30	131,560.94	0.00	0.36
Fund HTotals:		948,348.26	2,602,929.31	3,551,277.57	2,155,166.97	611,150.24	784,960.36
Grand Totals:		948,348.26	2,602,929.31	3,551,277.57	2,155,166.97	611,150.24	784,960.36

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2023**

SCHOLARSHIP FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
CM 200	Scholarship Cash	48,353.05	0.00
CM 200.1	DUE FROM GENERAL	462.31	0.00
CM 2001	RITA SULLIVAN SCHOLARSHIP	0.00	538.27
CM 2003	K EDWARDS ADMIN SCHOLARSHIP	0.00	1,956.64
CM 2008	FRANCIS RYAN SCHOLARSHIP	0.00	262.48
CM 2009	GENERAL SCHOLARSHIP	0.00	64.87
CM 2010	AL MAIN SCHOLARSHIP	0.00	3,479.35
CM 2011	JOSEPH FALLICA SCHOLARSHIP	0.00	866.19
CM 2012	FJC RUTH SPIEGEL MEMORIAL	0.00	101.46
CM 2016	SOUND BEACH MUSIC SCHOLARSHIP	0.00	0.96
CM 2018	LIVE LIKE SUSIE SCHOLARSHIP	0.00	28,587.02
CM 2020	INTERDIST COUNCIL OF SUP. SR SCHOLARSHIP	0.00	264.95
CM 2021	PETER MADDALENA MEMORIAL SCHOLARSHIP	0.00	8,656.64
CM 2022	JOHN HAGGERTY MEMORIAL SCHOLARSHIP	0.00	3,601.02
CM 2023	TEAM SCHOLARSHIP	0.00	46.68
CM 980	Revenues	0.00	388.83
CM Fund Totals:		48,815.36	48,815.36
Grand Totals:		48,815.36	48,815.36

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
CM 2401.000	INTEREST	0.00	0.00	0.00	388.83	-388.83
CM Totals:		0.00	0.00	0.00	388.83	-388.83
Grand Totals:		0.00	0.00	0.00	388.83	-388.83

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2023**

DEBT SERVICE FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
V 200	CASH	129,153.05	0.00
V 3911	DUE FROM GENERAL	19,052.34	0.00
V 510	ESTIMATED REVENUE	1,992,682.00	0.00
V 599	APPROPRIATED FUND BALANCE	0.00	40,000.00
V 630	DUE TO OTHER FUNDS	0.00	23,000.00
V 909	FUND BALANCE, UNRESERVED	0.00	110,233.89
V 960	APPROPRIATIONS	0.00	1,952,682.00
V 980	REVENUES	0.00	14,971.50
V Fund Totals:		2,140,887.39	2,140,887.39
Grand Totals:		2,140,887.39	2,140,887.39

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
V 2401	INTEREST EARNINGS	40,000.00	0.00	40,000.00	14,971.50	25,028.50
V 5031	INTERFUND TRANSFERS	1,952,682.00	0.00	1,952,682.00	0.00	1,952,682.00
	V Totals:	1,992,682.00	0.00	1,992,682.00	14,971.50	1,977,710.50
	Grand Totals:	1,992,682.00	0.00	1,992,682.00	14,971.50	1,977,710.50

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9711	*	1,952,682.00	0.00	1,952,682.00	0.00	0.00	1,952,682.00
	Fund VTotals:	1,952,682.00	0.00	1,952,682.00	0.00	0.00	1,952,682.00
	Grand Totals:	1,952,682.00	0.00	1,952,682.00	0.00	0.00	1,952,682.00

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED OCTOBER 2023**

EXTRA CLASS FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 10/31/2023



Account	Description	Debits	Credits
CM3 200	Extraclass Checking	51,940.94	0.00
CM3 291	Due From Other Funds	5,582.63	0.00
CM3 301	LEADERS CLUB	0.00	23.17
CM3 302	MATH HONOR SOCIETY	0.00	58.14
CM3 303	VARSITY CLUB	0.00	385.59
CM3 304	SCIENCE CLUB	0.00	332.63
CM3 305	SPACE CLUB	0.00	343.16
CM3 306	STUDENT COUNCIL MS	0.00	5,223.88
CM3 307	YEARBOOK MS	0.00	15,116.76
CM3 308	BUSINESS CLUB	0.00	165.97
CM3 309	MS ROBOTICS CLUB	0.00	155.90
CM3 310	BE A NICER NEIGHBOR CLUB	0.00	2,171.85
CM3 311	INTERACT COMMUNITY SERVICE CLUB	0.00	3,066.95
CM3 312	SKILLS USA HS COSMOTOLOGY	0.00	893.56
CM3 313	GAY STRAIGHT ALLIANCE CLUB	0.00	0.01
CM3 314	HUMAN RIGHTS CLUB	0.00	181.08
CM3 315	S.A.D.D	0.00	1,304.87
CM3 316	THESPIAN TROUPE #696	0.00	1,982.91
CM3 317	YEARBOOK HS	0.00	10,325.48
CM3 318	STUDENT COUNCIL	0.00	15,182.24
CM3 319	ART CLUB	0.00	1,439.58
CM3 321	JAE STUDENT COUNCIL	0.00	1,130.65
CM3 322	ROBOTICS CLUB HS	0.00	514.61
CM3 323	HISTORY HONOR SOCIETY	0.00	107.82
CM3 324	MATH TEAM	0.00	748.54
CM3 325	NATIONAL ENGLISH HONOR SOCIETY	0.00	0.21
CM3 326	TECHNOLOGY/MAKER SPACE CLUB	0.00	31.88
CM3 327	SOUND CHOICE CLUB	0.00	482.58
CM3 510	Estimated Revenue	29,000.00	0.00
CM3 522	Expenditures	4,411.41	0.00
CM3 960	Appropriations	0.00	29,000.00
CM3 980	Revenues	0.00	564.96
CM3 Fund Totals:		90,934.98	90,934.98
Grand Totals:		90,934.98	90,934.98

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
CM3 1000.106	STUDENT COUNCIL MS	9,000.00	0.00	9,000.00	0.00	9,000.00
CM3 1000.107	YEARBOOK MS	9,000.00	0.00	9,000.00	0.00	9,000.00
CM3 1000.114	HUMAN RIGHTS CLUB	0.00	0.00	0.00	107.00	-107.00
CM3 1000.118	STUDENT COUNCIL	11,000.00	0.00	11,000.00	0.00	11,000.00
CM3 2401.000	INTEREST	0.00	0.00	0.00	457.96	-457.96
CM3 Totals:		29,000.00	0.00	29,000.00	564.96	28,435.04
Grand Totals:		29,000.00	0.00	29,000.00	564.96	28,435.04

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 10/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
3000	*	29,000.00	0.00	29,000.00	4,411.41	0.00	24,588.59
	Fund CM3Totals:	29,000.00	0.00	29,000.00	4,411.41	0.00	24,588.59
	Grand Totals:	29,000.00	0.00	29,000.00	4,411.41	0.00	24,588.59



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

October 31, 2023

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

*Re: Internal Claims Audit Report for the period
October 1, 2023 through October 31, 2023*

Board of Education:

I have completed my internal claims auditing services for the Rocky Point School District covering the period October 1, 2023 through October 31, 2023. The services I performed, as outlined within my proposal, include reviewing all claims against the District. The purpose of this report is to update the Board of Education on work performed to date, my findings, and recommendations.

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

Internal Claims Audit Services

Exhibits

INTERNAL CLAIMS AUDIT SERVICES

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

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

Board of Education
Rocky Point School District
October 31, 2023

Page 2

*Re: Internal Claims Audit Report for the time period of
October 1, 2023 through October 31, 2023*

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

Over the time period of October 1, 2023 through October 31, 2023 I have audited 349 claims against the District in the amount of ~~\$2,198,622.15~~. (See attached Exhibit I) I made inquiries and/ or observations into 72 claims in the amount of ~~\$446,182.25~~. I have summarized the inquiries and/or observations as well as the resolutions within Exhibit II. It should be noted that currently, there are 0 outstanding inquiries in regards to the audit of the claims made against the District for the period of October 1, 2023 through October 31, 2023. I have summarized all voided checks and notable exceptions in Exhibit III.

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

Very truly yours,

John F. Dennehy, Jr.
Certified Public Accountant

Rocky Point School District
Internal Claims Audit By Fund
Exhibit I

Warrant Date	Audit Date	Warrant #	Fund	# of Checks	\$ Value of Checks	# of Inquiries	\$ Value of Inquiries	# of Resolved Inquiries	# of Outstanding Inquiries	Check Sequence
10/4/2023	10/4/2023	35	A	65	\$153,039.45	14	\$33,791.34	14	-	121153-121217
10/4/2023	10/4/2023	36	A	2	\$2,910.80	-	\$0.00	-	-	13613-13614
10/6/2023	10/4/2023	38	A	24	\$612,304.26	-	\$0.00	-	-	13615-13620, 5117076-5117093
10/11/2023	10/11/2023	39	A	30	\$189,307.87	11	\$198,106.95	11	-	121218-121247
10/11/2023	10/11/2023	40	A	1	\$6,452.50	-	\$0.00	-	-	13621
10/18/2023	10/18/2023	41	A	64	\$100,737.91	19	\$38,633.94	19	-	121248-121311
10/20/2023	10/18/2023	43	A	26	\$699,456.85	-	\$0.00	-	-	13622-13629, 5117094-5117111
10/25/2023	10/25/2023	44	A	66	\$188,053.42	22	\$88,174.65	22	-	121312-121376
10/25/2023	10/25/2023	45	A	1	\$6,452.50	-	\$0.00	-	-	13630
10/4/2023	10/4/2023	8	C	19	\$18,885.11	-	\$0.00	-	-	13115-13133
10/11/2023	10/11/2023	9	C	9	\$8,152.06	-	\$0.00	-	-	13134-13142
10/18/2023	10/18/2023	10	C	18	\$30,347.09	-	\$0.00	-	-	13143-13160
10/25/2023	10/25/2023	11	C	13	\$18,505.45	-	\$0.00	-	-	13161-13173
10/3/2023	10/4/2023	5	CM3	1	\$150.00	-	\$0.00	-	-	11499
10/4/2023	10/4/2023	10	F	3	\$63,844.20	3	\$63,844.20	3	-	4899-4901
10/11/2023	10/11/2023	11	F	1	\$28,901.56	-	\$0.00	-	-	4902
10/25/2023	10/25/2023	12	F	1	\$15,000.00	1	\$15,000.00	1	-	4903
10/11/2023	10/11/2023	8	H	1	\$5,506.50	1	\$5,506.50	1	-	1189
10/18/2023	10/18/2023	9	H	2	\$15,134.62	1	\$3,124.67	1	-	1190-1191
10/25/2023	10/25/2023	10	H	2	\$35,480.00	-	\$0.00	-	-	1192-1193
TOTAL				349	\$ 2,198,622.15	72	\$ 446,182.25	72	-	

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

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

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

2023 / 2024 YTD

Analysis by Number of Inquiries											
Reason For Inquiry	Resolution	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23				
All invoices not reflected on check	Pay unpaid invoice(s) next warrant	1 0.40%	1 0.40%	1 0.37%	1 0.37%					#DIV/0!	#DIV/0!
Check amount not equal to invoices	Difference \$\$\$; Immaterial, claim paid	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Check amount not equal to invoices	Overpaid recurring vendor by less than \$100; credit will be taken off on next payment to vendor	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Check amount not equal to invoices	Void & reissue	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Check issued prior to service	Void & reissue at time of service	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Credit not taken	Recurring vendor; credit memo pulled from packet to apply to next invoice	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Current year expense paid prior year P.O.	P.O. Funds carried over	0.00%	0 2.36%	9 2.87%	4 1.17%					#DIV/0!	#DIV/0!
Duplicate payment	Check void by AP	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Incorrect vendor name	Void & reissue	0.00%	1 0.43%	0.00%	0.00%					#DIV/0!	#DIV/0!
Insufficient supporting backup	Hold for missing information	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Insufficient supporting backup	Backup Provided	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Insufficient supporting backup	Void check	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Invoice date precedes PO date	Noted by Business Office	24 10.47%	23 9.70%	22 7.97%	23 6.66%					#DIV/0!	#DIV/0!
Invoice over 90 days outstanding/undated	Verified no duplicate payment	15 6.38%	18 7.46%	11 3.67%	14 4.00%					#DIV/0!	#DIV/0!
Invoice not listed separately on check	Void and reissue with all invoices itemized separately	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Invoice previously stamped by claims auditor	Confirmed original check void	0.00%	0.00%	1 0.37%	1 0.29%					#DIV/0!	#DIV/0!
Missing administrative approval endorsement	Received proper authorization	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Missing receiving signature on invoice or PO	Verified receipt of goods/services	1 0.40%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
No Purchase Order enumerated	Void & reissue after P.O. enumerated	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Not an original invoice	Copy, fax or statement accepted	2 0.83%	10 4.16%	5 1.66%	3 0.86%					#DIV/0!	#DIV/0!
Paid sales tax	Void and reissue	0.00%	0.00%	1 0.37%	0.00%					#DIV/0!	#DIV/0!
PO insufficient funds	PO funds increased post invoice/paid direct from budget code	2 0.83%	1 0.43%	1 0.37%	1 0.29%					#DIV/0!	#DIV/0!
Prior year invoice paid current year funds	Noted by Business Office	3 1.25%	6 2.42%	4 1.37%	2 0.58%					#DIV/0!	#DIV/0!
Pre-dated invoice	Hold until service date	0.00%	0.00%	1 0.37%	0.00%					#DIV/0!	#DIV/0!
Separation of Duties	Same individual signed P.O. and authorized payment; additional admin approval provided	0.00%	0.00%	0.00%	0.00%					#DIV/0!	#DIV/0!
Prepaid Invoice - Improper Procedure	Vendor requires prepayment; advised in future to select a different vendor	0.00%	0.00%	0 0.00%	0 0.00%					#DIV/0!	#DIV/0!
Total Number (#) of Inquiries		48 21.07%	64 26.25%	50 18.30%	73 30.63%					#DIV/0!	#DIV/0!
Total Claims Audited		\$28 140.00%	\$38 190.00%	\$05 100.00%	\$49 245.00%					#DIV/0!	#DIV/0!
Total Outstanding Inquiries		0 0.00%	0 0.00%	0 0.00%	0 0.00%					#DIV/0!	#DIV/0!

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

Voided Checks - October 2023

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

Other Notable Exceptions - October 2023

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

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

Interoffice Memorandum

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

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

DATE: *November 13, 2023*

RE: *Board Action Sheets*

Below please find the schedule to be approved at the November 13, 2023 Board of Education meeting:

SCHEDULE- A 11/13/23		
Year	Date	Location
2023-2024	October 2, 2023 – October 27, 2023	CSE & SCSE meetings conducted for students attending in-district and out of district placements
2023-2024	October 2, 2023 – October 27, 2023	CSE & SCSE meetings conducted for students attending in-district and out of district placements

BOE ACTION Summary DATE? DECISION?

<u>CMA BOE Date</u>	<u>CR Doc Committee Responsible</u>	<u>CMA Reason</u>	<u>Decision/Status</u>	<u>CMA Date</u>	<u>CR Expected Grade</u>	<u>CR Next Recommended School (>2010-11 SY)</u>	<u>Program Start</u>	<u>Program End</u>	<u>Program Ratio</u>	<u>Program Frequency</u>	<u>Program Period</u>	<u>Program Duration</u>	<u>Program Location</u>	<u>Related Service</u>	<u>RS Start</u>	<u>RS End</u>	<u>RS Ratio</u>	<u>RS Frequency</u>	<u>RS Period</u>	<u>RS Duration</u>	
11/13/2023	CSE	Amendment - Agreement No Meeting	Classified	10/03/2023	10		Integrated	09/06/2023	06/13/2024		5	Weekly	40 English Class								
		Manifestation Determination	Classified	10/04/2023	11		Special Class - Math	09/15/2023	06/21/2024	15:1	5	Weekly	40 Math Class								
		Manifestation Determination	Classified		11		Special Class - English	09/06/2023	06/21/2024	15:1	5	Weekly	40 English Class								
		Manifestation Determination	Classified		11		Special Class - Social Studies	09/06/2023	06/21/2024	15:1	5	Weekly	40 Social Studies Class								
		Manifestation Determination	Classified		11		Special Class - Science	09/06/2023	06/21/2024	15:1	5	Daily	40 Science Class								
		Amendment - Agreement No Meeting	Classified	10/06/2023	12		Integrated Co-teaching Services	09/06/2023	06/13/2024		5	Weekly	40 Social Studies Class								
		Amendment - Agreement No Meeting	Classified		12		Resource Room Program	09/06/2023	06/13/2024	5:1	5	Every 2 weeks	40 Classroom								
		Amendment - Agreement No Meeting	Classified		11		Special Class	10/06/2023	06/26/2024	12:1+1	5	Weekly	360 Across School Setting	Speech/Language Therapy	09/06/2023	06/26/2024		Small Group	1	Monthly	30
		Amendment - Agreement No Meeting	Classified		11		Special Class	10/06/2023	06/26/2024	12:1+1	5	Weekly	360 Across School Setting	Counseling-Social Skills	09/06/2023	06/26/2024		Small Group	1	Weekly	30
		Amendment - Agreement No Meeting	Classified		11		Special Class	10/06/2023	06/26/2024	12:1+1	5	Weekly	360 Across School Setting	Counseling	10/06/2023	06/26/2024		Individual	2	Weekly	30
		Amendment - Agreement No Meeting	Classified		11		Special Class	10/06/2023	06/26/2024	12:1+1	5	Weekly	360 Across School Setting	Parent Counseling and Training	09/06/2023	06/26/2024		Small Group	4	Yearly	60
		Amendment - Agreement No Meeting	Classified	10/10/2023	12		Integrated Co-teaching Services	09/06/2023	06/13/2024		5	Weekly	40 Social Studies Class								
		Manifestation Determination	Classified		08		Special Class - Math	09/01/2022	06/21/2024	15:1	5	Weekly	40 Math Class								
		Manifestation Determination	Classified		08		Special Class - Science	09/01/2022	06/21/2024	15:1	5	Weekly	40 Science Class								
		Manifestation Determination	Classified		08		Special Class - Social Studies	09/01/2022	06/21/2024	15:1	5	Weekly	40 Social Studies Class								
		Manifestation Determination	Classified		08		Special Class - English	09/01/2022	06/21/2024	15:1+1	5	Weekly	40 English Class								
		Manifestation Determination	Classified		08		Special Class - Reading	09/01/2022	06/21/2024	15:1+1	5	Weekly	40 Reading Class								
		Amendment - Agreement No Meeting	Classified	10/11/2023	Kdg.		Special Class	09/06/2023	06/21/2024	12:1+1	6	Daily	40 Classroom	Speech/Language Therapy	09/13/2023	06/12/2024		Individual	1	Weekly	30
		Amendment - Agreement No Meeting	Classified		Kdg.		Special Class	09/06/2023	06/21/2024	12:1+1	6	Daily	40 Classroom	Speech/Language Therapy	09/13/2023	06/12/2024		Small Group	1	Weekly	30
		Amendment - Agreement No Meeting	Classified		Kdg.		Special Class	09/06/2023	06/21/2024	12:1+1	6	Daily	40 Classroom	Occupational Therapy	09/13/2023	06/12/2024		Individual	1	Weekly	30
		Amendment - Agreement No Meeting	Classified		Kdg.		Special Class	09/06/2023	06/21/2024	12:1+1	6	Daily	40 Classroom	Physical Therapy	09/13/2023	06/12/2024		Individual	1	Weekly	30
		Amendment - Agreement No Meeting	Classified		Kdg.		Special Class	09/06/2023	06/21/2024	12:1+1	6	Daily	40 Classroom	Parent Counseling and Training	09/13/2023	06/12/2024		Small Group	4	Yearly	60
		Amendment - Agreement	Classified		11		Special Class	09/06/2023	06/26/2024	12:1+1	5	Weekly	180 Across School								

						Setting							
No Meeting Amendment - Agreement No Meeting	Classified	10/12/2023	07					Physical Therapy	09/13/2023	06/12/2024	Individual	1 Weekly	30
Parent Request	Classified	01		Special Class	09/06/2023 06/26/2024 8:1+1	1 Daily	330 Across All Educational Settings	Speech/Language Therapy	09/06/2023	06/26/2024	Individual	4 Weekly	30
Parent Request	Classified	01		Special Class	09/06/2023 06/26/2024 8:1+1	1 Daily	330 Across All Educational Settings	Speech Therapy (Feeding)	09/06/2023	06/26/2024	Individual	2 Weekly	30
Parent Request	Classified	01		Special Class	09/06/2023 06/26/2024 8:1+1	1 Daily	330 Across All Educational Settings	Occupational Therapy	09/06/2023	06/26/2024	Individual	3 Weekly	30
Parent Request	Classified	01		Special Class	09/06/2023 06/26/2024 8:1+1	1 Daily	330 Across All Educational Settings	Physical Therapy	09/06/2023	06/26/2024	Individual	5 Weekly	30
Amendment - Agreement No Meeting	Classified	10/13/2023	Ungraded	Special Class	09/06/2023 06/13/2024 12:1+1	5 Weekly	300 Separate	Skilled Nursing Services	09/06/2023	06/12/2024	Individual	5 Weekly	90
Program Review	Classified	10/16/2023	09	Special Class	09/06/2023 06/26/2024 8:1+1	1 Daily	420 Special Class	Psychological Counseling Services	09/06/2023	06/26/2024	Small Group (5:1)	1 Weekly	30
Amendment - Agreement No Meeting	Classified	04		Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Amendment - Agreement No Meeting	Classified	04		Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/13/2023	06/12/2024	Individual	1 Weekly	30
Amendment - Agreement No Meeting	Classified	11		Integrated Co- teaching Services	09/06/2023 06/13/2024	5 Weekly	40 English Class	Parent Counseling and Training	09/13/2023	06/12/2024	Individual	1 Weekly	60
Amendment - Agreement No Meeting	Classified	11		Integrated Co- teaching Services	09/06/2023 06/13/2024	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/13/2023	06/12/2024	Individual	1 Weekly	60
Amendment - Agreement No Meeting	Classified	Kdg.		Special Class	10/06/2023 06/26/2024 8:2+1	5 Weekly	330 Separate	Occupational Therapy	10/06/2023	06/26/2024	Individual	2 Weekly	30
Amendment - Agreement No Meeting	Classified	Kdg.		Special Class	10/06/2023 06/26/2024 8:2+1	5 Weekly	330 Separate	Physical Therapy	10/06/2023	06/26/2024	Individual	2 Weekly	30
Program Review	Classified	10/17/2023	05	Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	80 Classroom	Speech/Language Therapy	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Program Review	Classified	05		Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	80 Classroom	Counseling	10/17/2023	06/12/2024	Individual	1 Weekly	30
Program Review	Classified	05		Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Program Review	Classified	05		Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling	10/17/2023	06/12/2024	Individual	1 Weekly	30
Program Review	Classified	05		Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Program Review	Classified	05		Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling	10/17/2023	06/12/2024	Individual	1 Weekly	30
Program Review	Classified	05		Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Speech/Language Therapy	09/13/2023	06/12/2024	Small Group	2 Weekly	30
Program Review	Classified	05		Integrated Co- teaching Services	09/06/2023 06/21/2024	5 Weekly	40 Classroom	Counseling	10/17/2023	06/12/2024	Individual	1 Weekly	30
Reevaluation Review	Classified	02		Integrated Co- teaching Services	10/17/2023 06/21/2024	5 Daily	40 Separate	Counseling-Social Skills	10/17/2023	06/12/2024	Small Group	1 Weekly	30
Reevaluation Review	Classified	02		Integrated Co- teaching	10/17/2023 06/21/2024	5 Daily	40 Separate	Parent Counseling and Training	10/17/2023	06/12/2024	Small Group	4 Yearly	60

			Services									
Reevaluation Review	Classified	02	Integrated	10/17/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	10/17/2023 06/12/2024	Small Group	1 Weekly	30	
Reevaluation Review	Classified	02	Integrated	10/17/2023 06/21/2024	5 Weekly	40 Classroom	Parent Counseling and Training	10/17/2023 06/12/2024	Small Group	4 Yearly	60	
Reevaluation Review	Classified	02	Integrated	10/17/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	10/17/2023 06/12/2024	Small Group	1 Weekly	30	
Reevaluation Review	Classified	02	Integrated	10/17/2023 06/21/2024	5 Weekly	40 Classroom	Parent Counseling and Training	10/17/2023 06/12/2024	Small Group	4 Yearly	60	
Reevaluation Review	Classified	02	Integrated	10/17/2023 06/21/2024	5 Weekly	40 Classroom	Counseling-Social Skills	10/17/2023 06/12/2024	Small Group	1 Weekly	30	
Reevaluation Review	Classified	02	Integrated	10/17/2023 06/21/2024	5 Weekly	40 Classroom	Parent Counseling and Training	10/17/2023 06/12/2024	Small Group	4 Yearly	60	
Amendment - Agreement No Meeting	Classified	06	Integrated	09/06/2023 06/21/2024	5 Weekly	40 Math Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30	
Amendment - Agreement No Meeting	Classified	06	Integrated	09/06/2023 06/21/2024	5 Weekly	40 Science Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30	
Amendment - Agreement No Meeting	Classified	06	Integrated	09/06/2023 06/21/2024	25 Every 2 weeks	40 Humanities Class	Counseling-Social Skills	09/13/2023 06/12/2024	Individual	1 Weekly	30	
Program Review	Classified	10/18/2023 02	Special Class	10/18/2023 06/26/2024 15:1+1	6 Daily	40 Separate	Occupational Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30	
Program Review	Classified	02	Special Class	10/18/2023 06/26/2024 15:1+1	6 Daily	40 Separate	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30	
Program Review	Classified	02	Special Class	10/18/2023 06/26/2024 15:1+1	6 Daily	40 Separate	Parent Counseling and Training	09/13/2023 06/12/2024	Small Group	4 Quarterly	60	
Program Review	Classified	02	Special Class	10/18/2023 06/26/2024 15:1+1	6 Daily	40 Separate	Counseling	10/18/2023 06/12/2024	Individual	1 Weekly	30	
Amendment - Agreement No Meeting	Classified	10/19/2023 01	Special Class	09/06/2023 06/26/2024 8:1+1	5 Weekly	330 Separate	Speech/Language Therapy	09/06/2023 06/26/2024	Individual	4 Weekly	30	
Amendment - Agreement No Meeting	Classified	01	Special Class	09/06/2023 06/26/2024 8:1+1	5 Weekly	330 Separate	Occupational Therapy	09/06/2023 06/26/2024	Individual	2 Weekly	30	
Amendment - Agreement No Meeting	Classified	01	Special Class	09/06/2023 06/26/2024 8:1+1	5 Weekly	330 Separate	Physical Therapy	10/19/2023 06/26/2024	Individual	1 Weekly	30	
Amendment - Agreement No Meeting	Classified	01	Special Class	09/06/2023 06/26/2024 8:1+1	5 Weekly	330 Separate	Psychological Counseling Services	09/06/2022 06/26/2024	Individual	1 Weekly	30	
Reevaluation Review	Classified	07	Special Class	09/06/2023 06/26/2024 8:1+1	5 Weekly	360 Classroom	Psychological Counseling Services	09/06/2023 06/26/2024	Small Group	1 Weekly	30	
Reevaluation Review	Classified	07	Special Class	09/06/2023 06/26/2024 8:1+1	5 Weekly	360 Classroom	Psychological Counseling Services	09/06/2023 06/26/2024	Individual	2 Weekly	30	
Reevaluation Review	Classified	07	Special Class	09/06/2023 06/26/2024 8:1+1	5 Weekly	360 Classroom	Applied Behavioral Analysis Services	09/06/2023 06/26/2024	Individual	2 Weekly	90	
Reevaluation Review	Classified	07	Special Class	09/06/2023 06/26/2024 8:1+1	5 Weekly	360 Classroom	Parent Counseling and Training	09/06/2023 06/26/2024	Individual	1 Weekly	60	
Amendment - Agreement No Meeting	Classified	10/20/2023 04	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/13/2023 06/12/2024	Individual	2 Weekly	30	
Amendment - Agreement No Meeting	Classified	04	Special Class	09/06/2023 06/21/2024 15:1+1	6 Daily	40 Separate	Counseling-Social Skills	09/13/2023 06/12/2024	Small Group	1 Weekly	30	
Reevaluation Review	Classified	10/23/2023 10	Special Class - Math	09/06/2023 06/13/2024 15:1	5 Weekly	40 Math Class						
Reevaluation Review	Classified	10	Special Class -	09/06/2023 06/13/2024 15:1	5 Weekly	40 English Class						

Reevaluation Review	Classified	10	English Special Class - Science	09/06/2023 06/13/2024 15:1	5 Weekly	40 Science Class
Reevaluation Review	Classified	10	Special Class - Social Studies	09/06/2023 06/13/2024 15:1	5 Weekly	40 Social Studies Class
Initial Eligibility Determination Meeting	Ineligible	10/19/2023 04				

CR Doc Committee Responsible Sub Total: 74

Total Records: 74
Total Students: 24

Interoffice Memorandum

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

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

DATE: *11/13/2023*

RE: *Board Action Sheets*

Below please find the schedule to be approved at the 11/13/2023 Board of Education meeting:

<i>SCHEDULE- B 11/13/2023</i>	
<i>Date</i>	<i>Location</i>
<i>10/12/2023</i>	<i>CPSE Committee</i>
<i>10/13/2023</i>	<i>CPSE Committee</i>
<i>10/18/2023</i>	<i>CPSE Amendment</i>

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

BOE ACTION Summary DATE? DECISION?

<u>CMA BOE Date</u>	<u>CR Doc Committee Responsible</u>	<u>CMA Reason</u>	<u>Decision/Status</u>	<u>CMA Date</u>	<u>CR Expected Grade</u>	<u>CR Next Recommended School (>2010-11 SY)</u>	<u>Program Start</u>	<u>Program End</u>	<u>Program Ratio</u>	<u>Program Frequency</u>	<u>Program Period</u>	<u>Program Duration</u>	<u>Program Location</u>	<u>Related Service</u>	<u>RS Start</u>	<u>RS End</u>	<u>RS Ratio</u>	<u>RS Frequency</u>	<u>RS Period</u>	<u>RS Duration</u>
11/13/2023	CPSE	Initial Eligibility Determination Meeting	Classified Preschool	10/12/2023	Preschool									Speech/Language Therapy	10/30/2023	06/21/2024	Individual	3 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool									Speech/Language Therapy	10/30/2023	06/21/2024	Individual	2 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		01/02/2024	06/21/2024	6:1:3.5	5 Weekly		300 Classroom		Speech/Language Therapy	01/02/2024	06/21/2024	Individual	3 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		01/02/2024	06/21/2024	6:1:3.5	5 Weekly		300 Classroom		Occupational Therapy	01/02/2024	06/21/2024	Individual	2 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool	10/13/2023	Preschool									Speech/Language Therapy	10/30/2023	06/21/2024	Individual	3 Weekly		30
		Amendment Preschool	Classified Preschool	10/18/2023	Preschool		09/07/2023	06/21/2024	12:1+1	5 Weekly		300 Classroom		Speech/Language Therapy	09/07/2023	06/21/2024	Individual	3 Weekly		30
		Amendment Preschool	Classified Preschool		Preschool		09/07/2023	06/21/2024	12:1+1	5 Weekly		300 Classroom		Physical Therapy	09/07/2023	06/21/2024	Individual	2 Weekly		30
		Amendment Preschool	Classified Preschool		Preschool		09/07/2023	06/21/2024	12:1+1	5 Weekly		300 Classroom		Occupational Therapy	09/07/2023	06/21/2024	Individual	2 Weekly		30
CR Doc Committee Responsible Sub Total: 8																				

Total Records: 8
Total Students: 5

NEW YORK SCHOOLS INSURANCE RECIPROCAL

DATE ISSUED 10/19/2023

CHECK NO.

0000106473

INV DATE:	INVOICE NUMBER:	DESCRIPTION	Check Amount
10/19/2023	Class.Trips	DONATIONS	1,000.00

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

NEW YORK SCHOOLS INSURANCE RECIPROCAL

333 EARLE OVINGTON BLVD.
SUITE 905
UNIONDALE

FIRST NATIONAL BANK OF LONG ISLAND
1975 Hempstead Tpke
East Meadow

CHECK NO.

0000106473

50-1133
214

Check Date
10/19/2023

PAY *One Thousand Dollars and Zero Cents*

CHECK AMOUNT
\$*****1,000.00

TO THE ORDER OF ROCKY POINT UFSD

VOID AFTER 90 DAYS

MAIL TO
ROCKY POINT UFSD
90 ROCKY POINT YAPHANK ROAD
ROCKY POINT NY 11778

Mill T. K.

SIGNATURE HAS A COLORED BACKGROUND



Connect Kids Grant Field Trip Form

Official use only

Voucher Amount

Applicant Information

Applicant(s): Dawn Meyers
Email: dawnmeyers@rockypoint.k12.ny.us
School District treasurer/Finance Office Email: ChrisVanCott@rockypoint.k12.ny.us
Phone: 6318497301 **Ext:**
Site: Rocky Point Middle School
Organization: Rocky Point Union Free School District
Address: 76 Rocky Point Yaphank Rd Rocky Point (hamlet) 11778
NYS Vendor ID: 1000000853

Field Trip and Destination Information

Destination: Jones Beach State Park
Field Trip Date: 05/31/2024
Destination Contact: Adam Karp
Destination Contact Email: akarp@wildplay.com
Program:
Start Time: **Grade:** 7 **Students:** 220 **Special Ed:** 43 **Adults:** 20

Schools must adhere to the field trip site's ratio of students to adults.

Application

Maximum Reimbursable Expenditure: \$ 25280
Confirmation Number: 10277 **Approval Date:** 10/17/2023

OFFICIAL USE ONLY	
<p>Day of Field Trip <i>This section must be completed OPRHP, DEC, NYPA or select pre-approved organizations.</i></p> <p>SIGNATURE: _____</p> <p>NAME: _____</p> <p>DATE: _____</p>	<p>ALBANY OFFICIAL USE ONLY</p> <p>Amount Paid: \$ _____</p> <p>Expense Review Date: _____</p> <p>Voucher Number: _____</p> <p>Date paid: _____</p>

Connect Kids Field Trip Grant Confirmation

parks.sm.parksbusgrant <parksbusgrant@parks.ny.gov>

Tue 10/17/2023 1:55 PM

To: Meyers, Dawn <dawnmeyers@rockypoint.k12.ny.us>; Van Cott, Christopher A. <ChrisVanCott@rockypoint.k12.ny.us>

Cc: akarp@wildplay.com <akarp@wildplay.com>

📎 1 attachments (141 KB)

Dawn Meyers CKG.pdf;

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

~Rocky Point UFSD Technology Department~

Hello and Congratulations!

Your Connect Kids Field Trip Grant application(s) has been approved. Your award cap maximum amount is on the attached Field Trip Form.

Below are instructions on how to receive your reimbursement.

DURING THE TRIP

- **You will need to pay all fees on the day of the trip.** Contact your administrative offices if you do not know how you will pay.
- Have your Field Trip Form(s) signed by staff at the site. If your trip is self-guided, staff signature is not required.
- **Remember to ask for receipts for program and/or pavilion fees as well as any other eligible expenses.** State Parks can only reimburse documented expenses.

AFTER THE TRIP

- **The Refund Request Information** section must be completed.
- **Attach all receipts for programming, pavilion rentals, and/or private bus company costs.**
 - Please note: Once you submit your Connect Kids grant for reimbursement, additional receipts cannot be added to this grant at a later time.
- For public schools using public school buses, an invoice on district letterhead is sufficient.
- For private schools / organizations, a detailed transportation receipt must be provided. If you are using your own organization vehicles, we can only cover mileage reimbursement for gasoline. Please submit a detailed mileage breakdown.
- For Public or Private Schools: If you are renting buses from a private company you will need to submit a paid receipt from the private company stating in detail their transportation expenses.
- Photos (These are optional, but we'd love to see your students enjoying our State!)
- Scan and e-mail all documentation to parksbusgrant@parks.ny.gov (preferred) OR mailed to:

Connect Kids Field Trip Grant
NYS OPRHP DESP, 2nd FI.
625 Broadway
Albany NY 12238

Important Information: The refund will be transferred electronically to your organization's account. Be sure to let your School District Finance Office or organization business office know that you have submitted a grant and the amount requested.

If you have any questions about the reimbursement process, e-mail parksbusgrant@parks.ny.gov and include your confirmation number(s) in the subject line or call 518-474-6736. The confirmation number is in the box on the left corner of the Field Trip Form.

We hope you and your students enjoy your trip! Share your field trip experience with us. Tag or follow us at [@nystateparks](https://www.instagram.com/nystateparks) [#nystateparks](https://www.instagram.com/nystateparks) and [#ConnectKids](https://www.instagram.com/ConnectKids) in your post and please send us your photos from the trip.

Sincerely,
The Connect Kids Field Trip Grant Program

[Andrea Nero](#)
Education Program Assistant
New York State Parks, Recreation & Historic Preservation
Albany, NY 12238
518-474-6736 | 518-474-7013 fax| parks.ny.gov

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

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

WesBanco Bank, Inc.
69-3/434

37416

10/27/2023

PAY TO THE ORDER OF Rocky Point Union Free School District

\$ **256.50

Two Hundred Fifty-Six and 50/100***** DOLLARS

PROTECTED AGAINST FRAUD

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



Handwritten signature

© 2021 INTUIT INC. # 2117 1-800-433-8810



MEMO

MP

Details on Back Intuit® CheckLock™ Secure Check

Frequently Asked Questions

Who is Ohiopyle Prints, Inc.?

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

Why should I sign this non-exclusive agreement?

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

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

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

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

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

Does cashing this check obligate our school to anything?

No. You can cancel the program at any time.

What can our school use this money for?

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

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

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

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

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

Does signing an agreement affect our booster clubs?

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

Can our school and booster clubs buy direct from OP?

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

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

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

What are school Marks?

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

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

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

Can our school terminate the agreement with OP?

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

How do I identify OP products in my local retailers?

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



School Partnership Testimonials

"Thank you for your generous support in education. It is extraordinary when people like you take an active interest in the community."

-NEBO Education Foundation, Paysin High School, UT

"It is very rewarding to Lakewood High School to have businesses, such as yours, continually supporting the efforts of our teachers, staff and programs. A successful school is a school that has strong support and community involvement. We are very fortunate to have Ohiopyle Prints as one of our 'partners in education'."

-Lakewood High School, WA

"Thank you for making the recent donation to our school. We are pleased to see the success of your products in our area. Thank you as well for the Payment History Report. The report provided a wonderful summary of local sales."

-Hart Public Schools, MI

"Your contributions will help local students realize their dreams of furthering their educations. Without caring people like you, we would not be able to help the deserving, motivated young people in the Gettysburg area achieve their educational goals. Your contribution is greatly appreciated. Thank you so much for your generosity."

-Gettysburg Area Dollars for Scholars, Gettysburg High School, PA

Over 8,000 School Partnerships & \$12 Million Raised For Schools Nationwide

For more information, please refer to the FAQ sheet or visit www.highschoollicensing.com.

Return the enclosed non-exclusive licensing agreement by faxing to 1-866-314-1305 or email to mytown@ohiopyleprints.com.



Ohiopyle Prints, Inc. • 1-800-365-7365 • mytown@ohiopyleprints.com • www.highschoollicensing.com

CO0123F.1

R1023F.1

ROCKY POINT PUBLIC SCHOOLS



SURPLUS EQUIPMENT DISPOSAL


School: FJC

Department: Special-Ed

Name: Sue Artura

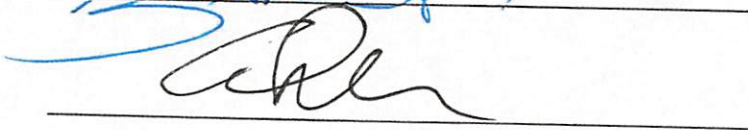
Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
Spin Disk	-	#1 from 18-19 Grant	1	Broken

Requestor Signature



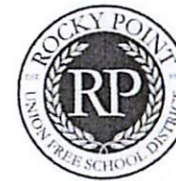
Date: 10/19/23

Assistant Superintendent Signature



Date: 10/19/23

ROCKY POINT PUBLIC SCHOOLS



SURPLUS EQUIPMENT DISPOSAL

School: FJC

Department: Special-Ed

Name: Sue Artura

PAGE -1-

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
Phonak FM Adaptor	Beige	-	2	Obsolete
Phonak FM Adaptor	Clear	-	3	Obsolete
Phonak Audio Shoes	Beige	-	1	Obsolete
Phonak Audio Shoes	Blue	-	2	Obsolete
CD	Dollars & Cents Series	-	1	Obsolete
CD	Time Scales	-	1	Obsolete
CD	Number Concepts	-	1	Obsolete
CD	My School	-	1	Obsolete
DVD	Write Out Loud	-	1	Obsolete

Requestor Signature

Date:

10/27/23

Assistant Superintendent Signature

Date:

10/30/23

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
DVD	Co writer	-	1	Obsolete
DVD	Simon Sound it Out Stage 1&2	-	1	Obsolete
Phonak Inspiro	1333NY3NK	-	1	Obsolete
Phonak Inspiro	1252NY1GM	-	1	Obsolete
Phonak Inspiro	1345NY7ET	-	1	Obsolete
Phonak Inspiro	1110NY07Y	-	1	Obsolete
Phonak Inspiro	0816C11HF	-	1	Obsolete
Phonak Inspiro	1349NY46J	-	1	Obsolete
Phonak Inspiro	1014NY103	-	1	Obsolete
Phonak Inspiro	1136NY14D	-	1	Obsolete
Phonak Inspiro	0829N103A	-	1	Obsolete
Phonak Inspiro	0832N14T1	-	1	Obsolete
Phonak Inspiro	1139NY12G	-	1	Obsolete
Phonak Inspiro	1136NY14F	-	1	Obsolete
Phonak Easy Link	0908NY01A	-	1	Obsolete
Phonak Easy Link	1026NY6WV	-	1	Obsolete
Phonak Easy Link	1026NY3RF	-	1	Obsolete
Phonak Easy Link	0916N0306W	-	1	Obsolete
Phonak Easy Link	1126NYOLD	-	1	Obsolete
Phonak Easy Link	1008NY4TJ	-	1	Obsolete

From: Sue Artura

School: FJC

Page -2-

Sp-Ed Dept



10/27/23



10/30/23

Serial Number	Model
NXHPWAA00203117A6B7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA0029040291F7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00202627EF87611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020262BD1F7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020311731C7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117D837611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619C587611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A2DD7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA00290404F5A7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203117FB87611	Acer Chromebook Spin 511 (R752T, R752TN)
NXH93AA0019300DC0B7600	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA00290404BFC7600	Acer Chromebook Spin 11 (R751T / CP511)
NXGNJAA0029040294F7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203117E207611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A3467611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA002904029DC7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA0020261A4527611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA00290404C187600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA0020262BD687611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261F4587611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A10D7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002026281A07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA00290404C9E7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203107DAE7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619E2B7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203107DA07611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031084217611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117DCB7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031089247611	Acer Chromebook Spin 511 (R752T, R752TN)
NXA8ZAA0051421C1647600	Acer Chromebook Spin 511 (R753T) & Acer Chromebook spin 511 (R753TN) & Acer Chromebook Spin 511(R752T-R)
NXHPWAA0020262BCD47611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002026282957611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619D227611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031180C57611	Acer Chromebook Spin 511 (R752T, R752TN)
NXA8ZAA0051421C0D27600	Acer Chromebook Spin 511 (R753T) & Acer Chromebook spin 511 (R753TN) & Acer Chromebook Spin 511(R752T-R)
NXHPWAA002031172C47611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261F32C7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A2C37611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020262BD877611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117E187611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A15F7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002009099127600	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA002904029277600	Acer Chromebook Spin 11 (R751T / CP511)
NXHBRAA0019230D0747600	Acer Chromebook Spin 311 (R721T)

Serial Number

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NXHPWAA00203117D6F7611
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Model

Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
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Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
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Acer Chromebook Spin 511 (R752T, R752TN)
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Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)



Serial Number	Model
NXGNJAA00290404F6B7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA0020261ABDA7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117F827611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117DF67611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BF267611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117B277611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261AC7A7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619D877611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261AC777611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002026283297611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020310863F7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107C5C7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261ACC47611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA0029040293F7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA0020261A1177611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261F2DF7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117B027611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031180AC7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107BF47611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117E177611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107D857611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117E677611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020260AA687611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031086627611	Acer Chromebook Spin 511 (R752T, R752TN)
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NXHPWAA0020261AB257611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXH93AA0019300DC1E7600	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261ACB67611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA002904029037600	Acer Chromebook Spin 11 (R751T / CP511)
NXGNJAA00290404F4F7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203117D447611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002026282AC7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
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NXHPWAA00203107BBE7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA002904029687600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA0020261F3347611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261F45C7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261F2E87611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020262BD0D7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619CB07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXH93AA0019300DC0F7600	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A3F47611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619D9A7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619B937611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117C477611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619D997611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)

Joseph Reyle


Serial Number

NXHPWAA00202619D1A7611
NXHPWAA0020310870A7611
NXHPWAA002031086A77611
NXHPWAA00203107C1B7611
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Model

Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
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Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
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Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)

Joseph Reyes
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Serial Number	Model
NXHPWAA00202619D297611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117D0E7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262C0927611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031085CA7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031180207611	Acer Chromebook Spin 511 (R752T, R752TN)
	Acer Chromebook Spin 511 (R756T R756T-TCO R756TN R756TN-TCO R756LT R756LT-TCO R756LTN R756LTN-TCO)
NXKEAAA001316169097600	
NXHPWAA0020261AB7E7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117EE17611	Acer Chromebook Spin 511 (R752T, R752TN)
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NXGPZAA00184402A087600	Acer Chromebook Spin 11 (R751T / CP511)
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NXHPWAA00203117AFC7611	Acer Chromebook Spin 511 (R752T, R752TN)
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NXHPWAA00202619D7C7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020310833F7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BD147611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA00290404C317600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203117AEB7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031082E07611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A0237611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020262BD197611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117E1F7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A3D27611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203107BC87611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031086677611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A40D7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031083407611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGPZAA00184402A9A7600	Acer Chromebook Spin 11 (R751T / CP511)
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NXHPWAA002031172E77611	Acer Chromebook Spin 511 (R752T, R752TN)
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NXHPWAA00202619D967611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261ABE37611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
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NXHPWAA0020261F2E57611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117C2D7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A1F87611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)

Joseph Huges

Serial Number

NXHPWAA0020261ABDE7611
NXHPWAA0020261ABEA7611
NXHPWAA0020262BC147611
NXHPWAA0020310875F7611
NXHPWAA0020262816A7611
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NXHPWAA00202619D397611
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Model

Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)



Serial Number	Model
NXHPWAA0020261F3637611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117FC67611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117A317611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261ABDF7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN) Acer Chromebook Spin 511 (R753T) & Acer Chromebook spin 511 (R753TN) & Acer Chromebook Spin 511(R752T-R)
NXA8ZAA0051421C1697600	
NXHPWAA00202619DA27611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002026282977611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202624EF07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261F3C07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619DC77611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGPZAA00184402AAC7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA002031083017611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA00290404E777600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA0020261ABA97611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA002904027547600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203117D3A7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203108AB47611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202627F697611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117C577611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A3937611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN) Acer Chromebook Spin 511 (R753T) & Acer Chromebook spin 511 (R753TN) & Acer Chromebook Spin 511(R752T-R)
NXA8ZAA005203043F77600	
NXHPWAA0020261F3327611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261AB347611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020310830E7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXH93AA0019300DBAA7600	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A0B47611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117E1A7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BCE67611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031180187611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BDBE7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020262BCC07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117E2F7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619C2E7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020310832A7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031086787611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107C937611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261F2F57611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619B947611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020262BD057611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117C907611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619DB27611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031082777611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A2D17611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117DBE7611	Acer Chromebook Spin 511 (R752T, R752TN)

Joseph Reyzk
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Serial Number	Model
NXHPWAA002009015777600	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619D427611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619DA17611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020260AA217611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117CE07611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203108B357611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA00290404EF37600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203117CEF7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117D0A7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107CCF7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGPZAA001844029B67600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203107D7D7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619D6A7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117F267611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117CB77611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117AE57611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117D097611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107BF67611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020311802E7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619D927611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A44B7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202627FEF7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203107D2B7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002026281AB7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031086727611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031173247611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002026281C67611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261F2C07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117D057611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107A047611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619C8B7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA00290404C007600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203107D907611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261AC037611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A2FF7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020310831D7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619D3D7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261F3777611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619CC37611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A0B17611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117C7F7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107D197611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BCEF7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A4A47611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619CFF7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619D4B7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)

Joseph Keys


Serial Number	Model
NXHPWAA00203107BF07611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202627F167611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A2A77611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A1DB7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261ACOD7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXA8ZAA005202253CB7600	Acer Chromebook Spin 511 (R753T) & Acer Chromebook spin 511 (R753TN) & Acer Chromebook Spin 511(R752T-R)
NXGNJAA00290404BD37600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA002031083437611	Acer Chromebook Spin 511 (R752T, R752TN)
NXA8ZAA0051421C1817600	Acer Chromebook Spin 511 (R753T) & Acer Chromebook spin 511 (R753TN) & Acer Chromebook Spin 511(R752T-R)
NXHPWAA00202619CC27611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA002904029597600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203117CC17611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117D497611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BC177611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020310831F7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020311732A7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BCDD7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031180237611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261AB9C7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020262BDC27611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117D5B7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262C0A97611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020262C0867611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117E387611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117FE87611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261AC117611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031086FF7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031180397611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619CBA7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203107BED7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261F35A7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117D2D7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020310832D7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107D997611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619D257611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203107DB17611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107D3B7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA0029040295B7600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA002031085947611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117D207611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117B097611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA002904050697600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA0020311730C7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA0029040290B7600	Acer Chromebook Spin 11 (R751T / CP511)

Joseph Ruyes


Serial Number

NXHPWAA0020262829A7611
NXGNJAA0028420651A7600
NXHPWAA00203107B4B7611
NXHPWAA0020261F3797611
NXHPWAA0020311801A7611
NXGNJAA002904029267600
NXHPWAA00203107A337611
NXHPWAA002026283197611
NXHPWAA0020262814C7611
NXHPWAA0020261F33E7611
NXHPWAA002031172F07611
NXGPZAA00184402A067600
NXHPWAA0020260AB5C7611
NXHPWAA00203117F567611
NXHPWAA0020262BD407611
NXHPWAA0020261F4497611
NXHPWAA0020310862A7611
NXHPWAA002031082B27611
NXHPWAA00203107CF77611
NXHPWAA002031086207611
NXHPWAA00203117D567611
NXHPWAA00202619CFD7611
NXGNJAA00290404C367600
NXHPWAA002031180BB7611
NXHPWAA00203117E437611
NXHPWAA0020261A3807611
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NXHPWAA00202619DA77611
NXHPWAA00202619C5D7611
NXHPWAA00202627F6E7611
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NXHPWAA00203107D247611
NXH93AA0019300DBA97600
NXHPWAA00203117D337611
NXHPWAA00203108B9F7611
NXHPWAA00202619D437611
NXHPWAA002031083247611

Model

Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 11 (R751T / CP511)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
Acer Chromebook Spin 511 (R752T, R752TN)



Serial Number**Model**

NXHPWAA0020261A4D57611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261ABBA7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261ABA57611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117D017611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261F3C47611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117D777611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117E2D7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A2C57611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203108AB27611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261F2D07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117B047611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202627ED67611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
	Acer Chromebook Spin 511 (R753T) & Acer Chromebook spin 511 (R753TN) &
NXA8ZAA0051421C15C7600	Acer Chromebook Spin 511(R752T-R)
NXHPWAA00202627EC97611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261F43D7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A16D7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261ACB47611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117ECE7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA00290404C977600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00202619D657611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031180CE7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202624EEB7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXGNJAA002904029797600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA002031086397611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A3227611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262830B7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203107D727611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261F3A07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619D9D7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117E5D7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117CF17611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619F3F7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA00290402AC37600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00203117D0C7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A0E37611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261A0E67611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117A987611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117B297611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00202619C227611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA002031086427611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031085EF7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203107D217611	Acer Chromebook Spin 511 (R752T, R752TN)
	Acer Chromebook Spin 511 (R753T) & Acer Chromebook spin 511 (R753TN) &
NXA8ZAA0051421C06C7600	Acer Chromebook Spin 511(R752T-R)
NXHPWAA002031089E47611	Acer Chromebook Spin 511 (R752T, R752TN)

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Serial Number**Model**

NXHPWAA0020261AB777611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619DAE7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203107BE47611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A3737611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117C6E7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA00290402AC07600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA00202619C1C7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA00203117C8A7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031085B77611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A40E7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020261AB567611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117A467611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BCD37611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA0020260AC627611	Acer Chromebook Spin 511 (R752T, R752TN)
NXGNJAA002904029A17600	Acer Chromebook Spin 11 (R751T / CP511)
NXHPWAA002026282877611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117D657611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020262BDCE7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117CC07611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020310831A7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261A0427611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
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NXHPWAA00202627ED07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00202619D2A7611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203107CDE7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA002031179C77611	Acer Chromebook Spin 511 (R752T, R752TN)
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NXGPZAA001919068C37600	Acer Chromebook Spin 11 (R751T / CP511)
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NXHPWAA002031180CA7611	Acer Chromebook Spin 511 (R752T, R752TN)
NXHPWAA0020261F2E07611	Acer Chromebook Spin 311 (CP311-2H, CP311-2HN)
NXHPWAA00203117E2E7611	Acer Chromebook Spin 511 (R752T, R752TN)

Serial Number

NXHPWAA00203117D8E7611
NXHPWAA0020090A3937600
NXH93AA0019300DBC7600
4063369907H2M
4063369907HXK
4063369907HVL
4063369907HVH
4063369907HR7
4063369907HPW
4063369907HPP

Model

Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
Acer Chromebook Spin 511 (R752T, R752TN)
MS810
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MS810

Joseph Reyes
JR

ROCKY POINT UNION FREE SCHOOL DISTRICT

SURPLUS TEXTBOOK DISPOSAL

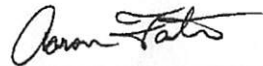
SCHOOL: Rocky Point HS

DEPARTMENT: SS

ADMINISTRATOR: Melinda Brooks

Title and Author	ISBN#	Copyright Date	Number to be disposed of	Rationale
The Americans	0395851283	1998	38	Out of date
American Pageant	0618479406	2006	63	Out of date
American Pageant	066939728	1998	14	Out of date
World History	0133651916	2009	12	New edition
World History	0134343263	1999	26	Out of date
Economics	0028235568	1999	32	Out of date
A Peoples History of the US	1565843665	1997	55	Out of date
Comparative Politics	1011118361	2009	30	No longer used
Economics by Example	0716169344	2007	30	Replaced with updated edition
Lanahan readings in American Polity	1930398093	1997	24	Out of date

ASSISTANT SUPERINTENDENT FOR C&I: _____



DATE: 10/30/2023

Rocky Point Schools Mental Health Framework and Standards within Care
Consultancy and Professional Development
Joshua D. Hendrickson LCSW PLLC
 www.mbwli.com

Aim: To assist and guide in the development of a sustainable, comprehensive, and integrated approach toward student and family mental health and well-being through a responsive centralized framework anchored in evidenced-based standards within care.

Rocky Point Schools Mental Health Framework and Standards Within Care

Over the past 5 years, educators within school systems have witnessed an increasing need for mandated student counseling services, referrals to emergency mental health services and hospitalizations, out-of-district placements, and ratios of counseling services. Simultaneously an increased need of social-emotional learning and psychoeducation for families in present, yet have not yet been formally identified within the local region.

Providing an integrated mental health standard of care that addresses ongoing student assessment, crisis intervention, critical time transitions, referral, and follow-up are essential in promoting and protecting student and community mental health. It is known that developing and embedding a multi-tiered approach to mental health and a standard of mental health care is paramount for student success and community well-being.

Partnering with your district's special services and mental health personnel to develop a centralized framework, standards within care, and building level approaches toward mental health and well-being will support your mission in providing students and families with the tools for mental wellness and success.

Proposed Work Plan

Assessment/Planning

- Focus Groups with current special services and mental health providers in-district to identify perceived needs, impact and support
- Review current district practices, processes and forms
- Identify current best practices, strengths and limitations

Actions

- Student Needs Assessment
- Family Needs Assessment
- Develop standard of care by creating a centralized and building specific framework
- Develop referral procedure and criteria for school-based mandated counseling (per IEPs or 504 plan)

Description	Units (days)	Cost Per Unit	Cost
-------------	--------------	---------------	------

Focus Groups	2	\$1800.00	\$3600.00
Review Current Practices	2	\$1800.00	\$3600.00
Identify Best Practices	2	\$1800.00	\$3600.00
Student Needs Assessments	2	\$1800.00	\$3600.00
Family Needs Assessment	2	\$1800.00	\$3600.00
Standard of Care (Centralized/Building)	2.5	\$1800.00	\$4500.00
Procedural/Criteria for Mandated Counseling (IEP's/504's)	2.5	\$1800.00	\$4500.00
		Total	\$27000.00

Fee Structure

Hourly Consulting Rate:

\$300 per hour or Full Day Rate: \$1800.00



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

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Scott O'Brien
Superintendent of Schools

Christopher Van Cott
Assistant Superintendent for Business

October 19, 2023

Michael J. Lucas, Executive Director
JP Morgan Chase Bank, N.A.
10 S. Dearborn St., Floor 22
Chicago, IL 60603

Re: RFP-Equipment Municipal Lease Purchase Contact Extension-Year 4 for 2024-25

Dear Mr. Lucas,

The current 2021/22 contract between JP Morgan Chase Bank, N.A. and The Rocky Point UFSD, allows for the extension of said contract 30 days prior to expiration, upon mutual written agreement between the parties. It is the District's intent to offer the extension for the 2024-2025 school year at the rates, terms and conditions stated in your Proposal, subject to Board of Education approval.

Please sign your acknowledgement below and return to Debra Hoffman, Purchasing Agent, at the above address by October 27, 2023.


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

Sincerely,


Christopher A. Van Cott
Assistant Superintendent for Business

AGREEMENT

JP Morgan Chase Bank, N.A. agrees to extend the current Equipment Municipal Lease Purchase contract, at the rates, terms and conditions as per RFP-Year 4 period 7/1/24-6/30/25.



Representative- JP Morgan Chase Bank, N.A.

Date: 10/26/23



SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT

631-821-8100

250B Route 25A, Shoreham, New York 11786

www.swrschools.org



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

October 6, 2023

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

Dear Ms. White:

Enclosed please find two original contracts between Shoreham-Wading River Central School District and Rocky Point UFSD for the education of one Shoreham Wading River CSD student who is cross-contracted with Rocky Point UFSD, for the 2023-2024 school year.

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

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

Sincerely,

Tracy Von Eschen

Tracy Von Eschen
Director of Special Education & Pupil Personnel Services

Enclosures
TV/ch

Board of Education

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



ROCKY POINT UNION FREE SCHOOL DISTRICT
OFFICE OF THE EXECUTIVE DIRECTOR

90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

Telephone: (631) 744-1600

Fax: (631) 849-7557
SHOREHAM-WADING RIVER CSD
Special Education Office

Dr. Scott O'Brien
Superintendent of Schools

Kristen White
Executive Director of Pupil Personnel Services

2023-2024
INSTRUCTIONAL SERVICES AGREEMENT

This Agreement is entered into this _____ day of _____ 2023, by and between the Board of Education of the Rocky Point Union Free School District (hereinafter "RECEIVING DISTRICT"), HAVING ITS PRINCIPAL PLACE OF BUSINESS FOR THE PURPOSES OF THIS Agreement at 90 Rocky Point-Yaphank Road, Rocky Point, NY 11778 and the Board of Education of the SHOREHAM-WADING RIVER CENTRAL SCHOOL DISTRICT (hereinafter "SENDING DISTRICT"), having its principal place of business for the purpose of this Agreement at 250B Route 25A, Shoreham, NY 11786.

WITNESSETH

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

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

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

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

A. TERM

The term of this Agreement shall be from September 1, 2023 through June 23, 2024, inclusive, unless terminated early as provided for in this Agreement. It is understood that neither party is under any obligation to renew this Agreement upon its expiration.

B. CONDITIONS

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

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

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

C. SERVICES AND RESPONSIBILITIES

1. The RECEIVING DISTRICT shall provide the educational services provided to in-district peer students, excluding any and all transportation services, to the student specified in the attached Schedule A.
 - a. The SENDING DISTRICT shall obtain and provide to the RECEIVING DISTRICT such legal documents as necessary for the RECEIVING DISTRICT to provide such services and to fulfill its obligations under this Agreement.
 - b. The SENDING DISTRICT shall provide prompt written notice to the RECEIVING DISTRICT of any modifications to the student's status as they may relate to the RECEIVING DISTRICT meeting the terms of the Agreement.
2. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, gender, gender identity or expression, national origin, religion, age, disability or sponsorship.
3. The SENDING DISTRICT shall give written notice to the RECEIVING DISTRICT as soon as the SENDING DISTRICT becomes aware of the election of the student terminating attendance in the RECEIVING DISTRICT's program. In the event that the student(s) is/are disenrolled during the term of this Agreement, the payment amount owed by the SENDING DISTRICT is to remain forthcoming for the balance of the school year term of this Agreement.
4. The RECEIVING DISTRICT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules and regulations as well as established policy guidance from the New York State Education Department.
5. The RECEIVING DISTRICT shall maintain records, logs, and/or reports in accordance with all applicable laws, regulations, and requirements of the New York State Education Department. The SENDING DISTRICT shall have the right to examine any or all records or accounts maintained and/or created by the RECEIVING DISTRICT in connection with this Agreement, and upon request shall be entitled to copies of the same.
6. The parties understand that they may receive and/or come into contact with protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). The parties hereby acknowledge their respective responsibilities pursuant to HIPAA and shall comply with said Regulations, as applicable.
7. The parties, and their respective employees, and/or agents agree that all information obtained in connection with the services performed pursuant to this Agreement is deemed confidential information. Both parties, their employees, and or/or agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. Both parties further agree that any information received by either party's employees and/or agents in connection with this Agreement

which concerns the personal, financial, or other affairs of the parties, their employees, agents and/or students will be treated as confidential and will not be revealed to any other persons, firms, organizations or third parties. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for the applicable law, rule, or regulation including but not limited to the Family Educational Rights and Privacy Act (FERPA) and Education Law Section 2-d.

8. The SENDING DISTRICT shall obtain releases or other legal documents necessary for the RECEIVING DISTRICT to render full and complete reports concerning the education and progress of the student(s) covered by the terms of this Agreement. The RECEIVING DISTRICT will render such reports to the SENDING DISTRICT at the same time that such reports are made to the parent(s) of the student(s) covered by the terms of this Agreement.
9. The RECEIVING DISTRICT shall comply with the provision of the Safe Schools Against Violence in Education (SAVE) Act including background checks and fingerprinting of all staff directly providing services to students.

D. COMPENSATION

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

a. Special Education Rates as per the most current NRT EST State Report:

10-Month 2022-2023 Program	Full Day K-6 Regular Education Pupil	\$12,939
10-Month 2022-2023 Program	Full Day 7-12 Regular Education Pupil	\$13,019

Rates are per student

2. Requests for payment by the RECEIVING DISTRICT shall be made by submission of a detailed written invoice to the SENDING DISTRICT which references the time period for which payment is being requested and a breakdown for the total amount due for the period specified.
3. The SENDING DISTRICT shall pay the RECEIVING DISTRICT within thirty (30) days of receipt of each invoice by the SENDING DISTRICT.

E. INSURANCE

1. The RECEIVING DISTRICT, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice, and other insurance as shall be necessary to insure the RECEIVING DISTRICT and the SENDING DISTRICT, including the Board of Education, employees, and volunteers, as additionally insured, against any claim for liability, bodily injury and personal injury, death and property damage occasioned directly or indirectly by the RECEIVING DISTRICT in connection with the performance of the RECEIVING DISTRICT's responsibilities under this Agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).

2. The insurance is to be written by a licensed and/or admitted New York State Insurer with a minimum Bests rating of A-minus.
3. In the event any of the aforementioned insurance policies are canceled or not renewed, the RECEIVING DISTRICT shall notify the SENDING DISTRICT in writing within thirty (30) days of such cancellation or non-renewal.
4. Upon request, the RECEIVING DISTRICT shall supply the SENDING DISTRICT with a copy of said policy/policies.

F. TERMINATION

1. Either the SENDING DISTRICT or the RECEIVING DISTRICT may terminate this Agreement upon thirty (30) days prior written notice to the other party. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.
2. The parties agree that either party's failure to comply with any terms or conditions of this Agreement will provide a basis for the other party to immediately terminate this Agreement without any further liability to the party that violated the Agreement.
3. In the event the SENDING DISTRICT or the RECEIVING DISTRICT terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

G. NOTICES

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

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

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

H. MISCELLANEOUS

1. Assignment: It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
2. No Waiver: The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.
3. Severability: Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this agreement. Such remaining provisions

Confidential Schedule A

Student to whom services shall be provided pursuant to this AGREEMENT

Name of Student(s)	Date of Birth

CONSULTANT SERVICES CONTRACT
(Tutoring Services)

This Agreement is entered into this 18th day of April by and between the Board of Education of the **Rocky Point Union Free School District** (hereinafter the "DISTRICT"), having its principal place of business for the purpose of this Agreement at **90 Rocky Point-Yaphank Road, Rocky Point, NY. 11778** and **Sunshine Alternative Education Center**, (hereinafter "CONSULTANT"), having its principal place of business for the purpose of this Agreement at **468 Boyle Road, Port Jefferson Station, New York. 11776**

WHEREAS, the CONSULTANT is duly licensed to provide home tutoring services; and

WHEREAS, the DISTRICT wishes to engage the CONSULTANT for the purpose of providing home tutoring services to District students; and

WHEREAS, the CONSULTANT is willing to perform such services under the terms, conditions, and considerations set forth in this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals and the mutual covenants, terms, conditions and agreements herein provided, the parties mutually agree as follows:

A. TERM:

1. The term of this Agreement shall be from September 1, 2023 to June 30, 2024 inclusive, unless terminated early as provided for in this Agreement. It is understood that the DISTRICT is under no obligation to renew this Agreement upon its expiration.

B. CONDITIONS:

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

1. CONSULTANT will be engaged as an independent Contractor, and therefore be solely responsible for the payment of federal and state income taxes applicable to this Agreement.
2. Neither CONSULTANT nor any of its employees, agents, or assigns will be eligible for any employee benefits whatsoever relative to this contract including, but not limited to, social security, New York State Worker's Compensation, unemployment insurance, New York State Employee's Retirement System, health or dental insurance, or malpractice insurance, or the like.
3. DISTRICT, if required by Federal or State requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the Federal Government for all individuals having a gross income exceeding \$600, which thereupon will be reported for income tax purposes.
4. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing and signed by authorized representatives of both parties.
5. DISTRICT reserves the right to reject any of the CONSULTANT'S staff, which the DISTRICT, at its sole discretion, may deem unqualified.

6. CONSULTANT agrees to defend, indemnify and hold harmless the DISTRICT, its officers, directors, agents, or employees against all claims, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, or negligence of the CONSULTANT, its officers, directors, agents or employees in relation to the performance of this Agreement.
7. DISTRICT agrees to defend, indemnify and hold harmless the CONSULTANT, its officers, directors, agents, or employees against all claims, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, or negligence of the DISTRICT, its officers, directors, agents or employees in relation to the performance of this Agreement.

C. SERVICES AND RESPONSIBILITIES:

1. The CONSULTANT shall provide the services set forth in this Agreement to those student(s) referred by the DISTRICT through the Director of Special Education / PPS or other assigned school administrator.
2. During the term of this Agreement, the services to be provided by the CONSULTANT to the DISTRICT shall include, but not be limited to the following:
 - a. Academic Services are provided daily by Professional staff. SAEC will follow the current academic schedule, provided by the school district, within our abilities. Some limitations may apply which will be discussed and agreed upon between SAEC and the school district liaison. Students may be able to take their Regents exams at SAEC if the district requests this. All Regents exams must be ordered by the district. Attendance (monthly), grades, progress reports will be sent to the district liaison quarterly.
 - b. Mental Health/Prevention Services by Professional Staff include daily/weekly Individual and Group Counseling (this does not take the place of therapeutic, substance abuse treatment and mental health services a student may be needing outside of the program), monthly field trips, guest speakers, and community service projects.
 - c. The program runs from 9:00 — 2:00, districts are billed for 2-hours of tutoring only. All subjects (as agreed) and components are included in the billing and are not additional costs to the district.
 - d. SAEC provides light snack for arrival but students must provide their own lunch. Sometimes lunch will be provided on trip days or other special occasions. If a student is in need of lunch, Sunshine will do our best to provide for them. (See Rate Sheet Attached)
3. During the term of this Agreement, the services to be provided by the CONSULTANT to the DISTRICT shall be provided at the following location(s):
 - a. Sunshine Alternative Education Center 468 Boyle Road Port Jefferson Station, NY 11776
4. All services provided by CONSULTANT to students under this Agreement shall be in accordance with each student's Individualized Education Plan (IEP) if he student is classified, as it may be modified from time to time. Prompt notice shall be given by the DISTRICT to the CONSULTANT upon any modification of a student's LEP.
5. The DISTRICT shall obtain whatever releases, prescriptions or other legal documents are necessary for the CONSULTANT to perform its services pursuant to this Agreement.

6. CONSULTANT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as the established policy guidance from the New York State Education Department.
7. CONSULTANT shall provide all services pursuant to this Agreement in a competent, professional and timely manner.
8. CONSULTANT will work cooperatively with the Committee on Special Education (CSE), the Committee on Pre-School Special Education (CPSE), and/or the DISTRICT'S administrative staff, and will work directly under the administrative supervision of the Director of Special Education / PPS or assigned Administrative Staff. The CONSULTANT agrees to make relevant personnel available to participate to meetings of the DISTRICT's CSE or CPSE when appropriate, upon reasonable prior notice to the CONSULTANT of such meetings.
9. CONSULTANT shall provide services and maintain records, logs and reports including, but not limited to, those pertaining to confidentiality of student records, in accordance with all applicable laws, regulations, requirements of the New York State Education Department, and DISTRICT policies and procedures in force during the term of this Agreement. All students' records, logs, etc., will be the property of the DISTRICT and will be considered mandated records.
10. The DISTRICT shall have the right to examine any or all records or accounts maintained by the CONSULTANT in connection with this Agreement.
11. CONSULTANT shall observe and comply with all applicable DISTRICT Policies and Regulations while on the grounds of the DISTRICT or providing services under this Agreement.
12. CONSULTANT shall comply with all applicable provisions of the Safe Schools Against Violence in Education (SAVE) Act, including, but not limited to background checks and fingerprinting of all staff directly providing services to students. If required by law, the DISTRICT's receipt of proof of clearance for employment by the New York State Education Department shall be a pre-requisite for eligibility to provide services pursuant to this Agreement.
13. CONSULTANT, upon request, shall provide the DISTRICT with a list of all individuals who shall be providing services pursuant to this Agreement. It is the responsibility of the CONSULTANT to notify the DISTRICT of any additions or deletions to the list of service providers.
14. CONSULTANT shall coordinate all instruction through the Office of Pupil Personnel Services or Guidance Department or assigned Administrative Staff and shall provide weekly/monthly attendance reports, progress reports, and report cards when appropriate.
15. CONSULTANT shall be responsible for the scheduling of all appointments.
17. In the event a student is absent or fails to appear for a scheduled appointment, CONSULTANT shall notify the DISTRICT in writing.
18. CONSULTANT shall provide any educational materials necessary to perform the services under this Agreement, unless otherwise agreed upon for specific situations

D. REPRESENTATIONS:

1. CONSULTANT represents that all services under this Agreement shall be provided by qualified individuals of good character, and in good professional standing. CONSULTANT represents that no individuals providing

services under this Agreement are currently charged, nor in the past have been charged with any relevant criminal or professional misconduct or incompetence. Upon execution of this Agreement, CONSULTANT shall provide copies of required licenses/certifications of all professionals providing services to student(s) under this Agreement.

E. COMPENSATION:

The DISTRICT shall pay CONSULTANT in accordance with the following fee schedule, following the presentation of detailed invoices by CONSULTANT to the DISTRICT:

Rate for current school year will be attached for full details on fees, additional costs and responsibilities of districts

***\$190.00 per day - (Billed as 2 hours of tutoring/instruction per day@ \$95.00 per hour)**

The DISTRICT will not incur any charges for the days the school is scheduled to be closed, including holidays, unless specified. However, should a student be absent, the DISTRICT will be billed for the scheduled session.

The CONSULTANT shall submit invoices for payment on a monthly basis. All invoices shall include the services provided, the total hours, the dates that the invoice covers, and the total amount due for the period specified. The DISTRICT shall pay CONSULTANT within thirty (30) days of the DISTRICT's receipt of such invoice.

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

F. INSURANCE:

1. CONSULTANT, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the CONSULTANT and the DISTRICT, including the Board of Education, employees and volunteers, as additional insured, against any claim for liability, personal injury, or death occasioned directly or indirectly by CONSULTANT in connection with the performance of CONSULTANT'S responsibilities under this Agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).
2. The insurance is to be underwritten by a licensed and/or admitted New York State Insurer with a minimum Best's rating of A-minus.
3. In the event any of the aforementioned insurance policies are cancelled or not renewed, the CONSULTANT shall notify the District in writing within thirty (30) days of such cancellation or non-renewal.
4. Upon the execution of this Agreement, CONSULTANT will supply the DISTRICT with a Certificate of Insurance including the DISTRICT, Board of Education, Employees and Volunteers as Additional Insured, a copy of the Declaration pages of the policies, and a copy of the additional insured endorsement.

G. TERMINATION:

1. Either the CONSULTANT or the DISTRICT may terminate this Agreement upon thirty (30) days prior Written notice to the other party. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.
2. The parties agree that CONSULTANT'S failure to comply with any terms or conditions of this Agreement will provide a basis for the DISTRICT to immediately terminate this Agreement without any further liability to CONSULTANT,
3. In the event the CONSULTANT or the DISTRICT terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

H. MISCELLANEOUS

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

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

To Consultant: Sunshine Alternative Education Center 468 Boyle Road Port Jefferson Station, NY 11776

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

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement,

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

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


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

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

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above

written.

Consultant

By: 
Dr. Carol Carter, Administrator SAEC

DISTRICT

By: President, Board of Education



Sunshine

Alternative Education and Prevention Center

Fee Schedule for SAEC 2023/2024 School Year

Program runs Monday through Fridays from 9:00 to 2:00 daily. The program incorporates both the academic and mental health/prevention components into the participants daily/weekly schedule.

Rate:

\$190.00 per day - (Billed as 2 hours of academic instruction per day @ \$95.00 per hour)
This fee is all-inclusive – covering all subjects daily (core and electives) approved by District/Sunshine.
Districts are billed for absences, suspensions, virtual days, and holding a student's spot for various reasons.
Districts are NOT billed for holidays

District may incur additional charges: Credit Recovery, other academic requirements not covered in the 2-hour period, pick up and drop off of regents tests by SAEC Staff; or additional hours required for Regents tests (as noted on IEP) over the 2 hours.

Responsibility of School Districts

1. SAEC must have a completed contract/agreement on file.
* Students beginning prior to the completed contract must be approved by both District and SAEC.
2. The School District is responsible for the cost of the program and transportation.
3. The School District will be billed on a monthly basis.

Prior to the participant attending, the School District is also responsible for:

- Lining up all transportation for the participants prior to attendance

Prior to the participant starting, the District must provide SAEC with the following:

* materials must be in or this can jeopardize the start date

- IEP/504 (If applicable)
- Behavioral Records
- Schedule, Report Card, Transcript
- Immunization Records
- Contact information for District Liaisons
- Guidance Counselor name and contact information
- Official start date

* The student will NOT be able to begin the program until we have the above information/materials



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

Harold J. Dean, Ed.D.
Superintendent of Schools

Robert J. Scappatore
School Principal

Kathleen A. Nolan
School Business Assistant/District Treasurer

Michael C. Gordon
Assistant Principal/Director of Special Education

INSTRUCTIONAL SERVICES AGREEMENT

This is an agreement for instructional services for 2023-2024 (the period of July 1, 2023 – June 30, 2024), between **Little Flower UFSD**, having offices located at 2460 North Wading River Road, Wading River, New York 11792, and **Rocky Point UFSD**, having offices located at 90 Rocky Point Yaphank Road, Rocky Point, NY 11778.

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

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

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

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

1. Little Flower UFSD agrees to provide instructional services to students specified by Rocky Point UFSD in accordance with each student's IEP for the applicable school year. These services are to be provided by teachers and/or related service professionals possessing appropriate qualifications and certifications. All teachers performing services under this Agreement shall be licensed to practice in the State of New York and be fingerprinted and cleared to perform instructional services.
2. Little Flower UFSD agrees to submit to Rocky Point UFSD, on a timely basis, reports of the services rendered and reports concerning the student's educational program and progress. Further, Little Flower UFSD personnel agrees to make itself available to Rocky Point UFSD personnel for purposes of case discussions, personal observations, educational reviews, and program visitations by prior arrangement between the personnel involved. Little Flower UFSD will maintain all necessary records and reports in accordance with federal, state and, local laws and regulations concerning the education and progress of each designated student.
3. Little Flower UFSD agrees to submit to Rocky Point UFSD monthly Tuition bills for 2023-2024 (the period of July 1, 2023 – June 30, 2024). In turn, Rocky Point UFSD agrees to pay the tuition rate billed within thirty (30) days. Tuition rates are billed monthly at the rates for summer and school year established by the New York State Education Department. If the tuition rates for the current school period are not available at the beginning of the school term, Little Flower UFSD will bill and Rocky Point UFSD shall pay the rates applicable to the previous school year until the new rates are set; at which time both parties shall adjust the billing and payments in accordance with the rates applicable to the current school year.

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

Indemnification Clause:

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

Little Flower UFSD

By: Harold J. Dean, Superintendent
Representative Name (Please Type or Print)



Representative's Signature

10/23/23

Date

Rocky Point UFSD

By: _____
Representative Name (Please Type or Print)

Representative's Signature

Date



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

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Scott O'Brien
Superintendent of Schools

Christopher Van Cott
Assistant Superintendent for Business


INSURANCE AGREEMENT

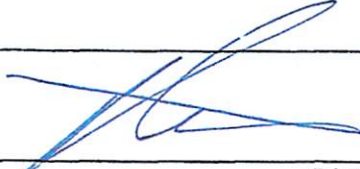
Organization: Little Flower UFSD

INSURANCE: Contractor/vendor shall take out and maintain during the life of this contract, insurance as listed below with Rocky Point UFSD listed as additional insured. It shall be the responsibility of the contractor/vendor to submit original certificates of insurance to the District, and to maintain such insurance in amounts as set forth below. The amounts specified are the minimum coverage acceptable. Contractor/vendor shall not commence work under this contract until all insurance required has been obtained, and the Rocky Point UFSD has approved such insurance. If any insurance policy is cancelled, not renewed or expires during the life of the contract, immediate notice of cancellation, non-renewal, or expiration shall be delivered to the District no less than 30 days prior to the date and time of cancellation, non-renewal, or expiration.

- I. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the district as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, NY State disability and professional liability. If the policy is written on a claims-made basis, the retroactive date must precede the date of the contract
- II. The policy naming the district as an additional insured shall:
 - Purchase an insurance policy from an A.M. Best rated "secured" insurer, authorized to conduct business in New York State.
 - State that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers.
 - The district shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The certificate must state that this endorsement is being used. If another endorsement is used, a copy shall be included with the certificate of insurance.
- III. The consultant agrees to indemnify the district for any applicable deductibles.
- IV. Required Insurance:
 - **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate.
 - **Workers' Compensation and N.Y.S. Disability**
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees.
 - **Professional Errors and Omissions Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the auditor performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
 - **Excess Insurance**
On a "Follow-Form" basis, with limits of \$3,000,000 each occurrence and aggregate.
- V. Consultant acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The consultant is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.

The undersigned has read this agreement and agrees to abide by its terms and requirements.

Date: 10/27/2023	Name & Title: Christopher A. Van Cott Assistant Superintendent for Business
Rocky Point UFSD	Signature: 
Address: 90 Rocky Point-Yaphank Road Rocky Point NY 11778	Telephone Number and Email: (631) 849-7564 chrsvancott@rockypoint.k12.ny.us

Date: 11/01/2023	Name & Title: Dr. Harold J. Dean Superintendent of Schools
Name of Company: Little Flower UFSD	Signature: 
Address of Company: 2460 N. Wading River Rd. Wading River, NY 11792	Telephone Number and Email: 631-929-4300 hdean@littleflowerufsd.org

**Rocky Point Union Free School District
Report on the Internal Controls of the Safety and Security Cycle
August 2023**

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Functional Area Exhibit (please see attached)

A. Narratives of Functional Area Procedures

I. Scope of Engagement

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

The objective of our audit was to determine if the internal controls over safety and security are adequate, to ensure compliance with laws and regulations, and to determine if buildings are properly safeguarded. In order to verify that the safety and security cycle areas have proper internal controls, we interviewed key personnel and tested various transactions to ensure the key controls within these areas are operating effectively.

Our analysis within each functional area consisted of the following:

- Documented functional area policies and procedures applicable to the safety and security cycle after interviews and conversations with key employees.
- Identified key controls within each functional area of the safety and security cycle and performed audit tests of those controls.
- Made observations and recommendations pertaining to the internal controls of the safety and security cycle based on observed procedures and testing that was performed.

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Our assessment in this area is based upon New York State Laws and Regulations as well as policies and procedures developed by the District's Board of Education and Health and Safety Committee. Nawrocki Smith LLP has made general observations and comments regarding the aforementioned resources and procedures. However, we are not experts in the area of safety and security and are not responsible for the overall effectiveness of the District's operations pertaining to Security, Safety and Compliance.

Interviews and inquiries were conducted with the following District employees:

Title	Department
Assistant Superintendent for Business	Business Office
Director of Facilities	Facilities
Building Principals	Curriculum

Accordingly, we documented the current procedures within each functional area of the safety and security cycle by way of narratives within the attached Exhibit A.

II. General Policies and Procedures

New York State Education Department ("NYSED") Regulations of the Commissioner §155.4(d) requires school districts to have a Health and Safety Committee. Project SAVE (Schools Against Violence in Education) and NYSED Regulations of the Commissioner §155.17 require the creation of both district-wide and school-based safety teams. Specifically, a district-wide school safety team, building-level school team, building-level emergency response team, and building-level post-incident response team must be established.

Observation

We noted that a District-wide Health & Safety Committee is in place and meets three times per school year. Meeting dates are printed in the District calendar. The District also created building-level safety teams, building-level emergency response teams, and building-level post-incident response teams.

➤ *No recommendation at this time.*

NYSED Regulations of the Commissioner §155.3 and the NYSED Regulations of the Commissioner §155.4 require school districts to develop a program that includes the following components:

- Building condition surveys for each occupied school building
- Annual visual inspections of each occupied school building
- A Five-Year Capital Facilities Plan
- Procedures to monitor the safety and condition of all occupied school buildings

District Policy #5630 *Facilities: Inspection, Operation and Maintenance* requires a comprehensive public school building safety program that includes the elements listed above.

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Observation

We noted that the District has a Five-Year Capital Facilities Plan in place, building condition surveys and annual visual inspections were completed for each occupied school building, and all documentation is in compliance with the objectives noted above.

➤ *No recommendation at this time.*

Code of Conduct

New York State (“NYS”) Education Law §2801 requires school districts to adopt and enforce a code of conduct for the maintenance of order on school property, including school functions, which shall govern the conduct of students, teachers, other school personnel, and visitors. The law also requires that the code of conduct be reviewed on an annual basis.

We reviewed the District’s Code of Conduct to determine whether it was in compliance with the requirements of NYS Education Law §2801.

Observation

We noted that the District’s Code of Conduct was in compliance with the requirements of NYS Education Law §2801 and was reviewed and re-adopted by the Board of Education at the October 17, 2022 meeting.

➤ *No recommendation at this time.*

III. Safety Plans

District-Wide Safety Plan

NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17 require school districts to maintain a comprehensive district-wide safety plan that includes policies and procedures to address the following:

- a) responding to implied or direct threats of violence
- b) responding to acts of violence
- c) appropriate prevention and implementation strategies
- d) contacting parents or guardians in the event of an incident
- e) contacting law enforcement in the event of a violent incident
- f) procedures for obtaining assistance from local government agencies or advice from local government officials during an emergency
- g) resources available for use during an emergency and procedures to coordinate the use of those resources
- h) review and conduct of drills
- i) school building security
- j) dissemination of informative materials
- k) annual school safety training for students and staff
- l) protocols for responding to bomb threats, hostage takings, intrusions, and kidnappings

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- m) strategies for improving communications
- n) description of duties of hall monitors and other school safety personnel.

We reviewed the 2022-2023 District-Wide Safety Plan to determine if the plan meets the requirements of the law.

Observation and Recommendation #1

We noted that the District-wide Safety Plan did not contain the following elements required by NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17:

- Procedures for contacting parents in the event of a violent incident or early dismissal
 - Procedures for contacting parents in the event of an implied or direct threat of violence by a student against themselves
 - Procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors
 - Strategies to improve communication amount students and staff and reporting of potentially violent incidents
 - Description of the hiring and training process of security guards
- *We recommend that the District review and update the District-wide Safety Plan to include the elements noted above to ensure the plan is in compliance with NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17.*

Building Safety Plans

NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17 also requires school districts to develop building-level emergency response plans that includes the following:

- a) policies and procedures for safe evacuation of students, teachers, other personnel, or visitors
- b) designation of an emergency response team, other incident response teams, and a post-incident response team
- c) procedures for assuring that crisis response teams have access to floor plans
- d) internal and external communication systems in emergencies
- e) definition of chain of command consistent with National Incident Management Systems/Incident Command System
- f) coordination of school safety plans with statewide plans
- g) procedures for an annual review and conduct of drills and other exercises to test components of the emergency response plan
- h) policies and procedures for securing and restricting access to a crime scene

We reviewed the 2022-2023 Building Safety Plans for the four (4) District locations to determine if the plan meets the requirements of the law.

Observation and Recommendation #2

We noted that the Building Safety Plans did not contain the following elements required by NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17:

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August 2023

- Procedures for coordination of the plan with the statewide plan for disaster mental health services
- Procedures for an annual review of the plan and conduct of drills to test components of the plan.
- *We recommend that the District review and update the Building Safety Plans to include the elements noted above to ensure the plan is in compliance with NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17.*

IV. Building Access

Key Fobs

All entrances to the District's buildings must remain locked at all times. The District has installed electronic badge readers at all buildings where employees can enter the building using select doors with a badge. The Facilities Department is responsible for activating and deactivating an employee's access badge.

We compared the badge access listing to the active employee listing that included each employee's building assignment to determine if badges are issued only to active employees and that access is consistent with their building assignment.

Observation and Recommendation #3

We noted two hundred eighteen (218) badges were issued to inactive employees. In addition, we noted that seven (7) employees were issued two (2) badges.

- *We recommend that the District deactivate the badges for the individuals identified who are no longer active employees. In addition, we recommend that the District implement a procedure to review the badge access listing to ensure only active employees have active badges.*

Building Walkthroughs

We performed walkthrough evaluations at the District's four (4) school buildings. Our walkthrough consisted of a detailed inspection of the following areas:

<u>Component</u>	<u>Focus</u>
Exterior of the building	Examine building, walkways, and surrounding grounds for hazards and required signage
Exterior of the building	Ensure signs are posted on the exterior of the building notifying occupants that a video surveillance system is installed and monitored at that location
Entrance to the building	Ensure the building has only one point of entry during school hours and that this entrance is monitored appropriately
Main office	Review contents of the building's "Go-Bag" and verify the maintenance of security and safety documents
Hallways and classrooms	Observe that areas are clean and free from hazards and contain the required safety features
Special use classrooms	Inspect the area for appropriate safety features for supplies, students, and staff

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Observation

We noted that each school building completed the required number of bus drills 2021/2022 and 2022/2023 school years.

➤ *No recommendation at this time.*

VI. Incident Reporting

NYS Education Law § 2802 Uniform Violent Incident Reporting System requires that school districts annually report to the Commissioner certain information concerning violent and disruptive incidents that occurred in the prior school year. Information that must be reported includes the type of offender and offense, location, and action taken. NYS Education Law Article 2 – Dignity for All Students indicates the responsibilities of the District in regard to prevention of bullying and harassment of students. Districts are also required to prepare an annual report of bullying incidents to the Commissioner.

Observation

We noted that the District has submitted the School Safety and the Education Climate Form to the Commissioner for the 2021/2022 school year, including data for all four (4) schools. Detail regarding the information reported is maintained in the student management system and in student disciplinary files.

➤ *No recommendation at this time.*

VII. Risk Rating and Audit Opinion

Inherent Risk:	High
Control Risk:	Moderate
Audit Opinion:	Needs Improvement

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RISK RATING DEFINITIONS

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

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

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

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

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

Satisfactory:	Controls are operating effectively
Needs Improvement:	Controls need improvement for effectiveness
Unsatisfactory:	Controls are unacceptable and need immediate improvement

Rocky Point Union Free School District
Narrative of the Safety and Security Cycle – Exhibit A
August 2023

The following is a narrative, or a sequence of events, which describes the step by step process within the safety and security function of the Rocky Point Union Free School District. The narrative was derived from discussions and interviews with key personnel as well as observations of the process. The safety and security function has been broken down by area for ease of reference. This function includes the following areas:

- I. General Policies and Procedures
- II. Safety Plans
- III. Building Access
- IV. Drills
- V. Incident Reporting

Blue = Internal Control

I. General Policies and Procedures

- New York State Education Department (“NYSED”) Regulations of the Commissioner §155.4(d), the Rebuilding Schools to Uphold Education (“RESCUE”) regulation, requires that school districts have a Health and Safety Committee.
- District Policy #5680 *Safety and Security*, adopted March 23, 2009, states the Superintendent is responsible for establishing procedures to comply with applicable laws and regulations.
- The District’s Health & Safety Committee consists of the Superintendent, Assistant Superintendents, Principals, and Directors as well as representatives from the unions and parents.
- The Health & Safety Committee meets three times per year to discuss the District-wide safety plan and any issues that arise.
- Project SAVE (“Schools Against Violence in Education”) and NYSED Regulations of the Commissioner §155.17 - School Safety Plans requires the creation of both district-wide and school-based safety teams. Specific teams include a district-wide school safety team, building-level school team, building-level emergency response team, and building-level post-incident response team.
- NYSED Regulations of the Commissioner §155.3 - Comprehensive Public School Safety Program and the NYSED Regulations of the Commissioner §155.4 - Uniform Code of Public School Building Inspections, Safety Rating and Monitoring require school districts to develop a program that includes the following components:
 - Building condition surveys for each occupied school building
 - Annual visual inspections of each occupied school building
 - A Five-Year Capital Facilities Plan
 - Procedures to monitor the safety and condition of all occupied school buildings
- As per District Policy #5630 *Facilities: Inspection, Operation and Maintenance*, the District will develop a comprehensive public school safety program that includes a five-year capital plan, building inventory, annual visual inspections, and building condition surveys. The program must also develop a monitoring system and procedures to ensure the safety of occupants while construction is in process.
- The Five-Year Capital Plan is prepared by the Assistant Superintendent for Business, the Director of Facilities, and the District’s architect.
- The Five-Year Capital Plan is determined based on building condition surveys, annual visual inspections, health/safety concerns, priority, and cost.
- The building conditions survey includes an inspection of all building components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance and need for replacement.

Rocky Point Union Free School District
Narrative of the Safety and Security Cycle – Exhibit A
August 2023

- The District performs an annual visual inspection of the components of the building conditions survey for changes that may have occurred and an update of the safety rankings, as needed.
- New York State (“NYS”) Education Law §2801- Codes of Conduct on School Property requires school districts to adopt a code of conduct “for the maintenance of order on school property, including a school function which shall govern the conduct of students, teachers, other school personnel, and visitors, and shall provide for the enforcement thereof.” The law also requires that the code of conduct be reviewed on an annual basis.
- District Policy #3410 *Code of Conduct on School Property*, last reviewed on July 28, 2022, is posted on the District’s website and is distributed to students on an annual basis.
- School districts are also required to have certain insurances in place in order to properly protect them from loss of property and/or legal judgments and awards.
- The insurances include, but are not limited to, workers compensation, student accident, commercial property and liability, and cyber liability.
- The Assistant Superintendent for Business reviews policy coverage annually at the time of renewal.

II. Safety Plans

- NYS Education Law §2801-a - School Safety Plans and NYSED Regulations of the Commissioner §155.17 require school districts to maintain a comprehensive district-wide safety plan that includes policies and procedures to address the following:
 - responding to implied or direct threats of violence
 - responding to acts of violence
 - appropriate prevention and implementation strategies
 - contacting parents or guardians in the event of an incident
 - contacting law enforcement in the event of a violent incident
 - procedures for obtaining assistance from local government agencies or advice from local government officials during an emergency
 - resources available for use during an emergency and procedures to coordinate the use of those resources
 - review and conduct of drills
 - school building security
 - dissemination of informative materials
 - annual school safety training for students and staff
 - protocols for responding to bomb threats, hostage takings, intrusions, and kidnappings
 - strategies for improving communications
 - description of duties of hall monitors and other school safety personnel.
- Effective April 1, 2021, NYS Education Law §2801-a - School Safety Plans requires that the district-wide safety plan be updated to include protocols for responding to a state declared emergency including a communicable disease.
- NYS Education Law §2801-a - School Safety Plans, and NYSED Regulations of the Commissioner §155.17 require school districts to develop building-level emergency response plans that includes the following
 - policies and procedures for the response to emergency situations such as evacuation or lockdown
 - designation of an emergency response team, other incident response teams, and a post-incident response team
 - floor plans and maps of the school interior and exterior
 - internal and external communication systems in emergencies

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Narrative of the Safety and Security Cycle – Exhibit A
August 2023

- definition of chain of command consistent with National Incident Management Systems/Incident Command System
- coordination of school safety plans with statewide plans
- procedures for an annual review and conduct of drills and other exercises to test components of the emergency response plan
- policies and procedures for securing and restricting access to a crime scene.
- NYS Education Law §2801-a - School Safety Plans and NYSED Regulations of the Commissioner §155.17 also requires that each district-wide school safety plan and building-level emergency response plan shall be reviewed by the appropriate school safety team on at least an annual basis and updated as needed, any updates to the District-wide plan must be submitted to the Board of Education in time to allow for thirty (30) days of public comment and a public hearing prior to adoption, any updates to the building-level plans are summarized and presented to the Board of Education in time to allow for thirty (30) days of public comment and public hearing prior to adoption, and all plans must be adopted by the Board of Education by September 1st of each school year.
- The District-Wide Safety Plan was accepted by the Board of Education at the July 13, 2022 meeting.
- The District-Wide Safety Plan is developed and annually reviewed by the Health & Safety Committee.
- The Building Level Plans are developed by the Principals, Assistant Principals, and Athletic Director with the assistance of a security consultant.

III. Building Access

- All entrances to the District buildings remain locked at all times.
- The District has installed electronic card readers at all buildings where employees can enter the building using an access badge, however, the badge scanner is only on select doors.
- The badge system allows the District to monitor building access by recording the date, time, and name of the person accessing the building.
- The Facilities Department issues access badges to employees. The access badge also serves as the District ID card.
- The Director of Facilities receives an email from the Director of Instruction that states any new employees who need badges or terminated employees who must be deactivated.
- Access is restricted as each badge can be limited to certain buildings or time frames.
- Each building is armed with burglar and fire alarms that are monitored by the Director of Facilities.
- The buildings are typically disarmed by the custodian upon arrival in the morning and armed by the night custodian when the building is closed at the end of the day.
- Custodial staff, security staff, and principals and assistant principals each have a unique code to arm and disarm the alarm.
- Intrusion alarm alerts are sent to the Director of Facilities, Head Custodian, and security staff.
- The first employee to respond will go to the building to investigate.
- The District has installed several security cameras throughout the exterior and interior of all buildings.
- The exterior cameras are at all main entrances as well as the grounds of each building. The interior cameras are in all lobbies and high traffic areas.
- The Building Principals, Assistant Principals and security staff can view and monitor the cameras at their buildings. Administrators can also view and monitor all cameras throughout the District.
- The purpose of video surveillance is to promote a safe environment, deter vandalism or theft, and assist administrators and local law enforcement with investigations, if deemed necessary.

Rocky Point Union Free School District
Narrative of the Safety and Security Cycle – Exhibit A
August 2023

- Students enter the building through doors manned by a faculty member or security guard.
- Visitors are only granted access to each building through the main entrance. There is a doorbell with a camera and intercom at each main entrance. The visitor must state their name and the purpose of their visit to the employee monitoring the camera at the entrance before they will be buzzed into a “man trap” or vestibule with a transaction window. There is another set of doors to go through to enter the school building from the vestibule.
- An employee is staffed at each transaction window and will ask the visitor for their license, scan the license using the visitor management system, and issue a visitor pass to be worn while on school grounds.
- The visitor will be escorted to their intended location or asked to wait in the lobby for an employee to meet them and walk them to their intended location.
- Visitors are instructed to sign out at the vestibule and exit through the main entrance.
- Vendors usually enter the building the same way as other visitors unless they are dropping off a delivery at a receiving entrance. Delivery drivers coordinate their arrival with custodial staff.

IV. Drills

- NYS Education Law §807, Fire and Emergency Drills, requires school districts to conduct twelve (12) drills from September through June. Drills include fire, lockdown, lockout, evacuation, and shelter-in-place.
- Eight (8) drills are required to be evacuation drills and four (4) must be lock-down drills. Eight (8) of those drills must be performed between September 1st and December 31st.
- An additional two (2) drills must be conducted during July and August if the school has a summer program. One (1) of these drills must be conducted during the first week of summer school.
- Each Building Principal is responsible for coordinating and conducting the required drills each school year.
- The Principal completes an Emergency Drill Log that states the drill date, time, and evacuation time. There are also lines for the dates of bus drills, early dismissal drill and lockdown drills.
- After all drills are complete, the Principal signs the log and forwards to the administration building.
- NYS Education Law §807-A, Fire Inspections, requires an annual fire inspection prior to the first day of December of every school year. The inspection report must be filed no later than December 16th of each year.
- NYSED CRR 156.3 Safety Regulations for School Bus Drivers, Monitors, Attendants and Pupils requires that school districts perform a minimum of three (3) bus drills on each school bus during the year. The first drill must be performed during the first week of school, the second in November or December, and the third in March or April.
- The Senior Account Clerk in the Business Office coordinates the bus drill schedule with the District’s busing vendors.
- The vendors complete a Drill Completion Form that lists the driver’s name, date, and time of drill. Forms are then signed by a school observer.
- Completed forms are sent back to the Senior Account Clerk.

V. Incident Reporting

- NYS Education Law §2802 Uniform Violent Incident Reporting System requires that school districts annually report to the Commissioner certain information concerning violent and disruptive incidents that occurred in the prior school year.
- Information that must be reported includes the type of offender and offense, location, and action taken.

Rocky Point Union Free School District
Narrative of the Safety and Security Cycle – Exhibit A
August 2023

- NYS Education Law Article 2 Dignity for All Students indicates the responsibilities of the District in regard to prevention of bullying and harassment of students. Districts are also required to prepare an annual report of bullying incidents to the Commissioner.
- The District submits the Report on School Safety and the Education Climate (“SSEC”) to the Commissioner. This report is comprised of two (2) sections: Violent and Disruptive Incidents Report (“VADIR”) and Dignity for All Students Act (“DASA”).
- Building principals are responsible for maintaining records of any incidents in their building.
- Each building also has a crisis team that would report any concerns relating to student behavior to the Principals or Administrators.
- Incidents may be reported to the Board of Education, at the discretion of the Superintendent of Schools.
- Students who are injured on District property and first sent to the nurse. The nurse fills out a student accident form and sends a copy to the Assistant Superintendent for Business.
- Incident Reports are completed for any other incident on District property. The form is sent to the Superintendent, Assistant Superintendent for Business and Director of Facilities who will determine the proper response.
- Facilities Department employees are responsible for checking the grounds of each building daily. Any hazards will be identified, documented, and reported, as necessary.
- Smaller or less significant issues will be addressed immediately by the Facilities staff while more complicated items are submitted via a work order or call to the Facilities Department.
- The District can communicate any hazards or issues to parents through an E-School alert. Important notices are also posted on the District’s website.



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

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Scott O'Brien
Superintendent of Schools

Christopher A. Van Cott
Assistant Superintendent for Business

November 14, 2023

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

To Whom It May Concern:

The Rocky Point Union Free School District hereby submits a Corrective Action Plan for a cycle audit on safety & security as conducted by Nawrocki Smith, LLC. As required under Section 170.12 of the Regulations of the Commissioner of Education, the corrective actions below are intended to ensure the District properly accounts for the findings contained in the report entitled Rocky Point Union Free School District, Report on the Internal Controls of the Safety & Security Cycle, August 2023.

The Rocky Point UFSD Board of Education has approved this Corrective Action Plan at their November 13, 2023 public meeting.

Auditor Recommendation #1:

We noted that the District-wide Safety Plan did not contain the following elements required by NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17:

- Procedures for contacting parents in the event of a violent incident or early dismissal
- Procedures for contacting parents in the event of an implied or direct threat of violence by a student against themselves
- Procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors
- Strategies to improve communication amount students and staff and reporting of potentially violent incidents
- Description of the hiring and training process of security guards

We recommend that the District review and update the District-wide Safety Plan to include the elements noted above to ensure the plan is in compliance with NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17.

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

The District has added language to address the recommendations above and the Board of Education has adopted a revised 2023-24 District-Wide Safety Plan. Revisions include:

- Procedures for contacting parents in the event of a violent incident or early dismissal
Added section entitled, “Parent Notification Protocols”. Parent notification protocols include the use of the District’s mass notification system, email distribution lists & telephone calls.
- Procedures for contacting parents in the event of an implied or direct threat of violence by a student against themselves
Added section entitled, “Parent Notification Protocols”. Parent notification protocols include the use of the District’s mass notification system, email distribution lists & telephone calls.
- Procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors
Each school building within the District employs an Instructional Support Team (IST) comprised of building administration, guidance, faculty and members of Pupil Personnel services; i.e. mental health staff. As part of the IST’s mission, the team reviews incidents of threatening behavior by students (current and former), parents, school employees, or other individuals. This team meets weekly to review cases and discuss potential interventions such as individual/group counseling and/or resources for the household. Relevant information is shared with faculty & staff as needed.
- Strategies to improve communication amount students and staff and reporting of potentially violent incidents
The District employs the “Report It” app, which is an anonymous reporting tool open to students & staff to submit reports of concerning behaviors. District has used this app for several years and promotes it throughout its school buildings. In addition, a variety of student programs aimed at improving the communication of reporting potentially violent incidents are embedded into the curriculum; i.e. Challenge Day (teaches acceptance & respect), grade-level assemblies on “see something, say something” and how to report issues, SCPD SRO assemblies (“stranger danger”), conflict resolution training and mentoring programs involving faculty & students.
- Description of the hiring and training process of security guards
Rocky Point UFSD security guards are required to complete an 8-hour recertification process annually. District ensure all guards complete training and posses a valid NYS school security guard license. Security guard hires are interviewed and evaluated by the Director of Facilities, Senior Guard and the District’s outsource security consultant, Covert Investigations. Preference is given to candidates with law enforcement backgrounds.

Effective 8/28/2023.

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

Auditor Recommendation #2:

We noted that the Building Safety Plans did not contain the following elements required by NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17:

- Procedures for coordination of the plan with the statewide plan for disaster mental health services
- Procedures for an annual review of the plan and conduct of drills to test components of the plan.

We recommend that the District review and update the Building Safety Plans to include the elements noted above to ensure the plan is in compliance with NYS Education Law §2801-a and NYSED Regulations of the Commissioner §155.17.

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

Each Building-Level Safety Plan was updated to include the below. All Plans were submitted to the SED Business Portal as required:

- Procedures for coordination of the plan with the statewide plan for disaster mental health services
The Rocky Point Union Free School District employs 5 school psychologists, 3 behavior specialists, 4 social workers 9 Registered Nurses and 10 guidance counselors. These District employees will assist in connecting families with the appropriate resources offered by NYS Office of Mental Health – Substance abuse and Mental Health Services Administration (SAMHSA). The NYS OMH offers mental health resources during an emergency including hotlines, mental health resources and psychological first aid education. Additionally, we have a partnership with North Shore Youth Council located in the Rocky Point Community. North Shore Youth Council provides comprehensive, evidence-based youth and family programs and services in child care, enrichment, prevention, education, counseling and recreation.
- Procedures for an annual review of the plan and conduct of drills to test components of the plan.
Training, Drills, and Exercises: the school has established policies and procedures for school safety training for employees and students. Training includes: the annual “early go home drill” to test evacuation and sheltering procedures, the school conducts fire drills throughout the course of the year in compliance with the SED schedule for the purpose of familiarizing employees and students with emergency procedures, & Building-level tabletop exercises. The school conducts drills and other exercises to test and evaluate the effectiveness of the emergency response plan. SROs are invited to these drills/exercises. The building principal will forward a list to the Superintendent of emergency drills and fire drills completed during the school year. Each principal will be required to complete a minimum number of student drills as follows: Fire & Emergency Drills; 12 Drills Annually - 8 conducted between September 1 and December 31, 8 of the drills to be evacuation drills, 4 of the drills to be lockdown drills. Drills to be conducted at different times during the school day. The school conducts tabletop exercises with the building-level safety teams to test the components of the emergency response plan. Topics for training may include general security and safety measures, intervention strategies with difficult or challenging students, building security awareness, and reporting requirements and procedures.

Effective 8/28/2023.

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

Auditor Recommendation #3:

We noted two hundred eighteen (218) badges were issued to inactive employees. In addition, we noted that seven (7) employees were issued two (2) badges.

We recommend that the District deactivate the badges for the individuals identified who are no longer active employees. In addition, we recommend that the District implement a procedure to review the badge access listing to ensure only active employees have active badges.

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

All inactive staff provided by auditors were removed from system. District is scheduled to re-badge all staff using updated proximity ID badges by 12/31/2023. This process will ensure only active staff members will be issued a Rocky Point UFSD ID. After this project is completed, going forward, the B&G Dept. will monitor BOE agendas monthly and will remove staff who separate from the District from the ID badge system.

Implementation: Removed inactive users as of 8/31/2023. New employee badges are expected to be issued by 12/31/2023.

Responsible Party: Christopher Van Cott, Assistant Superintendent for Business and Paul Martinez, Director of Facilities.

Thank you very much for the opportunity to identify revisions & enhancements to continue to improve the District's strong internal controls.

Very truly yours,

A handwritten signature in black ink, appearing to read 'C. Van Cott', written in a cursive style.

Christopher A. Van Cott
Assistant Superintendent for Business

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



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Dr. Scott O'Brien
Superintendent of Schools

Christopher A. Van Cott
Assistant Superintendent for Business

November 14, 2023

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

To Whom It May Concern:

The Rocky Point Union Free School District hereby submits a **Corrective Action Plan** in response to its **6/30/2023 Management Letter** as issued by R.S. Abrams & Co., LLP. The Rocky Point UFSD Board of Education has approved this Corrective Action Plan at their November 13, 2023 public meeting.

Auditor Finding - School Food Service Fund: Fund Balance

During our prior year audit, we noted that the fund balance in the school food service fund exceeded the three-month average expenditure level allowable by federal regulations 7CFR Part 210.14(b). We recommended the District continue evaluating the food service operations to reduce the fund balance to an allowable level.

District Corrective Action(s):

The District's four kitchens have older equipment in need of replacement which will be procured. Additionally, The District is planning to implement a new Point-of-Sale (POS) System with added student, parent and school staff features.

Responsible Parties:

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

Effective Date of Implementation:

The District will inventory cafeteria equipment and other kitchen items by December 1, 2023 to determine building-by-building needs. Purchase Orders will follow by January 2024. The POS project will begin Jan-2024.

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

Very truly yours,

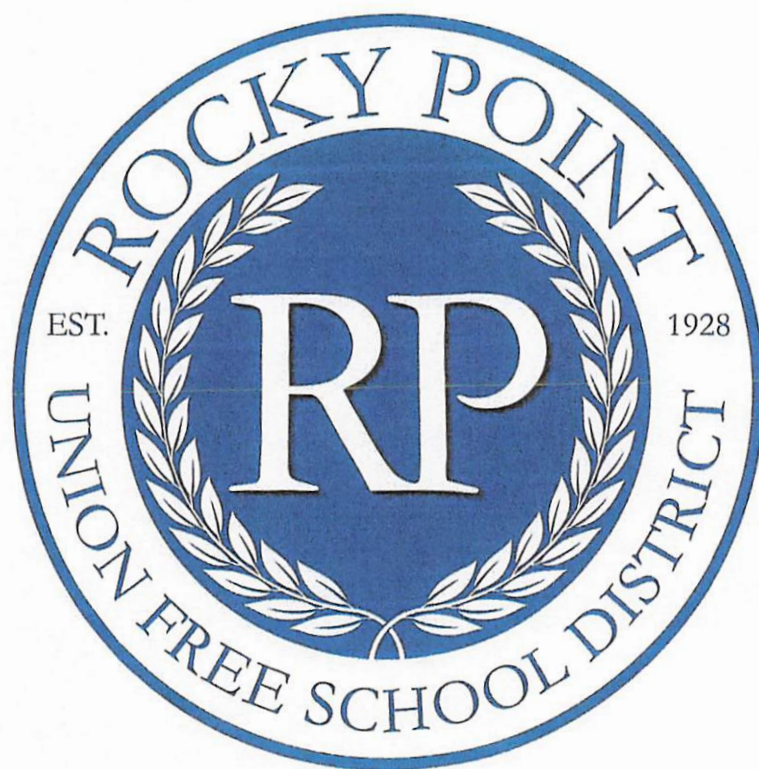
A handwritten signature in blue ink, appearing to read "C. Van Cott".

Christopher A. Van Cott
Assistant Superintendent for Business

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

RESERVE PLAN



UPDATED NOVEMBER 2023

Reserve for Workers Compensation: A814

- Creation* This reserve was created during the 1996-97 fiscal year.
- Use of Reserve* May be used to pay for worker's compensation claims related to medical expenses, administrative costs and/or related settlement agreements. The District is self-insured for worker's compensation: Excess Workers Comp policy = \$500k deductible; unlimited limit. Policy also includes Employer's Liability for \$1m. The Excess Employers Liability policy has a limit of \$490k per occurrence with a deductible of \$10k per occurrence (legal defense).
- Funding Level* Up to five times a 5-year rolling average of actual annual expenses is deemed adequate to sustain budgetary support when needed, provide protection for the deductibles denoted above, allowances for incurred but not reported (IBNR) claims and gives sufficient time to replenish this reserve fund. At this level, the target for this Reserve fund is \$1,239,698.
- Funding* Year-end operational fund balance (surplus revenues and/or appropriations).
- 6/30/2022 = \$1,905,036** **6/30/2023 = \$1,931,458**

Unemployment Insurance Reserve: A815

- Creation* This reserve was established during the 1996-97 fiscal year.
- Use of Reserve* District utilizes a benefit reimbursement method with NYS to cover unemployment claims. May be used to pay the costs associated with former employees who submit claims to the New York State Unemployment Insurance Fund.
- Funding Level* Up to five times a 5-year rolling average of actual billings will serve as the basis for this Reserve level. As of 6/30/2023, this level for this reserve is \$125,650.
- Funding* Year-end operational fund balance (surplus revenues and/or appropriations).
- 6/30/2022 = \$460,514** **6/30/2023 = \$449,254**

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

- Creation* These reserves were established during the 2002-03 fiscal year.
- Use of Reserve* Can be used to fund property loss and liability claims incurred.
- Funding Level* Up to \$100k per each Loss Reserve may be reserved.
- Funding* Year-end operational fund balance (surplus revenues and/or appropriations).
- 6/30/2022 = \$72,424** **6/30/2023 = \$73,428**

Capital Reserve: A878 & A878.1

- Creation* Reserve was established by the community in May 2009 and amended in May 2013. Reserve A878 expired 5/2023; remaining unexpended funds to be available for capital needs via voter approval. In May 2023, voters approved a new 10-year, \$10MM Capital Reserve (A878.1).
- Use of Reserve* To fund the cost of any object or purpose for which bonds may be issued; i.e. construction projects and/or major equipment purchases.
- Funding Level* Maximum limit of \$10,000,000 for A 878.1. Accumulation of funds into this reserve must cease at the earlier of: \$10M of transfers into fund from year-end surplus or 10 years.
- Funding* Voter approval is required to establish and fund this reserve. In accordance with the approved proposition, this reserve is funded entirely from excess fund balance.

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

6/30/2023 = \$ 4,190,861

Unassigned Fund Balance: A909

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

6/30/2022 = 3,520,737

6/30/2023 = 3,759,429

Assigned Fund Balance: A910 - Appropriated for Subsequent Years

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

6/30/2022 Use of Funds = \$2,050,473

6/30/2023 Use of Funds = \$2,031,198

Debt Service Fund: V909

Use Remaining (unspent) bond proceeds are required to be transferred into this reserve fund and utilized to partially reduce net principal & interest costs until this balance is fully exhausted.

Other Accounted for in the Debt Service Fund (V909), not the General Fund.

6/30/2022 = \$94,655

6/30/2023 = \$110,234

Rocky Point UFSD: Use of Reserves in Budget Development

In challenging fiscal times of restricted tax revenue & state aid fluctuations, reserve funds have helped the District keep student programs intact and tax levies in compliance with New York State's Property Tax Cap. The District strives to maintain its strong S&P Bond Rating of AA and its good standing within the New York State Comptroller's Fiscal Stress monitoring system.

Summary:

Reserves currently **available** for future budget development and projected timeline of availability:

- Unemployment: Appropriating from this reserve should cease when balance reaches targeted amount. At existing reserve levels, the District can continue to draw down from this balance in equal amounts of \$20k/year for at least the next five fiscal years.
- EBALR: The District's current liability for compensated absences as reflected in the 2022-23 audited financial statements= \$5,205,000. The EBALR is presently lower than this amount; however, the District plans to maintain at least 50% of the total liability reserved which would equal \$2,602,500. The availability of this reserve in the budgeting process is anticipated to be \$200k/year for at least for the next four fiscal years.
- Debt Service: General Municipal Law requires unused bond proceeds to be used to pay down Principal & Interest costs associated with an approved borrowing until its balance is exhausted. The District does maintain a debt service reserve with an available balance to be used evenly in the budget process for at least the next four fiscal years.
- TRS Sub-Fund: Newly established reserve. Although not at full level, over the next two to three fiscal years, TRS liability is anticipated to increase due to pandemic-impacted economy. Will revisit use of this reserve as necessary.
- Worker's Compensation: Current reserve amount is above desired level. The availability of this reserve in the budgeting process is anticipated to be \$200k/year for at least for the next two fiscal years.
- ERS: Although not at targeted level, use of this reserve may be revisited as necessary due to its larger account balance.

Reserves currently **unavailable, or not ideal**, in future budget development and the related reason(s):

- Property Loss & Liability Reserve: Funds in this reserve would be appropriated during a fiscal year (rather than a planned budgeted funding source) to partially offset incurred claims and/or losses.
- Capital Reserve: Funds in this reserve cannot be appropriated directly towards tax relief.

Rocky Point UFSD: Overall Funding Strategy & Fiscal Goals

Not listed in priority order.

Board of Education reaffirms reserve funds annually; see enclosed resolution.

- Reach and maintain Unassigned Fund Balance at recommended level of 4% of subsequent year's budget.
Achieved and maintained.
- Establish & fund TRS Sub-Fund.
Created during the 2018-19 fiscal year and funded in accordance with regulations. If surplus funds allow, District will continue to fund until desired level is achieved. Presently, District is current with allowable level.
- Up to five times a 5-year rolling average of annual ERS expense in ERS Reserve Fund.
As of 6/30/2023, current level is below target at four years of ERS liability achieved.
- Maintain Workers Compensation Reserve to equal up to five times a 5-year rolling average of actual claims paid as reported by District's third-party administrator. District is self-insured.
As of 6/30/2023, District is above targeted amount and plans to appropriate from this reserve each budget cycle until target is achieved.
- Align and maintain Unemployment Insurance Reserve to equal up to five times a 5-year rolling average of actual unemployment claim expense.
As of 6/30/2023, District is above targeted amount and plans to appropriate from this reserve each budget cycle until target is achieved.
- Maintain at least 50% of compensated absence liability in the EBAL Reserve. Can be used to fund future contractual separation agreements (and retirement incentives) without negatively impacting the General Fund.
As of 6/30/2023, District is above targeted amount and plans to appropriate from this reserve each budget cycle until target is achieved. Reserve may be used to fund separation payouts and/or retirement incentives {which are tied to employee sick days}.
- Manage Capital Reserve Fund to reduce the need to issue debt for the potential purchase of capital items such as construction initiatives and equipment.
Voters established a new \$10 million/10 year Capital Reserve in May 2023. Expired Capital Reserve is available to expend with voter approval.
- Maintain a stable level of Assigned Fund Balance (AFB) to help avoid tax levy spikes.
Approx. \$2m per year to be allocated; comes from monitoring the District's budget with a multiyear outlook.

Reserves, Assigned, Unassigned Fund Balance as of 6/30/2023

	Actual 2022-23
Actual General Fund Revenues Received (per Audited Financial Statements)	\$86,875,247
Actual General Fund Expenditures (per Audited Financial Statements)	\$85,452,172
<u>General Fund Reserves:</u>	
Encumbrances	\$859,483
Non-Spendable	\$60,000
Unemployment	\$449,255
Employees Retirement System	\$4,054,504
Teachers Retirement System Sub Reserve	\$3,305,348
Insurance & Property Loss	\$73,428
Employees Benefit Accrued Liability	\$3,924,694
Capital Reserve	\$4,190,861
Workers Compensation	\$1,931,458
Assigned Fund Balance	\$2,031,198
Unassigned Fund Balance	\$3,759,429
Total Assigned & Unassigned FB as % of Gross Expenditures	6.78%
	STANDARD & POOR'S
Total Fund Balance (Reserved, Assigned & Unassigned)	\$24,639,658
	MOODY'S INVESTORS SERVICE
Fund Balance as % of Actual Revenues	28.36%

Fund Balance Rationale

The Rocky Point UFSD has developed guiding principles for its overall level of fund balance to ensure the current AA Bond rating is maintained. To do so, the District reviewed data obtained from credit rating agencies and compared fund balance levels to other districts with similar ratings. The District's current Standards & Poors (S&P) rating is AA and reflects a "High Quality Investment". The amount of fund balance maintained by a school district is a large component of how rating agencies determine bond ratings.

The charts below reflect rating agency categories with Rocky Point-specific data and bond ratings for area School Districts.

<u>Area School District:</u>	<u>Bond Ratings:</u>	<u>Agency:</u>	<u>Rating Investment Grade:</u>
Comsewogue	Aa2	Moody's	High Quality Investment Grade
Miller Place	Aa2	Moody's	High Quality Investment Grade
Mount Sinai	AA	S&P	High Quality Investment Grade
Port Jefferson	Aa2	Moody's	High Quality Investment Grade
Shoreham-Wading River	AA	S&P	High Quality Investment Grade

Rocky Point UFSD						
			Moody's	S&P	As of 6/30/2023	
			Avg. Median	Avg. Median	Moody's	S&P
S&P	Moody's	Rating	Fund Bal *	Fund Bal **	Fund Bal %	Fund Bal %
AAA	Aaa	Highest Rating Investment Grade	34.30%	12.40%		
AA+	Aa1	High Quality Investment Grade	29.70%	8.00%	28.36%	6.78%
AA	Aa2					
AA-	Aa3					
A+	A1	Upper Medium Quality Investment Grade	23.50%	7.90%		
A	2					
A-	A3					
BBB+	Baa1	Medium Quality Investment Grade	14.40%	Unknown		
BBB	Baa2					
BBB-	Baa3					
BB+	Ba1	Speculative Elements Below Investment Grade	0.00%	Unknown		
BB	Ba2					
BB-	Ba3					
B+	B1	Below Investment Grade	0.00%	Unknown		
B	B2					
B-	B3					
CCC+	Caa1	Danger of/in Default Below Investment Grade	0.00%	Unknown		
CCC	Caa2					
CCC-	Caa3					

Sources: June 2023 Moody's & March 2023 S&P



* *Fund Balance as % to Actual Revenues*
Reserves + Assigned + Unassigned / Revenues

** *Fund Balance as % to Actual Expenditures*
Assigned + Unassigned / Expenditures

The above reflects a "crosswalk" between ratings issued by two major rating agencies; Moody's & S&P. The District's Reserve Plan is designed to maintain its strong credit rating of AA (S&P). In order to do so, certain levels of fund balance should be maintained. It is also important to maintain higher levels of fund balance in Rocky Point UFSD due to the district's heavy reliance on state aid; if/when state aid is minimized and/or reduced, the District will have reserve funds to support operations and cash flow.

Conclusion:

The Fund Balance Ratios for the Rocky Point UFSD of 28.36% and 6.78% using metrics from both Moodys' and S&P respectively are in line with targeted percentages. Overall district fund balance will be monitored with the goal of maintaining an AA bond rating.

Attachments:

- Board of Education Resolution to Reaffirm Reserve Funds
- 5-Year Rolling Average Backup for Specified Reserve Fund levels
- Historical Analysis of Year-End Fund Balances and Distribution – *10 year Look Back*
- Reserve Fund Accounting Transactions

- **Board of Education Resolution to Reaffirm Reserve Funds**

**MINUTES
ROCKY POINT PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING
June 12, 2023**

Mr. Lisa called the meeting to order at 5:32 p.m. in the auditorium of Rocky Point High School.

Present: Jessica Ward, President (arriving at 5:45 p.m.)
 Michael Lisa, Vice President
 Susan Sullivan, Trustee
 Erin Walsh, Trustee
 Scott O'Brien, Ed.D., Superintendent of Schools
 Susann Crossan, Assistant Superintendent
 Christopher Van Cott, Assistant Superintendent for Business
 Kelly White, District Clerk

Absent: Edward Casswell, Trustee

XXXIV REAFFIRM RESERVE ACCOUNTS & TRANSFER

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

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby reaffirms the District's existing Reserve Funds and approves the potential transfer(s) of 2022-2023 operational fund balance into said Reserve Funds. Balances retained within each District Reserve Fund shall be based on the following:

BE IT RESOLVED, an amount up to five times the five-year rolling average of expenses for Workers' Compensation, Unemployment claims and Employers Retirement System (ERS) billings may be reserved in the Workers' Compensation, Unemployment and ERS Reserve funds respectfully; a not-to-exceed amount of \$100,000 may be reserved within each the Property Loss and Liability Loss Reserve funds; an amount to maintain at least 50% of the District's compensated absences liability may be reserved in the Employee Benefit Accrued Liability Reserve; an amount not-to-exceed the statutory limit for the Teachers Retirement System (TRS) Sub-Reserve fund may be reserved; and the District's Capital Reserve may be funded in accordance with the 2023 voter approved referendum.

BE IT FURTHER RESOLVED, the District's Reserve Plan will be updated in accordance with this resolution.

All in favor – Motion carried 4-0

- **5-Year Rolling Average Backup for Specified Reserve Fund levels**

Account	Description	5X	5-Yr Avg.	2022-23	2021-22	2020-21	2019-20	2018-19
				Actual	Actual	Actual	Actual	Actual
A 9010.801-95-4000	NYS EMPLOYEES RETIREMENT	4,888,709	977,742	834,932	999,514	1,065,561	1,003,375	985,327
A 9040.805-95-4000	WORKERS COMPENSATION	1,239,698	247,940	171,364	141,775	184,928	454,037	287,593
A 9050.807-95-4000	UNEMPLOYMENT INSURANCE	125,650	25,130	17,647	5,629	60,389	17,698	24,287

• 5-Year Rolling Average Backup for Specified Reserve Fund levels

Net Distribution of Surplus (Operational Fund Balance)*

Fiscal Yr	Revenues	Expenses	Surplus	Unassigned	Assigned	Unemploy	ERS	TRS	W/C	Other	EBAL	Capital	Total
2013-14	772,577	1,431,101	2,203,678	-432,812	2,600,000	1,428	20,413	0	1,967	248	10,638	1,796	2,203,678
2014-15	1,439,932	2,401,341	3,841,273	604,827	1,465,650	13,071	14,723	0	1,695,448	194	45,956	1,404	3,841,273
2015-16	1,282,534	4,442,135	5,724,669	82,467	1,931,759	53,161	56,464	0	3,982	212	128,450	3,468,174	5,724,669
2016-17	1,035,885	3,050,923	4,086,808	106,508	2,105,309	44,270	103,854	0	1,003,098	219	714,851	8,699	4,086,808
2017-18	-41,300	3,191,552	3,150,252	113,697	2,183,000	26,683	23,091	0	240,592	370	139,951	422,868	3,150,252
2018-19	165,797	3,400,964	3,566,761	24,587	2,474,613	29,065	83,681	4,008	322,797	716	325,096	302,199	3,566,761
2019-20	-53,946	5,499,262	5,445,316	592,544	2,577,971	34,752	14,215	654,676	152,471	551	210,032	1,208,103	5,445,316
2020-21	1,082,462	6,387,328	7,469,790	-634,575	2,079,419	487	2,002,932	657,170	916,255	113	4,350	2,443,639	7,469,790
2021-22	634,723	4,353,408	4,988,131	93,080	2,050,473	44,496	84,998	676,253	58,738	20	103,254	1,876,819	4,988,131
2022-23	1,606,703	2,287,332	3,894,035	238,692	2,031,198	8,740	62,304	713,241	26,422	1,004	56,425	756,009	3,894,035

*Includes interest earnings, appropriations from, additions to, misc adj.

Please note: 2019/20 - 2021/22 were fiscal years during COVID-19 pandemic. As such, conservative in estimating revenues & expenses resulting in higher than usual year-end operational surplus.

Uses of Reserves & Fund Balance

Fiscal Yr	Unassigned	Assigned	Unemploy	ERS	TRS	W/C	Other	EBAL	Capital	Total
2013-14	0	2,600,000	-50,000	-84,000	0	0	0	-200,000	0	2,266,000
2014-15	0	1,465,650	-25,000	-683,195	0	-75,000	0	-200,000	0	482,455
2015-16	0	1,931,759	-75,000	-1,099,265	0	-460,000	0	-250,000	0	47,494
2016-17	0	2,105,309	-50,000	-982,997	0	-500,000	0	-250,000	0	322,312
2017-18	0	2,183,000	-50,000	-982,997	0	-600,000	0	-250,000	-3,385,965	-3,085,962
2018-19	0	2,474,613	-50,000	-1,645,009	600,000	-600,000	0	-583,000	0	196,604
2019-20	0	2,577,971	-50,000	-885,724	0	-600,000	0	-450,000	0	592,247
2020-21	0	2,079,419	-50,000	0	0	-300,000	0	0	-734,074	995,345
2021-22	0	2,050,473	-50,000	-400,000	0	-200,000	-36,302	-200,000	-2,950,000	-1,785,829
2022-23	0	2,031,198	-20,000	-500,000	0	0	0	-200,000	0	1,311,198

Total Reserve Balances as of 6/30/2023

Fiscal Yr	Unassigned	Assigned	Unemploy	ERS	TRS	W/C	Other	EBAL	Capital	Total w/o FB
2013-14	2,537,652	2,600,000	614,529	8,787,429	0	846,655	106,331	4,579,329	772,986	15,707,259
2014-15	3,142,479	1,465,650	602,600	8,118,957	0	2,467,103	106,525	4,425,285	774,390	16,494,860
2015-16	3,224,946	1,931,759	580,761	7,076,156	0	2,011,085	106,737	4,303,735	4,242,564	18,321,038
2016-17	3,331,454	2,105,309	575,031	6,197,013	0	2,514,183	106,956	4,768,586	4,251,263	18,413,032
2017-18	3,445,151	2,183,000	551,714	5,237,107	0	2,154,775	107,326	4,658,537	1,288,166	13,997,625
2018-19	3,469,738	2,474,613	530,779	3,675,779	604,008	1,877,572	108,042	4,400,633	1,590,365	12,787,177
2019-20	4,062,282	2,577,971	515,531	2,804,270	1,258,684	1,430,043	108,593	4,160,665	2,798,468	13,076,254
2020-21	3,427,709	2,079,419	466,018	4,807,202	1,915,854	2,046,298	108,706	4,165,015	4,508,033	18,017,126
2021-22	3,520,737	2,050,473	460,514	4,492,200	2,592,107	1,905,036	72,424	4,068,269	3,434,852	17,025,402
2022-23	3,759,429	2,031,198	449,254	4,054,504	3,305,348	1,931,458	73,428	3,924,694	4,190,861	17,929,547

Proof to main tab
2022-23

3,759,429	2,031,198	449,254	4,054,504	3,305,348	1,931,458	73,428	3,924,694	4,190,861	17,929,546
0	0	0	0	0	0	0	0	0	0.6

Reserve Fund Accounting Transactions

Activity	Fiscal Yr	ERS	TRS	EBALR	Workers			Total Used in Budget	N/A for Tax	N/A for Tax	N/A for Tax	N/A for Tax	Not Incl	Not a Reserve	Not a Reserve	Totals	
					Comp	Unemply	Debt Svc		Reduction	Reduction	Reduction	Reduction	Encumbrances	Fund Assigned	Fund Unassigned		
								Prop. Loss	Liab. Loss	Cap Res 2013	Cap Res 2023	Totals	Fund Bal	Fund Bal			
Opening Balance	7/1/2013	8,851,016	-	4,768,690	844,692	663,101	309,390			53,042	53,042	771,190	-	16,314,163	2,600,000	2,537,651	
Budgeted Use	2013-14	(84,000)	-	(200,000)	-	(50,000)	-	(334,000)	-	-	-	-	-	(668,000)	2,600,000	2,537,651	
Interest Earned		20,413	-	10,638	1,967	1,428	4,098	124	124	1,796	-	-	-	40,588	-	-	
Return Unused Reserve		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ending Reserve		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Reserve Balance 2013-14		8,787,429	-	4,579,328	846,659	614,529	313,488	53,166	53,166	772,986	-	15,686,751	2,600,000	2,537,651	15,707,263		
Budgeted Use	2014-15	(683,195)	-	(200,000)	(75,000)	(25,000)	-	(983,195)	-	-	-	-	-	(1,966,390)	1,465,650	2,884,400	
Interest Earned		14,723	-	7,956	1,402	1,071	1,218	97	97	1,404	-	-	-	27,968	-	-	
Return Unused Reserve		-	-	38,000	-	-	-	-	-	-	-	-	-	38,000	-	-	
Ending Reserve		-	-	-	1,634,046	12,000	-	-	-	-	-	-	-	1,646,046	-	-	
Reserve Balance 2014-15		8,118,957	-	4,425,284	2,407,107	602,600	314,706	53,263	53,263	774,390	-	15,432,375	1,465,650	2,884,400	16,434,864		
Budgeted Use	2015-16	(1,099,265)	-	(250,000)	(400,000)	(75,000)	(100,000)	(1,924,265)	-	-	-	-	-	(3,848,530)	1,931,759	3,224,946	
Interest Earned		14,010	-	8,521	3,982	1,150	1,218	106	106	1,537	-	-	-	30,630	-	-	
Return Unused Reserve		42,454	-	-	-	52,011	-	-	-	-	-	-	-	94,465	-	-	
Ending Reserve		-	-	119,929	-	-	-	-	-	3,466,639	-	-	-	3,586,568	-	-	
Reserve Balance 2015-16		7,076,156	-	4,303,734	2,011,089	580,761	215,924	53,369	53,369	4,242,566	-	15,295,508	1,931,759	3,224,946	18,321,044		
Budgeted Use	2016-17	(982,997)	-	(250,000)	(500,000)	(50,000)	(100,000)	(1,882,997)	-	-	-	-	-	(3,765,994)	2,105,309	3,331,454	
Interest Earned		12,672	-	8,618	3,098	1,187	6,877	109	109	8,699	-	-	-	41,369	-	-	
Return Unused Reserve		91,182	-	149,560	-	43,083	-	-	-	-	-	-	-	283,825	-	-	
Ending Reserve		-	-	556,673	1,000,000	-	-	-	-	-	-	-	-	1,556,673	-	-	
Reserve Balance 2016-17		6,197,013	-	4,768,585	2,514,187	575,031	122,801	53,478	53,478	4,251,265	-	13,411,381	2,105,309	3,331,454	18,413,037		
Budgeted Use	2017-18	(982,997)	-	(250,000)	(600,000)	(50,000)	(100,000)	(1,982,997)	-	-	(3,385,965)	-	-	(7,351,959)	2,183,000	3,445,151	
Interest Earned		18,050	-	15,643	6,627	1,818	23,391	185	185	2,996	-	-	-	68,895	-	-	
Return Unused Reserve		5,041	-	124,308	233,965	24,865	-	-	-	-	-	-	-	388,179	-	-	
Ending Reserve		-	-	-	-	-	-	-	-	419,873	-	-	-	419,873	-	-	
Reserve Balance 2017-18		5,237,107	-	4,658,536	2,154,779	551,714	46,192	53,663	53,663	1,288,169	-	6,936,369	2,183,000	3,445,151	13,997,631		
Budgeted Use	2018-19	(1,045,009)	-	(583,000)	-	(50,000)	(22,801)	(1,700,810)	-	-	-	-	-	(3,401,620)	2,474,613	3,469,738	
Interest Earned		59,682	4,009	27,229	10,387	3,352	34,632	358	358	8,606	-	-	-	148,613	-	-	
Return Unused Reserve		23,999	-	297,867	312,407	25,713	-	-	-	293,593	-	-	-	953,579	-	-	
Service Transfer		(600,000)	-	-	-	-	81,902	-	-	-	-	-	-	(518,098)	-	-	
Ending Reserve		-	600,000	-	(600,000)	-	-	-	-	-	-	-	-	-	-	-	
Reserve Balance 2018-19		3,675,779	604,009	4,400,632	1,877,573	530,779	139,924	54,021	54,021	1,590,368	-	4,118,842	2,474,613	3,469,738	12,787,181		
Budgeted Use	2019-20	(885,724)	-	(450,000)	(600,000)	(50,000)	(23,000)	(2,008,724)	-	-	-	-	-	(4,017,448)	2,577,971	4,062,282	
Interest Earned		14,215	3,077	20,128	6,509	2,450	22,524	275	275	8,103	-	-	-	77,556	-	-	
Return Unused Reserve		-	-	189,905	145,962	32,302	-	-	-	-	-	-	-	368,169	-	-	
Service Transfer		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ending Reserve		-	651,598	-	-	-	-	-	-	1,200,000	-	-	-	1,851,598	-	-	
Reserve Balance 2019-20		2,804,270	1,258,684	4,160,665	1,430,044	515,531	139,448	54,296	54,296	2,798,471	-	2,398,716	2,577,971	4,062,282	13,076,256		
Budgeted Use	2020-21	-	-	-	(300,000)	(50,000)	(23,000)	(373,000)	-	-	(734,077)	-	-	(1,480,077)	2,079,419	3,427,709	
Interest Earned		2,932	1,316	4,350	1,182	487	1,072	57	57	2,156	-	-	-	13,609	-	-	
Return Unused Reserve		-	-	-	115,072	-	-	-	-	-	-	-	-	115,072	-	-	
Service Transfer		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ending Reserve		2,000,000	655,854	-	800,000	-	-	-	-	2,441,481	-	-	-	5,897,335	-	-	
Reserve Balance 2020-21		4,807,202	1,915,854	4,165,015	2,046,298	466,018	117,520	54,353	54,353	4,508,031	-	6,944,656	2,079,419	3,427,709	18,017,124		

Reserve Fund Accounting Transactions

Activity	Fiscal Yr	ERS	TRS	EBALR	Workers			Total Used in Budget	N/A for Tax Reduction	N/A for Tax Reduction	N/A for Tax Reduction	N/A for Tax Reduction	Not Incl Encumbrances	Not a Reserve Fund Assigned Fund Bal	Not a Reserve Fund Unassigned Fund Bal	Totals
					Comp	Unemply	Debt Svc									
udgeted Use	2021-22	(400,000)	-	(200,000)	(200,000)	(50,000)	(23,000)	(873,000)	-	-	(2,950,000)	-	(4,696,000)	2,050,473	3,520,737	
terest Earned		1,186	517	1,095	513	125	135		8	12	582	-	4,173	-	-	
eturn Unused Reserve		-	-	102,159	58,225	44,371	-		-	-	154,232	-	358,987	-	-	
ervice Transfer		-	-	-	-	-	-		(24,873)	(11,429)	-	-	(36,302)	-	-	
nded Reserve		83,812	675,736	-	-	-	-		-	-	1,722,007	-	2,481,555	-	-	
Reserve Balance 2021-22		4,492,200	2,592,107	4,068,269	1,905,036	460,514	94,655	N/A	29,488	42,936	3,434,852	-	5,057,068	2,050,473	3,520,737	17,025,401
udgeted Use	2022-23	(500,000)	-	(200,000)	-	(20,000)	(23,000)	(743,000)	-	-	-	-	(1,486,000)	2,031,198	3,759,429	
terest Earned		62,304	35,951	56,425	26,422	6,387	38,579		409	595	47,639	-	-	-	-	
eturn Unused Reserve		-	-	-	-	-	-		-	-	-	-	-	-	-	
ervice Transfer		-	-	-	-	-	-		-	-	-	-	-	-	-	
nded Reserve		-	677,290	-	-	-	-		-	-	-	708,370	-	-	-	
Reserve Balance 2022-23		4,054,504	3,305,348	3,924,694	1,931,458	449,254	110,234	N/A	29,897	43,531	3,482,491	708,370	3,571,068	2,031,198	3,759,429	17,221,176
udgeted Use	2022-23	(272,000)	-	(200,000)	(200,000)	(20,000)	(23,000)	(715,000)	-	-	-	-	(1,430,000)	-	-	
terest Earned		-	-	-	-	-	-		-	-	-	-	-	-	-	
eturn Unused Reserve		-	-	-	-	-	-		-	-	-	-	-	-	-	
ervice Transfer		-	-	-	-	-	-		-	-	-	-	-	-	-	
nded Reserve		-	-	-	-	-	-		-	-	-	-	-	-	-	
Projected Reserve Balance 2023-24		3,782,504	3,305,348	3,724,694	1,731,458	429,254	87,234	N/A	29,897	43,531	3,482,491	708,370	2,141,068	-	-	16,529,176
Target amounts as reflected in Reserve Plan		4,888,709	3,378,682	2,602,500	1,239,698	125,650	-	N/A	29,488	42,936	3,482,491	10,000,000	N/A	N/A	N/A	
<i>above or below targeted levels</i>		<i>Below Target</i>	<i>Below Target</i>	<i>Above Target</i>	<i>Above Target</i>	<i>Above Target</i>	<i>Must be used to offset Bond P&I</i>		<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
udgeted Use Historical Graph		ERS	TRS	EBALR	Work Comp	Unemply	Debt Svc				Cap Res 2013 Trans in	Cap Res 2023 Trans in	Approp FB	4% Reserve		
uture Projections	2014-15	683,195	-	200,000	75,000	25,000	-		<i>in 6/2013</i>		750,000	-	1,465,650	2,884,400		
	2015-16	1,099,265	-	250,000	400,000	75,000	100,000				3,466,639	-	1,931,759	3,224,946		
	2016-17	982,997	-	250,000	500,000	50,000	100,000				-	-	2,105,309	3,331,454		
	2017-18	982,997	-	250,000	600,000	50,000	100,000				419,873	-	2,183,000	3,445,151		
	2018-19	1,045,009	-	583,000	-	50,000	22,801				-	-	2,474,613	3,469,738		
	2019-20	885,724	-	450,000	600,000	50,000	23,000				1,200,000	-	2,577,971	4,062,282		
	2020-21	-	-	-	300,000	50,000	23,000				2,441,481	-	2,079,419	3,427,709		
	2021-22	400,000	-	200,000	200,000	50,000	23,000		<i>in 6/2023</i>		1,722,007	-	2,050,473	3,520,737		
	2022-23	500,000	-	200,000	-	20,000	23,000				-	708,370	2,031,198	3,759,429		
	2023-24	272,000	-	200,000	200,000	20,000	23,000				-	-	-	-		
	2024-25	-	-	200,000	200,000	20,000	23,000	443,000			-	-	-	-		
	2025-26	-	-	200,000	200,000	20,000	23,000	443,000			-	-	-	-		
	2026-27	-	-	200,000	-	20,000	23,000	243,000			-	-	-	-		
	2027-28	-	-	200,000	-	20,000	18,234	238,234			-	-	-	-		
	2028-29	-	-	-	-	20,000	-	20,000			-	-	-	-		
											Transferred in	10,000,000	708,370			
											MAX \$10m	10,000,000	10,000,000			
											Remaining Room	-	9,291,630	Expires 5/2033		
		(1,106,205)	(73,334)	322,194	91,760	203,604	(0)									
		<i>Below Target</i>	<i>Below Target</i>	<i>Above Target</i>	<i>Above Target</i>	<i>Above Target</i>	<i>Done</i>									

**Retention and
Disposition Schedule
for New York Local
Government Records
(LGS-01)**

2020

Revised 2022



New York State



***RETENTION AND DISPOSITION SCHEDULE
FOR NEW YORK
LOCAL GOVERNMENT RECORDS (LGS-1)***

Section 185.15, 8NYCRR (Appendix L)

FOR USE BY

**CITIES
TOWNS
VILLAGES
FIRE DISTRICTS
COUNTIES
SCHOOL DISTRICTS
BOARDS OF COOPERATIVE EDUCATIONAL SERVICES
TEACHER RESOURCE AND COMPUTER TRAINING CENTERS
COUNTY VOCATIONAL EDUCATION AND EXTENSION BOARDS
MISCELLANEOUS LOCAL GOVERNMENTS**

**The University of the State of New York
THE STATE EDUCATION DEPARTMENT
New York State Archives
2020, revised 2022**

THE UNIVERSITY OF THE STATE OF NEW YORK

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Community Relations

SUBJECT: ~~NON DISCRIMINATION AND ANTI HARASSMENT IN THE DISTRICT~~

~~—The Board is committed to providing an environment free from discrimination and harassment. Accordingly, the Board prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or other legally protected category. These actions and occurrences are prohibited regardless of whether they take place on District premises or at school sponsored events, programs, or activities held at other locations.~~

Prohibited Conduct

~~Determinations as to whether conduct or occurrences constitute discrimination or harassment for the purposes of this policy and its implementing administrative regulations or procedures will be made consistent with applicable law. These determinations may depend upon a number of factors, including but not limited to: the particular conduct or occurrence at issue, the ages of the parties involved, the context in which the conduct or occurrence takes place, the relationship of the parties to one another, the category or characteristic that is alleged to have been the basis for the action or occurrence, and other considerations as are necessary and consistent with law. The characterizations and examples below are intended to serve as a general guide for individuals in determining whether to file a complaint of discrimination or harassment, and should not be construed to add or limit the rights individuals and entities possess as a matter of law.~~

~~Discrimination is, generally, the practice of conferring or denying privileges on the basis of membership in a legally protected class. Discriminatory actions may include, but are not limited to: refusing to promote or hire an individual on the basis of his or her membership in a protected class; denying an individual access to facilities or educational benefits on the basis of his or her membership in a protected class, or impermissibly instituting policies or practices that disproportionately and adversely impact members of a protected class.~~

~~Harassment generally consists of subjecting an individual, on the basis of his or her membership in a protected class, to conduct and/or communications that are sufficiently severe, pervasive, or persistent as to have the purpose or effect of: creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities.~~

~~Harassment includes unwelcome verbal, written, or physical conduct which offends, denigrates, or belittles an individual because of his or her membership in a protected class. This conduct includes, but is not limited to: derogatory remarks, jokes, demeaning comments or behavior, slurs, mimicking, name calling, graffiti, innuendo, gestures, physical contact, stalking, threatening, bullying, extorting, or the display or circulation of written materials or pictures.~~

(Continued)

~~SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT~~
~~(Cont'd.)~~

~~Civil Rights Compliance Officer~~

~~— The District will designate one or more individuals to serve as Civil Rights Compliance Officer (CRCO). The CRCO will be responsible for coordinating the District's efforts to comply with and carry out its responsibilities regarding non-discrimination and anti-harassment, including investigations of complaints alleging discrimination, harassment, or the failure of the District to comply with its obligations under relevant non-discrimination and anti-harassment laws and regulations (e.g., the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973).~~

~~Prior to the beginning of each school year, the District will issue an appropriate public announcement or publication which advises students, parents or guardians, employees, and other relevant individuals of the District's established grievance procedures for resolving complaints of discrimination and harassment. Included in this announcement or publication will be the name, address, telephone number, and email address of the CRCO(s). The District's website will reflect current and complete contact information for the CRCO(s).~~

~~— The CRCO(s) for the District is/are published in the school calendar and available on the school website at www.rockypointschools.org.~~

~~Investigation of Complaints and Grievances~~

~~— The District will act to promptly, thoroughly, and equitably investigate all complaints, whether verbal or written, of discrimination and/or harassment based on any of the characteristics described above, and will promptly take appropriate action to protect individuals from further discrimination or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.~~

~~— It is essential that any individual who is aware of a possible occurrence of discrimination or harassment immediately report the occurrence. All reports will be directed or forwarded to the District's designated CRCO(s). These complaints are recommended to be in writing, although verbal complaints of discrimination or harassment will also be promptly investigated in accordance with applicable law and District policy and procedure. In the event the CRCO is the alleged offender, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity.~~

~~(Continued)~~

~~Community Relations~~

~~**SUBJECT: NON DISCRIMINATION AND ANTI HARASSMENT IN THE DISTRICT**~~
~~**(Cont'd.)**~~

~~— To the extent possible, all complaints will be treated as confidential. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials.~~

~~— If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.~~

~~**Knowingly Makes False Accusations**~~

~~— Any employee or student who knowingly makes false accusations against another individual as to allegations of discrimination or harassment will face appropriate disciplinary action.~~

~~**Prohibition of Retaliatory Behavior (Commonly Known as "Whistle Blower" Protection)**~~

~~— The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participated in the investigation of a complaint of discrimination and/or harassment. Complaints of retaliation may be directed to the CRCO. In the event the CRCO is the alleged offender, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity, or to the Superintendent.*~~

~~— Where appropriate, follow-up inquiries will be made to ensure that discrimination and/or harassment has not resumed and that those involved in the investigation have not suffered retaliation.~~

~~**Additional Provisions**~~

~~— Procedures or regulations will be developed for reporting, investigating, and remedying allegations of discrimination and/or harassment.~~

~~— In order to promote familiarity with issues pertaining to discrimination and harassment in the schools, and to help reduce incidents of prohibited conduct, the District will provide appropriate information and/or training to staff and students. As may be necessary, special training will be provided for individuals involved in the investigation of discrimination and/or harassment complaints.~~

~~— A copy of this policy and its accompanying procedures or regulations will be available upon request and will be posted and/or published in appropriate locations and/or school publications.~~

~~(Continued)~~

~~**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT**~~
~~**(Cont'd.)**~~

~~—This policy does not abrogate other District policies, procedures, regulations, or the District Code of Conduct prohibiting other forms of unlawful discrimination, harassment, or inappropriate behavior within this District. It is the intention of the District that all of these policies, procedures, regulations, and Code be read consistently to provide protection from unlawful discrimination and harassment. However, different treatment of any individual which has a legitimate, legal, and non-discriminatory reason is not a violation of District policy.~~

~~Age Discrimination in Employment Act, 29 USC § 621
Americans with Disabilities Act, 42 USC § 12101 *et seq.*
Section 504 of the Rehabilitation Act of 1973, 29 USC § 794 *et seq.*
Title VI of the Civil Rights Act of 1964, 42 USC § 2000d *et seq.*
Title VII of the Civil Rights Act of 1964, 42 USC § 2000e *et seq.*
Title IX of the Education Amendments of 1972, 20 USC § 1681 *et seq.*
Education Law § 2801(1)
Executive Law § 290 *et seq.*
October 26, 2010 OCR Dear Colleague Letter (Harassment and Bullying)
April 4, 2011 OCR Dear Colleague Letter (Sexual Violence)
April 24, 2015 OCR Dear Colleague Letter (Title IX Guidance)~~

~~NOTE: Refer also to Policies #6120 Equal Employment Opportunity
#6121 Sexual Harassment of District Personnel
#6122 Complaints and Grievances by Employees
#7550 Dignity for All Students
#7551 Sexual Harassment of Students
District Code of Conduct~~

SUBJECT: NON-
DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT

Overview

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. This policy addresses complaints of discrimination and/or harassment made under applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's *Code of Conduct*. It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

In accordance with applicable federal and state laws and regulations, the District does not discriminate on the basis of any legally protected class or category in its education programs and activities or when making employment decisions. Further, the District prohibits discrimination and harassment on school property and at school functions on the basis of any legally protected class or category including, but not limited to:

- a) Age;
- b) Race;
- c) Creed;
- d) Religion;
- e) Color;
- f) National origin;
- g) Citizenship or immigration status;
- h) Sexual orientation;
- i) Gender identity or expression;
- j) Military status;
- k) Sex;
- l) Disability;
- m) Predisposing genetic characteristics;

(Continued)

Community Relations

SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)

- n) Familial status;
- o) Marital status; and
- p) Status as a victim of domestic violence.

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

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)).

Scope and Application

This policy outlines the District's general approach to addressing complaints of discrimination and/or harassment. This policy applies to the dealings between or among the following parties on school property and at school functions:

- a) Students;
- b) Employees;
- c) Applicants for employment;
- d) Paid or unpaid interns;
- e) Anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace;
- f) Volunteers; and
- g) Visitors or other third parties.

Further, discrimination and/or harassment that occurs off school property and somewhere other than a school function can disrupt the District's educational and work environment. This conduct can occur in-person or through phone calls, texts, emails, or social media. Accordingly, conduct or incidents of discrimination and/or harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to discrimination and/or harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved, where the alleged discrimination and/or harassment occurred, and the basis of the alleged discrimination and/or harassment. These documents must be read in conjunction with this policy.

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

Definitions

For purposes of this policy, the following definitions apply:

- a) "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 any District elementary or secondary school, or in or on a school bus or District vehicle.
- b) "School function" means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.

What Constitutes Discrimination and Harassment

Determinations as to whether conduct or an incident constitutes discrimination and/or harassment will be made consistent with applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's *Code of Conduct*. These determinations may depend upon a number of factors, including, but not limited to: the particular conduct or incident at issue; the ages of the parties involved; the context in which the conduct or incident took place; the relationship of the parties to one another; the relationship of the parties to the District; and the protected class or characteristic that is alleged to have been the basis for the conduct or incident. The examples below are intended to serve as a general guide for individuals in determining what may constitute discrimination and/or harassment. These examples should not be construed to add or limit the rights that individuals and entities possess as a matter of law.

Generally stated, discrimination consists of the differential treatment of a person or group of people on the basis of their membership in a legally protected class. Discriminatory actions may include, but are not limited to: refusing to promote or hire an individual on the basis of their membership in a protected class; denying an individual access to facilities or educational benefits on the basis of their membership in a protected class; or impermissibly instituting policies or practices that disproportionately and adversely impact members of a protected class.

(Continued)

Community Relations

SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)

Generally stated, harassment consists of subjecting an individual, on the basis of their membership in a legally protected class, to unwelcome verbal, written, or physical conduct which may include, but is not limited to: derogatory remarks, signs, jokes, or pranks; demeaning comments or behavior; slurs; mimicking; name calling; graffiti; innuendo; gestures; physical contact; stalking; threatening; bullying; extorting; or the display or circulation of written materials or pictures.

This conduct may, among other things, have the purpose or effect of: subjecting the individual to inferior terms, conditions, or privileges of employment; creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities.

Under New York State Human Rights Law (NYSHRL), discrimination or harassment does not need to be severe or pervasive to be illegal. It can be any discriminatory or harassing behavior that rises above petty slights or trivial inconveniences. Every instance of discrimination or harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, NYSHRL specifies that whether discriminatory or harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics.

Civil Rights Compliance Officer

*The District has designated the following District employee(s) to serve as its CRCO(s):

Ms. Susann Crossan, Assistant Superintendent, 631-849-7568

Mr. Christopher VanCott, Assistant Superintendent for Business, 631-849-7564

Dr. Aaron Factor, Assistant Superintendent for Curriculum and Instruction, 631-849-7080

The CRCO(s) will coordinate the District's efforts to comply with its responsibilities under applicable non-discrimination and anti-harassment laws and regulations including, but not limited to: the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975.

Where appropriate, the CRCO(s) may seek the assistance of other District employees, such as the District's Title IX Coordinator(s) or Dignity Act Coordinator(s) (DAC(s)), or third parties in investigating, responding to, and remedying complaints of discrimination and/or harassment.

(Continued)

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

Reporting Allegations of Discrimination and/or Harassment

Anyone who experiences, witnesses, or becomes aware of potential instances of discrimination or harassment is encouraged to report the behavior to a supervisor, building principal, other administrator, or the CRCO. Individuals should not feel discouraged from reporting discrimination or harassment because they do not believe it is bad enough or conversely because they do not want to see someone punished for less severe behavior.

Reports of discrimination and/or harassment may be made verbally or in writing. A written complaint form is posted on the District's website if an individual would like to use it, but the complaint form is not required. Individuals who are reporting discrimination and/or harassment on behalf of another individual may use the complaint form and note that it is being submitted on another individual's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another individual is also acceptable.

Reports may be made to a CRCO in person, by using the contact information for a CRCO, or by any other means that results in a CRCO receiving the person's verbal or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for a CRCO.

Reports of discrimination and/or harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment must be immediately forwarded to the CRCO. Reports may also be forwarded to other District employees depending on the allegations.

Failure to immediately inform the CRCO may subject the employee to discipline up to and including termination.

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

In addition to complying with the reporting requirements in this policy, District employees must comply with any other applicable reporting requirements contained in District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*. Applicable documents include, but are not limited to, the District's policies, regulations, and procedures related to Title IX, sexual harassment in the workplace, and the Dignity for All Students Act (DASA).

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

Supervisory Responsibilities

Supervisors, building principals, other administrators, and the CRCOs are responsible for helping to maintain a discrimination and harassment-free educational and work environment.

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

Supervisors, building principals, and other administrators should not be passive and wait for an individual to make a claim of discrimination or harassment. If they observe such behavior, they must act.

Supervisors, building principals, and other administrators can be disciplined if they engage in discriminatory or harassing behavior themselves. Supervisors, building principals, and other administrators, can also be disciplined for failing to report suspected discrimination or harassment or allowing discrimination or harassment to continue after they know about it.

While supervisors, building principals, and other administrators have a responsibility to report discrimination and harassment, they must be mindful of the impact that discrimination and/or harassment and a subsequent investigation has on victims. Being identified as a possible victim of discrimination or harassment and questioned about discrimination or harassment can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors, building principals, and other administrators must accommodate the needs of individuals who have experienced discrimination or harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

Grievance Process for Complaints of Discrimination and/or Harassment

All complaints or information about discrimination or harassment will be investigated, whether that information was reported in verbal or written form. An investigation of any complaint, information, or knowledge of suspected discrimination or harassment will be prompt, thorough, equitable, and started and completed as soon as possible. Investigations will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All individuals involved, including those making a discrimination or harassment claim, witnesses, and alleged harassers deserve a fair and impartial investigation.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

The CRCO will generally oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

District employees may be required to cooperate as needed in an investigation of suspected discrimination or harassment. The District recognizes that participating in a discrimination or harassment investigation can be uncomfortable and has the potential to retraumatize an individual. Individuals receiving claims and leading investigations will handle complaints and questions with sensitivity toward participants.

Various District policies and documents address discrimination and harassment. All complaints will be handled in accordance with the applicable District policies and/or documents.

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

If an investigation reveals that discrimination and/or harassment based on a legally protected class has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable law and regulation, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's Code of Conduct.

Knowingly Makes False Accusations

Any employee or student who knowingly makes false accusations against another individual as to allegations of discrimination and/or harassment will face appropriate disciplinary action.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District prohibits all retaliation. Any individual that reports an incident of discrimination or harassment, provides information, or otherwise assists in any investigation of a discrimination or harassment complaint is protected from retaliation. No one should fear reporting discrimination or harassment if they believe it has occurred. Even if the alleged discrimination or harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of discrimination or harassment.

(Continued)

Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

Any District employee who retaliates against anyone involved in a discrimination or harassment investigation will face disciplinary action, up to and including termination.

Complaints of retaliation may be directed to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Where appropriate, follow-up inquiries will be made to ensure that the discrimination and/or harassment has not resumed and that those involved in the investigation have not suffered retaliation.

Confidentiality

To the extent possible, all complaints will be treated as confidential. Disclosure may be necessary in certain circumstances such as to complete a thorough investigation and/or notify law enforcement officials. All disclosures will be in accordance with law and regulation.

Training

In order to promote familiarity with issues pertaining to discrimination and harassment in the District, and to help reduce incidents of prohibited conduct, the District will provide appropriate information and/or training to employees and students. As may be necessary, special training will be provided for individuals involved in the handling of discrimination and/or harassment complaints.

Notification

Prior to the beginning of each school year, the District will issue an appropriate public announcement or publication which advises students, parents or legal guardians, employees, and other relevant individuals of the District's established grievance process for resolving complaints of discrimination and/or harassment. This announcement or publication will include the name, office address, telephone number, and email address of the CRCO(s). The District's website will reflect current and complete contact information for the CRCO(s).

A copy of this policy and its corresponding regulations and/or procedures will be available upon request and will be posted and/or published in appropriate locations and/or District publications.

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Community Relations

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)**

Additional Provisions

Regulations and/or procedures will be developed for reporting, investigating, and remedying allegations of discrimination and/or harassment.

8 USC Section 1324b

29 USC Section 206

42 USC Section 1981

Age Discrimination Act of 1975, 42 USC Section 6101 et seq.

Age Discrimination in Employment Act of 1967 (ADEA), 29 USC Section 621 et seq.

Americans with Disabilities Act (ADA), 42 USC Section 12101 et seq.

Equal Educational Opportunities Act of 1974, 20 USC Section 1701 et seq.

Genetic Information Non-Discrimination Act (GINA), 42 USC Section 2000ff et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC Section 790 et seq.

Title IV of the Civil Rights Act of 1964, 42 USC Section 2000c et seq.

Title VI of the Civil Rights Act of 1964, 42 USC Section 2000d et seq.

Title VII of the Civil Rights Act of 1964, 42 USC Section 2000e et seq.

Title IX of the Education Amendments Act of 1972, 20 USC Section 1681 et seq.

Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 USC Section 4301 et seq.

28 CFR Part 35

29 CFR Chapter I – National Labor Relations Board

29 CFR Chapter XIV – Equal Employment Opportunity Commission

34 CFR Parts 100, 104, 106, 110, and 270

45 CFR Part 86

Civil Rights Law Sections 40, 40-a, 40-c, 47-a, 47-b, and 48-a

Civil Service Law Sections 75-b and 115

Correction Law Section 752

Education Law Sections 10-18, 313, 313-a, 2801, 3201, and 3201-a

Labor Law Sections 194-a, 201-d, 201-g, 203-e, 206-c, 215, and 740

New York State Human Rights Law, Executive Law Section 290 et seq.

Military Law Sections 242, 243, and 318

8 NYCRR Section 100.2

9 NYCRR Section 466 et seq.

(Continued)

SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT
(Cont'd.)

NOTE: Refer also to Policies #3421 -- Title IX and Sex Discrimination
#6120 -- Equal Employment Opportunity
#6121 -- Sexual Harassment in the Workplace
#6122 -- Employee Grievances
#7550 -- Dignity for All Students
#7551 -- Sexual Harassment of Students
#8130 -- Equal Educational Opportunities
#8220 -- Career and Technical (Occupational) Education
District Code of Conduct

Adoption Date 3/23/09
Revision Date 10/22/18, 12/11/23
Review Date

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SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE**Overview**

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. ~~Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace. It is just one component of the District's overall commitment to a discrimination and harassment-free educational and work environment. This policy addresses sexual harassment and gender discrimination in the workplace. It is intended to inform covered individuals of: their right to work in an environment that is free from sexual harassment and discrimination; what sexual harassment and discrimination look like; how they can prevent and report sexual harassment and discrimination; how they are protected from retaliation after taking action; and the general process for investigating a claim of sexual harassment and discrimination that falls under this policy. This policy is just one component of the District's overall commitment to maintaining a harassment and discrimination-free educational and work environment.~~

Under New York State Human Rights Law (NYSHRL), it is illegal for an employer to discriminate based on age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence, or criminal history. These different identities impact an individual's perception and understanding of the world. For example, an individual's race, ability, or immigration status may impact their experience with gender discrimination in the workplace. While this policy is focused on sexual harassment and gender discrimination, the process for reporting and investigating discrimination based on other protected classes is generally the same. However, the exact process may vary depending on a number of factors including, but not limited to, who is involved. Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* detail the specific process for reporting and investigating discrimination based on other protected identities.

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

Sexual harassment is a form of workplace discrimination that subjects individuals to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Sexual harassment is often viewed simply as a form of gender-based discrimination, but the District recognizes that discrimination can be related to or affected by other identities beyond gender.

Discrimination of any kind, including sexual harassment, is unlawful, a violation of District policy, and may subject the District to liability for the harm experienced by targets of discrimination. All individuals are required to work in a manner designed to prevent sexual harassment and discrimination in the workplace.

Harassers may also be individually subject to liability and supervisors who fail to report or act on harassment may be liable for aiding and abetting sexual harassment and discrimination. Employees at every level who engage in harassment or discrimination, including supervisory personnel who engage

in harassment or discrimination or who allow such behavior to continue, will be subject to remedial and/or disciplinary action by the District.

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

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

Scope and Application

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

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace. These non-employees include persons commonly referred to as independent contractors, gig workers, and temporary workers. Also included are non-employees providing equipment repair, cleaning services, or any other service through a contract with the District.

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

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

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's *Code of Conduct* may address misconduct related to sexual harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved and where the alleged sexual harassment occurred. These documents must be read in conjunction with this policy.

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

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

What Constitutes Sexual Harassment

Sexual harassment is a form of ~~sexgender-based~~ discrimination ~~and that~~ is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender discrimination including gender role stereotyping and treating individuals differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression, and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

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Under NYSHRL, sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment does not need to be severe or pervasive to be illegal. It can be any harassing behavior that rises above petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, NYSHRL specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which a covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of District policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts.

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Sexual harassment includes any unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex, gender identity or expression (perceived or actual), or is of a sexual nature when:

- a) Such conduct has the purpose or effect of this behavior unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. The impacted, even if the reporting individual does not need to be the intended target of the sexual harassment;
- b) Such conduct is made either explicitly or implicitly a term or condition of employment Employment depends implicitly or explicitly on accepting such unwelcome behavior; or

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

- c) Decisions regarding an individual's employment are based on an individual's acceptance to or rejection of the behavior. These decisions can include what shifts and how many hours

an employee might work, project assignments, as well as salary and promotion decisions. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

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

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

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

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

There are two main types of sexual harassment:

- a) Hostile work environment which includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory, or discriminatory statements which an employee finds offensive or objectionable, causes an employee discomfort or humiliation, or interferes with the employee's job performance.
- b) Quid pro quo harassment which occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions, or privileges of employment.

Any covered individual who feels harassed is encouraged to report the behavior so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be discrimination and is covered by this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any covered individual who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

- a) Physical acts of a sexual nature, such as:
 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's/individual's body or poking another individual's/person's body; and

- 2. Rape, sexual battery, molestation or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy.
- b) Unwanted sexual advances or propositions, such as:
 - 1. ~~1.~~ Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits ~~or detriments; and~~

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

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- 2. Subtle or obvious pressure for unwelcome sexual activities.
- 3. Repeated requests for dates or romantic gestures, including gift-giving.
- c) Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, ~~or~~ sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.

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

- d) Sex stereotyping, which occurs when someone's conduct or personality traits are ~~considered inappropriate simply because they may not conform to~~ judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look.
 - 1. Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
 - 2. Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - 1. Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes

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such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;

2. This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.

f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, ~~and the status of being transgender or gender expression~~, such as:

1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;

2. Sabotaging an individual's work; and

~~3. 3.~~ Bullying, yelling, or name-calling.

4. Intentional misuse of an individual's preferred pronouns; or

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

5. Creating different expectations for individuals based on their perceived identities:

(a) Dress codes that place more emphasis on women's attire;

(b) Leaving parents/caregivers out of meetings.

Who Can be a Target of Sexual Harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. This policy applies to all instances of sexual harassment perpetrated against a "covered individual" by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student.

Sexual harassment does not happen in a vacuum and discrimination experienced by an individual can be impacted by biases and identities beyond an individual's gender. For example:

a) Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;

b) An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or

c) Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

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Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

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Where Can Sexual Harassment Occur?

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

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Sexual harassment can occur when covered individuals are working remotely. Any behaviors outlined above that leave a covered individual feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the covered individual is working remotely when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

Prohibition of Retaliatory Behavior (Commonly Known as Whistle-Blower Protection)

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

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

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

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

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

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

~~Retaliation is unlawful and is any action by an employer or supervisor that punishes an individual upon learning of a harassment claim, that seeks to discourage a covered individual from making a formal complaint or supporting a sexual harassment or discrimination claim, or that punishes those who have come forward. Adverse actions need not be job-related or occur in the workplace to constitute unlawful retaliation. For example, threats of physical violence outside of work hours or disparaging someone on social media would be covered as retaliation under this policy.~~

~~Examples of retaliation may include, but are not limited to:~~

- ~~a) Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;~~
- ~~b) Publicly releasing personnel files;~~
- ~~c) Refusing to provide a reference or providing an unwarranted negative reference;~~
- ~~d) Labeling an employee as "difficult" and excluding them from projects to avoid "drama";~~
- ~~e) Undermining an individual's immigration status; or~~
- ~~f) Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.~~

~~Retaliation is unlawful under federal, state, and (where applicable) local law. The NYSHRL protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:~~

- ~~a) Made a complaint of sexual harassment or discrimination, either internally or with any government agency;~~
- ~~b) Testified or assisted in a proceeding involving sexual harassment or discrimination under the NYSHRL or any other anti-discrimination law;~~

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

- c) Opposed sexual harassment or discrimination by making a verbal or informal complaint, or by simply informing a supervisor, building principal, other administrator, or the CRCO of suspected harassment;
- d) Reported that a covered individual has been sexually harassed or discriminated against; or
- e) Encouraged a covered individual to report harassment.

The District prohibits all retaliation. Any individual that reports an incident of sexual harassment or discrimination, provides information, or otherwise assists in any investigation of a sexual harassment or discrimination complaint is protected from retaliation. No one should fear reporting sexual harassment or discrimination if they believe it has occurred. Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of sexual harassment or discrimination.

Any District employee who retaliates against anyone involved in a sexual harassment or discrimination investigation will face disciplinary action, up to and including termination. All covered individuals who believe they have been subject to retaliation should inform a supervisor, building principal, other administrator, or the CRCO.

All employees and covered individuals who believe they have been a target of retaliation may also seek relief from government agencies, as explained in this policy.

Reporting Allegations of Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. ~~Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the CRCO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior. Anyone who experiences, witnesses, or becomes aware of potential instances of sexual harassment is encouraged to report the behavior to a supervisor, building principal, other administrator, or the CRCO. Covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough or conversely because they do not want to see someone fired over less severe behavior. Just as harassment can happen in different degrees, potential discipline for engaging in sexual harassment will depend on the degree of harassment and could include education counseling, suspension, or termination.~~

Reports of sexual harassment may be made ~~orally~~ verbally or in writing. A form for submission of a written complaint is posted on the District website, ~~and all covered persons are encouraged to use this complaint form if a covered individual would like to use it, but the complaint form is not required.~~ Persons/Individuals who are reporting sexual harassment on behalf of another ~~person/individual~~ person's/individual's should may use the complaint form and note that it is being submitted on another person's/individual's

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behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another individual is also acceptable.

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

Reports may be made to a CRCO in person, by using the contact information for a CRCO, or by any other means that results in a CRCO receiving the person's verbal or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for a CRCO.

Reports of sexual harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment must be immediately forwarded to the CRCO. Reports may also be forwarded to other District employees depending on the allegations.

District employees must comply with reporting requirements in any other applicable District policy or document.

Any person~~Covered individuals~~-who believes they have been a target of sexual harassment may ~~also at any time~~ seek assistance in other available forums, as explained in this policy.

Supervisory Responsibilities

Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors, building principals, other administrators, and the CRCOs have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing or discriminatory behavior, or for any reason suspect that sexual harassment or discrimination is occurring, are required to report ~~such the~~ suspected sexual harassment to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

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

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

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

~~Supervisors, building principals, and other administrators should not be passive and wait for a covered individual to make a claim of harassment. If they observe such behavior, they must act.~~

~~Supervisors, building principals, and other administrators can be disciplined if they engage in sexually harassing or discriminatory behavior themselves. Supervisors, building principals, and other administrators, can also be disciplined for failing to report suspected sexual harassment or allowing sexual harassment to continue after they know about it.~~

~~While supervisors, building principals, and other administrators have a responsibility to report harassment and discrimination, they must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about~~

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Personnel

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

~~harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors, building principals, and other administrators must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.~~

Bystander Intervention

~~Any individual witnessing harassment as a bystander is encouraged to report it. A supervisor, building principal, or other administrator that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.~~

- ~~a) A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;~~
- ~~b) A bystander who feels unsafe interrupting on their own can ask a third-party to help intervene in the harassment;~~

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- c) A bystander can record or take notes on the harassment incident to benefit a future investigation;
- d) A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and
- e) If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace.

Investigating Grievance Process for Complaints of Sexual Harassment in the Workplace

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

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

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

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

The CRCO will generally oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

District employees may be required to cooperate as needed in an investigation of suspected sexual harassment. The District recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize a covered individual. Individuals receiving claims and leading investigations will handle complaints and questions with sensitivity toward participants.

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While the process may vary from case to case, investigations should be done in accordance with the following steps. Upon receipt of a complaint, the CRCO:

Upon receipt of a complaint, the CRCO a) wWill conduct an immediate a prompt review of the allegations, assess the appropriate scope of the investigation, and take any interim actions (e.g., instructing the respondent to refrain from communications with the

~~complainant for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the individual(s) who reported the harassment), as appropriate.~~

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

- b) ~~A~~ Will investigate all complaints of sexual harassment ~~will be investigated~~ regardless of ~~the form in which these complaints are made~~ are reported and treat all complaints with equal priority. For ~~oral~~ verbal complaints, the individual will be encouraged to complete the complaint form, which is available on the District website, in writing. If ~~he or she refuses~~ the individual reporting prefers not to fill out the complaint form, a complaint form or equivalent documentation based on the ~~oral~~ verbal reporting will be prepared. The ~~complainant~~ individual reporting the harassment will be provided a copy of the completed complaint form.

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

- c) ~~If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them. Will take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails, or phone records that may be relevant to the investigation. The CRCO will consider and implement appropriate document request, review, and preservation measures, including for electronic communications.~~
- d) ~~Request and review all relevant documents, including all electronic communications.~~
- ed) Will seek to ~~interview~~ all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- ef) Will ~~create~~ written documentation of the investigation (such as a letter, memo or email), which contains the following:

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

1. A list of all documents reviewed, along with a detailed summary of relevant documents;
2. A list of names of those interviewed, along with a detailed summary of their statements;
3. A timeline of events;
4. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).

~~g~~) ~~Will~~ ~~keep~~ the written documentation and associated documents in a secure and confidential location.

~~g~~h) ~~Will~~ ~~promptly~~ notify the individual(s) who reported the harassment and the individual(s) about whom the complaint was made ~~that the investigation has been completed and of the final determination and~~ implement any corrective actions identified in the written document. Any corrective action taken will be in accordance with applicable law and regulation, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's Code of Conduct.

~~i~~h) ~~Will~~ ~~inform~~ the individual(s) who reported the harassment of the right to file a complaint or charge externally as outlined in this policy.

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Additionally, other District policies and documents address sexual harassment. All complaints will be handled in accordance with the applicable District policies and/or documents.

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

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

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

Annual Training

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

- a) ~~a)~~ An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;

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

- b) Examples of conduct that would constitute unlawful sexual harassment;
- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

Notification

The District will provide this policy to all employees in-person or digitally through email upon hiring and will be posted prominently in all work locations, writing. The District will post this policy prominently throughout the District to the extent practicable. In addition to sending the policy through email, this policy will also be available on the District's website.

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

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

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

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

Legal Protections and External Remedies

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

The District's internal process outlined in the policy above is one way for covered individuals to report sexual harassment. Aside from the District's internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney.

Individuals may also call the New York State Division of Human Rights' (NYSDHR's) toll free confidential hotline at 1-800-HARASS-3 (1-800-427-2773) Monday through Friday, 9:00 AM to 5:00 PM, for counsel and assistance regarding complaints of workplace sexual harassment. The hotline connects individuals with attorneys who have experience in responding to issues relating to sexual harassment and can provide pro-bono assistance.

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

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

New York State Division of Human Rights Law (NYSHRLDHR)

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

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

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

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

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

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

Contact NYSDHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to NYSDHR. The website also contains contact information for NYSDHR's regional offices across New York State.

New York State Division of Human Rights (NYSDHR)

The NYSHRL, NY Executive Law, Art. 15, Section 290 et seq., applies to all employers in New York State and protects covered individuals, regardless of immigration status. A complaint alleging violation of the NYSHRL may be filed either with the NYSDHR or in New York State Supreme Court.

Complaints of sexual harassment filed with NYSDHR may be submitted any time **within three years** of the harassment. If an individual does not file a complaint with NYSDHR, they can bring a lawsuit directly in state court under the NYSHRL, **within three years** of the alleged sexual harassment. An individual may not file with NYSDHR if they have already filed a NYSHRL complaint in state court.

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

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

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

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

Go to dhr.ny.gov/complaint for more information about filing a complaint with NYSDHR. The website has a digital complaint process that can be completed on a computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, and mailed to NYSDHR. The website also contains contact information for NYSDHR's regional offices across New York State.

Call the NYSDHR sexual harassment hotline at **1-800-HARASS-3 (1-800-427-2773)** for more information about filing a sexual harassment complaint. This hotline can also provide a referral to a volunteer attorney experienced in sexual harassment matters who can provide limited free assistance and counsel over the phone.

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

Civil Rights Act of 1964/The United States Equal Employment Opportunity Commission

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred. ~~at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Notice of Right to Sue permitting workers to file a lawsuit in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred but does not file a lawsuit.~~

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

~~Individuals may obtain relief in mediation, settlement, or conciliation. In addition, federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.~~

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov. To file a complaint with the United States Equal Employment Opportunity Commission, please visit <https://www.eeoc.gov/filing-charge-discrimination>.

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

Title IX

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

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

Local Protections

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

Local Police Department

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

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

Contact the Local Police Department

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

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

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

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Adoption Date 3/23/09

Revision Date 10/22/18, 3/16/20, 5/18/21, 12/12/22, 12/11/2023

Review Date 6/23/14

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

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

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

Strategies Employed to Accomplish Objectives

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

Increase awareness of policy among students by:

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

(Continued)

**SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE
ATTENDANCE PLAN (Cont'd.)****Increase awareness of policy among parents by:**

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

General Procedures

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

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

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

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

(Continued)

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

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

Minimum Attendance Requirements for 9th through 12th Grade Students

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

Students will not receive course credit if absent more than:

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

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

Applicability

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

(Continued)

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

Absences

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

Notification Sequence

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

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

(Continued)

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

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

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

Appeals Process

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

Minimum Attendance Requirements for 6th-8th Grade Students

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

Notification Sequence and Consequences

After 5th absence: Main office notification letter home.

(Continued)

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

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

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

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

Notification Sequence

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

(Continued)

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

Consequences of Excessive Absenteeism at the Elementary Level

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

Incentives and Consequences for Attendance Patterns

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

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

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

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

Adoption Date 3/23/09

Revision Dates 7/12/12, 7/11/13, 11/13/23

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

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/13/2023

11/13/2023 Schedule-A Classified Staff

Last	First	Position	Building	Rate	BOE Date	Amount	Effective Date	Description/Comments
Pollina	Jacqueline	Teaching Assistant	JAE	N/A	11/13/2023	N/A	10/31/2023	Resignation to accept Senior Office Assistant position.
Pollina	Jacqueline	Senior Office Assistant	DO	Annual-Step 8	11/13/2023	39,393.00	11/1/2023	Full-Time, 12-Month probationary permanent appointment as per Civil Service rules and regulations. New Position. Pro-rated.
Pollina	Jacqueline	Senior Office Assistant	DO	N/A	11/13/2023	39,923.00	11/1/2023	Amended salary. Increase in salary as per Article XIX, Section B of the SRPA contract. Salary pro-rated.
Eaton	John	Guard	DW	N/A	11/13/2023	N/A	10/17/2023	Resignation for personal reasons
Manchisi	Jeffrey	Groundskeeper I	DW	Annual-Step 0	11/13/2023	43,549.00	11/27/2023	Full time, twelve-month contractual appointment. Replaces J. Niemczyk. Salary pro-rated.
Early	Phyllis	School Lunch Monitor	FJC	N/A	11/13/2023	N/A	10/20/2023	Resignation for personal reasons
Dweck	Nicole	School Teacher Aide	DW	Annual	11/13/2023	1,000.00	9/6/2023	Supplemental Student Assistance Stipend. 2023-2024 school year. Pro-rated.
Masterson	Rachel	Secretarial Assistant	DO	N/A	11/13/2023	N/A	12/3/2023	Resignation for personal reasons
Patti	Daniel	Food Service Worker	HS	Hourly-Step 0	11/13/2023	16.00	11/15/2023	Part-time (5 days per week, 4 hours per day) ten-month contractual appointment. Replaces Wilson Gonzalez.
Hoffman	Debra	Senior Account Clerk	DO	Annual	11/13/2023	1,600.00	7/7/2023	Temporary Senior Account Clerk Coverage in the Business Office commencing 7/7/2023-10/31/2023.
Hamilton	Laura	Senior Office Assistant	DO	Annual	11/13/2023	1,600.00	7/7/2023	Temporary Senior Account Clerk Coverage in the Business Office commencing 7/7/2023-10/31/2023.
Farrugio	Gina	School Teacher Aide	FJC	N/A	11/13/2023	N/A	11/1/2023	Unpaid leave of absence for medical reasons from 11/1/2023 through 11/13/2023.
Taylor	Casey	School Hall Monitor	MS	N/A	11/13/2023	N/A	11/3/2023	Amended start date
Lownds	Jean	Senior Office Assistant	MS	Annual	11/13/2023	39,923.00	11/1/2023	Amended salary. Increase in salary as per Article XIX, Section B of the SRPA contract. Salary pro-rated.
Bucher	Kathleen	Senior Office Assistant	JAE	Annual	11/13/2023	39,923.00	11/1/2023	Amended salary. Increase in salary as per Article XIX, Section B of the SRPA contract. Salary pro-rated.

Helmke	Tammi-Lyn	Senior Office Assistant	FJC	Annual	11/13/2023	39,923.00	11/1/2023	Amended salary. Increase in salary as per Article XIX, Section B of the SRPA contract. Salary pro-rated.
Klints	Chelsea	Senior Office Assistant	HS	Annual	11/13/2023	39,923.00	11/1/2023	Amended salary. Increase in salary as per Article XIX, Section B of the SRPA contract. Salary pro-rated.
Agresto	Jennifer	Senior Office Assistant	DO	Annual	11/13/2023	39,923.00	11/1/2023	Amended salary. Increase in salary as per Article XIX, Section B of the SRPA contract. Salary pro-rated.
Poulos	Samantha	School Hall Monitor	HS	Hourly-Step 0	11/13/2023	16.00	11/15/2023	Part-time (5 days per week, 4 hours per day) ten-month conditional (fingerprints) appointment.
Dilger	Alyssa	School Teacher Aide	DW	N/A	11/13/2023	N/A	11/13/2023 EOB	Resignation to accept Teaching Assistant III position.

Rocky Point UFSD

Personnel Schedule for Board of Education Approval - 11/13/2023

11/13/2023 Schedule-B Certified Staff

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Diament	Lauren	ELA Teacher	HS	Annual	11/13/2023	13,551.00	9/1/2023	Amended additional class from 9/1/2023 through 1/19/2024. Pro-rated.
Rhinehart	Annika	Science Teacher	HS	N/A	11/13/2023	N/A	11/21/2023	Resignation for personal reasons
Kent	Nenagh	Speech Language Teacher	FJC	N/A	11/13/2023	N/A	12/1/2021	Amended Full-time ten-month probationary appointment commencing 12/1/2021 through 11/30/2024.
Jones	Demi	Living Environment Teacher	HS	Annual-M1	11/13/2023	58,925.00	12/6/2023	Full-time, ten-month probationary appointment commencing 12/6/23 through 12/5/27. The probationary expiration date will depend on the individual's APPR ratings. To receive tenure, Ms. Jones must have overall APPR ratings of effective or highly effective in at least three of four preceding years. If Ms. Jones receives an ineffective composite or overall APPR rating in her final year of probation, she will not be eligible for tenure at that time. Effective 11/20/2023. Pro-rated. Replaces A. Rhinehart.
Dilger	Alyssa	Teaching Assistant III	FJC	Annual-Step 1	11/13/2023	25,392.00	11/14/2023	Full-time ten-month probationary appointment commencing 11/14/2023 through 11/13/2027. Salary pro-rated. Replaces K. Nobre.

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/13/2023

11/13/2023 Schedule-C Non-Teaching Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Masterson	Rachel	Clerical Substitute	DW	Hourly	11/13/2023	30.79	12/4/2023	2023-2024 school year
Michael	Christine	Substitute Teacher Aide/Monitor	DW	Hourly	11/13/2023	16.00	11/15/2023	2023-2024 school year
Niver	Glenn	Substitute Guard	DW	Hourly	11/13/2023	22.00	12/1/2023	2023-2024 school year

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/13/2023

11/13/2023 Schedule-D Teaching/Certified Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Byrnes	Joshua	Substitute Teacher/Teaching Asst.	DW	Daily	11/13/2023	130.00 non preferred; 160.00 preferred	11/15/2023	2023-2024 school year
Pine	Skylar	Substitute Teacher/Teaching Asst.	DW	Daily	11/13/2023	130.00 non preferred; 160.00 preferred	11/15/2023	2023-2024 school year

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 11/13/2023

11/13/2023 Schedule-E Co-Curricular Positions 2023/2024

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Guttman	Sarah	Home Tutor	DW	Hourly	11/13/2023	50.00	9/1/2023	2023-2024 School year
Rhinehart	Annika	Be a Nicer Neighbor	HS	Annual	11/13/2023	1,290.00	9/1/2023	2023-2024 School year. Shared stipend
Rhinehart	Annika	Be a Nicer Neighbor	HS	N/A	11/13/2023	N/A	10/31/2023	Resignation for personal reasons
Ackermann	Jill	Be a Nicer Neighbor	HS	Annual	11/13/2023	1,290.00	11/1/2023	2023-2024 school year. Shared stipend. Pro-rated.
Tribby	Carly	Be a Nicer Neighbor	HS	N/A	11/13/2023	N/A	9/1/2023	Amend stipend to a shared stipend
Modine	Kathi	MS Detention Duty	MS	Hourly	11/13/2023	29.00	7/1/2023	2023-2024 school year
Murphy	Lauren	Varsity Asst.Girls Indoor Track & Field (Year 1)	DW	N/A	11/13/2023	N/A	11/13/2023	Resignation for personal reasons
Panella	Patrick	Varsity Asst.Girls Indoor Track & Field (Year 1)	DW	Annual	11/13/2023	5,165.00	11/13/2023	Coaching appointment 2023-2024 school year

*Up to two hours: \$58.00; in excess of two hours: \$86.00; Junior/Senior Prom: \$58.00 per hour 2023/2024 school year

Rocky Point UFSD
11/13/2023 Schedule-A Classified Staff

11/13/2023 Schedule-F Community Education
