

AGENDA
Annual Organizational Meeting and July 2024 Regular Business Meeting
Rocky Point Schools - Board of Education
July 8, 2024

I. OPENING OF MEETING BY DISTRICT CLERK

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

II. DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO ELECTED BOARD MEMBER STACEY LASURDO AND RE-ELECTED MEMBER MICHAEL LISA

III. ELECTION OF OFFICERS

a. ELECTION OF THE PRESIDENT OF THE BOARD

(Ed. Law 1701, 2504, 2563)

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

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

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

b. ELECTION OF VICE PRESIDENT OF THE BOARD

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

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

IV. ANNUAL APPOINTMENTS

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

BE IT RESOLVED, that the Board of Education make the following appointments for the 2024-2025 fiscal year at the annual expense indicated below:

OFFICERS			
ITEM	POSITION	NAME	ANNUAL EXPENSE
1	District Clerk	Kelly White	\$19,545 per year
2	Assistant District Clerk	Loretta Sanchez	Current hourly rate for regular time and overtime, as required by the BOE
3	District Treasurer	Virginia Holloway	No additional compensation beyond contractual wages
4	Deputy District Treasurer	Linda Bilski	Current hourly rate for regular time and overtime as required by the Board of Education
5	Claims Auditor / Extra-Classroom Activity Accounts Claims Auditor	Dennehy Accounting Services	\$19,800 per year for weekly service
NON-OFFICERS			
	POSITION	NAME	ANNUAL EXPENSE
6	Tax Collector	Virginia Holloway	No additional compensation beyond contractual wages
7	Treasurer—Extra Classroom Activities Accounts	Linda Bilski	\$8,825 per year
8	External Auditors	R.S. Abrams & Co.	\$33,800 per year
9	Internal Auditor	Nawrocki Smith, LLP	\$19,000 per year
10	General/Labor Counsel	Kevin Seaman, Esq.	Yearly retainer fee: \$25,000. Per hour fee of \$200 for litigation services.
11	Bond Counsel	Hawkins Delafield and Wood, LLP	As per contract
12	School Physicians	Rocky Point Medical Care, P.C. (Dr. Gil); Concussion Specialists (at no cost to the district): Jennifer Gray, DO, Anuja Korlipara, MD, Mark Harary, MD, and Hayley Queller, MD, Danielle DeGiorgio, DO, and Brett Silverman, DO, of the St. Charles Hospital ImPACT Program	As per contracts – Rocky Point Medical Care; ImPACT Program at no cost to district
13	Purchasing Agent	Debra Hoffman	\$38,199 per year
14	Deputy Purchasing Agent	Christopher Van Cott	No additional compensation beyond contractual wages
15	Audit Committee Members	Stacy Lasurdo, Michael Lisa, Susan Sullivan, Erin Walsh, Jessica Ward	N/A
16	Incarcerated Youth/Designated Educational Official	Kristen White	No additional compensation beyond contractual wages

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

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

Ayes _____

Motion Carried _____

Nays _____

Or

Motion Defeated _____

V. DESIGNATIONS

A. OFFICIAL BANK DEPOSITORY - ALL FUNDS

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

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

BE IT RESOLVED, that the following Banks and/or Trust Companies be and are hereby designated as the official depositories for the district funds during the school year 2024-2025 :

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

B. REGULAR MONTHLY MEETINGS

(Ed. Law 1708 (quarterly), 2504)

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

BE IT RESOLVED, that the regular business school board meetings for the 2024-2025 school year be held at times and locations to be identified prior to date of each meeting, on the following dates:

August 27, 2024	Regular Meeting
September 23, 2024	Regular Meeting
October 21, 2024	Regular Meeting
November 18, 2024	Regular Meeting
December 16, 2024	Regular Meeting
January 13, 2025	Regular Meeting
February 3, 2025	Regular Meeting
March 17, 2025	Regular Meeting
April 23, 2025	Regular Meeting / BOCES Budget Vote and Elections
May 6, 2025	Public Hearing (Budget) (Ed. Law 2018 (5))
May 20, 2025	Regular Meeting & Budget Vote/Election (Ed. Law 2022-a)
June 16, 2025	Regular Meeting
July 14, 2025	2025-2026 Organizational Meeting/Regular Meeting

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that pursuant to Section 2022-a of the Education Law the third Tuesday in May (May 20, 2025) is hereby designated as the date of the Annual Meeting to vote upon the appropriation of the necessary funds to meet the estimated expenditures of the school district, on any propositions involving the expenditure of money or authorizing the levy of taxes, and for the election of the members of the Board of Education; and that the 6th day of May 2025, is hereby designated as the District Public Hearing date to review the proposed budget that will be voted upon on May 20, 2025.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that the official school district newspapers designated for legal notices are *The Village Beacon Record*, *The Long Island Business News* and *Newsday* for the 2024-2025 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

VI. OTHER APPOINTMENTS

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

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

BE IT RESOLVED, that in accordance with Commissioner’s Regulations, Part 200, each Board of Education shall appoint a Committee/Subcommittee on Special Education in accordance with the provisions of the Education Law, Section 4402. The following people and positions are recommended for Board of Education approval for the 2024-2025 school year:

Chairperson	Andrea Moscatiello
Chairperson	Kristen White
Chairperson	Susan Randazzo

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

B. APPOINTMENTS TO THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

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

BE IT RESOLVED, that the Rocky Point Board of Education approves the appointment of a generic representative of the Suffolk County Department of Social Services for the Rocky Point Committee on Preschool Special Education which would be at the discretion of Suffolk County for the 2024-2025 school year.

BE IT FURTHER RESOLVED, that the Rocky Point Board of Education approves the appointment of a representative of the providing testing agency as a generic member of the Rocky Point Committee on Preschool Special Education for the 2024-2025 school year.

BE IT FURTHER RESOLVED, that in accordance with Commissioner’s Regulations, Part 200, each Board of Education shall appoint a Committee on Preschool Special Education. The following people and positions are recommended for Board of Education approval for the 2024-2025 school year:

Chairperson	Andrea Moscatiello
Chairperson	Kristen White
Chairperson	Susan Randazzo
Chairperson	Rebecca Burleson
Alternate Chairperson	Melissa May
Alternate Chairperson	Mark Muchnik
Alternate Chairperson	Juliet Williams
Alternate Chairperson	Meredith Picone
Additional Parent Member	Elizabeth Henry
Additional Parent Member	Maryanne Palmese

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

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

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

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

Ayes _____	Motion Carried _____
	Or
Nays _____	Motion Defeated _____

C. SURROGATE PARENT:

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

BE IT RESOLVED, that in accordance with Commissioner's Regulations, Part 200, each Board of Education shall appoint a Surrogate Parent in accordance with the provisions of the Education Law, Section 4402. The following person is recommended for Board of Education approval for the 2024-2025 school year to serve as a Surrogate Parent:

Michelle Meyers
 Mary Anne Palmese
 Elizabeth Henry

Ayes _____	Motion Carried _____
	Or
Nays _____	Motion Defeated _____

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

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

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

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

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

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

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

D. (3) 2024-2025 COMPENSATION SCHEDULE FOR IMPARTIAL HEARING OFFICERS

BE IT FURTHER RESOLVED, that the Rocky Point Board of Education approves the 2024-2025 Compensation Schedule for Impartial Hearing Officers in accordance with the following:

Pursuant to 8 NYCRR 200.21, compensation for Impartial Hearing Officers for pre-hearing, hearing, and post-hearing activities shall be the maximum rate prescribed in a schedule approved by the director of the Division of the Budget. For the 2024-2025 school year the rate is \$100.00 per hour.

The District will also reimburse the IHO for certain travel and other hearing-related expenses (e.g., duplication and telephone costs) pursuant to the schedule. The School District shall not reimburse Impartial Hearing Officers for any meal or lodging expenses they may incur.

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

Ayes _____

Motion Carried _____

Or

Nays _____

Motion Defeated _____

VII. AUTHORIZATIONS

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

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

BE IT RESOLVED, that Dr. Scott O’Brien, Chief School Officer, be hereby authorized as district representative to file all applications in compliance with Federal and State regulations and grants for the 2024-2025 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that Dr. Scott O’Brien, Superintendent of Schools, and/or his designee, be authorized to approve all conferences, workshops, etc. requests for school district staff members for the 2024-2025 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that the Administration be authorized to establish petty cash funds for the 2024-2025 school year as follows:

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that Virginia Holloway, School District Treasurer, be authorized to sign checks for the 2024-2025 school year, and that Linda Bilski, Deputy School District Treasurer, and Christopher Van Cott, Assistant Superintendent for Business, and Dr. Scott O'Brien, Superintendent of Schools, be authorized to sign checks for the 2024-2025 school year in the absence of Virginia Holloway; and furthermore that two signatories be required for any check exceeding \$10,000 and that the signatories for such checks be the School District Treasurer and the Superintendent of Schools or the Assistant Superintendent for Business.

Ayes _____

Motion Carried _____

Or

Nays _____

Motion Defeated _____

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

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

BE IT RESOLVED, that, pursuant to Commissioner's Regulation Section 170.2 and accordance with Board of Education policy number 5330, Dr. Scott O'Brien, Chief School Officer and Christopher Van Cott, Assistant Superintendent for Business be authorized to approve budget transfers during the 2024-2025 school year.

Ayes _____

Motion Carried _____

Or

Nays _____

Motion Defeated _____

F. AUTHORIZATION FOR USE OF CHECK SIGNER

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

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

Ayes _____

Motion Carried _____

Or

Nays _____

Motion Defeated _____

G. AUTHORIZATION TO INVEST DISTRICT FUNDS

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

BE IT RESOLVED, that Virginia Holloway, District Treasurer, during the school year 2024-2025, and in her absence, Linda Bilski, Deputy District Treasurer, be authorized to invest district funds in accordance with the applicable state laws - Ed. Law 1723 (a).

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education enters into an agreement for Cooperative Educational Services with the Eastern Suffolk BOCES for fiscal year 2024-2025 at an estimated cost of \$9,116,592.67 subject to change based on the actual needs for programs and services during the 2024-2025 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

VIII. OTHER ITEMS

A. BONDING OF EMPLOYEES AND SCHOOL BOARD MEMBERS

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that the Board of Education establishes the mileage rate for reimbursement to school district employees for school business mileage at the prevailing Internal Revenue Service rate per mile during the 2024-2025 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

D. ESTABLISH THE SUBSTITUTE RATE OF PAY SCHEDULE

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

BE IT RESOLVED, that the Board of Education establish the following substitute rate of pay schedule for the 2024-2025 fiscal year:

Non-Instructional Staff:

Clerical	\$ 16.50 per hour
Custodial	\$ 16.50 per hour
Groundskeeper I	\$ 16.50 per hour
Food Service Worker	\$ 16.50 per hour
School Health Aide	\$ 16.50 per hour
Guard	\$ 22.00 per hour
Teacher Aide/ Hall Monitor/Monitor	\$ 16.50 per hour
School Nurse	\$ 28.00 per hour
Maintenance Mechanic II	\$ 18.86 per hour
School Communications Coordinator	\$ 25.00 per hour

Budget Hearing/Vote/Election Staff:

Chief Inspector	\$ 16.50 per hour
Board of Registration	\$ 16.50 per hour
Teller	\$ 16.50 per hour
Poll Clerk	\$ 16.50 per hour
Substitutes for above	\$ 16.50 per hour

Teaching/Teaching Assistant Staff:

A. Substitute Teacher/Teaching Assistant per diem daily rate of \$130

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

C. Preferred Substitute Teachers/Teaching Assistants will earn a per diem rate of \$160.

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

E. ROCKY POINT SCHOOL DISTRICT SAFETY PLAN

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the preliminary 2024-25 Rocky Point UFSD Safety Plan. A 30-day public comment period will begin as of the date of this meeting. The final 2024-25 District-wide Safety Plan will be reviewed by the Board of Education at the August 27, 2024 public business meeting.

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

F. ADOPTION OF THE PURCHASING MANUAL

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

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

Ayes _____ Motion Carried _____
 Or
 Nays _____ Motion Defeated _____

G. OPENING/CLOSING OF DISTRICT BANK ACCOUNTS

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

H. STUDENT ACTIVITY CONTRACTS

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

I. ADOPTION OF THE 2024-25 AUDIT COMMITTEE CHARTER

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the 2024-2025 Audit Committee Charter as attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

J. AUTHORIZATION – SCHOOL BOARD MEMBERSHIP DUES

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

BE IT RESOLVED, that the School Board membership indicated below is hereby authorized for the 2024-2025 fiscal year, with associated estimated costs as follows:

Nassau/Suffolk School Boards Association \$3,575.00

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

K. RESOLUTION IN OPPOSITION TO FIELD TESTING

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

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

WHEREAS the New York State Education Department has selected various schools of the Rocky Point Union Free School District for field testing of standardized assessments during the 2024-2025 school year and;

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

BE IT RESOLVED, that the Rocky Point Union Free School District respectfully declines to participate in any and all field testing of standardized assessments during the 2024-2025 school year and directs the Superintendent of Schools to take all necessary steps to effectuate this resolution and provide notification of same to the State Education Department.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

M. ADOPTION OF THE 2025-2026 BUDGET DEVELOPMENT CALENDAR

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education adopts the 2025-2026 Budget Development Calendar, as attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

N. COMMITTEES ON SPECIAL EDUCATION SCHEDULES 7-8-24-A AND 7-8-24-B

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education votes to arrange for appropriate services pursuant to the recommendations of Committees on Special Education Schedules 7-8-24-A and 7-8-24-B.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

O. AMERICAN RESCUE PLAN ("ARP") GRANT AMENDMENTS RESOLUTION

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby affirms the attached grant amendments submitted to the New York State Education Department related to the American Rescue Plan ("ARP") program funds.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

P. RFP #R25-02 AWARD- ARMED SECURITY GUARD SERVICES-COVERT INVESTIGATIONS

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, that the Board of Education approves and appoints Covert Investigations for Armed Security Guard Services in accordance with the scope of services submitted in response to the District's Requests for Proposal, #R25-02, for the 2024-2025 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

Q. BID AWARD #25-03 OPEN COOLING TOWER & CLOSED LOOP CHILLER WATER TREATMENT PROGRAMS - GARRATT- CALLAHAN

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education awards Bid #25-03 Open Cooling Tower & Closed Loop Chiller Water Treatment Programs to Garratt-Callahan Company, the overall lowest responsible bidder meeting bid specifications, as per the attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

R. BID AWARD #25-04 CLOSED LOOP HEATING SYSTEM AND STEAM BOILER WATER TREATMENT PROGRAMS AT FJC, JAE & RPHS - GARRATT-CALLAHAN

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education awards Bid #25-04 Closed Loop Heating System and Steam Boiler Water Treatment Programs at FJC, JAE & RPHS to Garratt-Callahan Company, the overall lowest responsible bidder meeting bid specifications, as per the attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

S. AGREEMENTS FOR UNIVERSAL PRE-KINDERGARTEN SERVICES FOR THE 2024-2025 SCHOOL YEAR

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

BE IT RESOLVED, that upon recommendation of the Superintendent of Schools, the Board of Education authorizes the Superintendent of Schools to enter into Agreements with Step by Step Early Learning Center, Little Rascals, and Trinity Lutheran Nursery School for Universal Pre-Kindergarten services for the 2024-2025 school year, as per the attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

T. EQUIPMENT MUNICIPAL LEASE PURCHASE

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

RESOLUTION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK (THE “SCHOOL DISTRICT”) AUTHORIZING ONE OR MORE INSTALLMENT PURCHASE CONTRACTS WITH JPMORGAN CHASE BANK, N.A. OR ITS WHOLLY-OWNED SUBSIDIARY OR AFFILIATE AND MAKING CERTAIN OTHER DETERMINATIONS IN CONNECTION THEREWITH.

Recitals

WHEREAS, the Board of Education of the Rocky Point Union Free School District, in the County of Suffolk, New York (the “School District”) has heretofore determined to acquire certain vehicles and equipment from time to time for use by the District; and

WHEREAS, the School District has heretofore determined that the most economical and efficient means of acquiring said vehicles and equipment is pursuant to a lease purchase or installment purchase of the equipment; and

WHEREAS, the District solicited proposals from various financial institutions for the financing of said vehicles and equipment anticipated to be acquired by the District during the 2021-2022, 2022-2023, 2023-24 and 2024-2025 fiscal years; and

WHEREAS, following the review of proposals received by the School District, the Board of Education adopted a resolution on February 8, 2021 accepting the proposal of JPMorgan Chase Bank, N.A. (“JPMorgan”); which represented the proposal that was most responsive to the requirements of the District’s solicitation; and

WHEREAS, on May 21, 2024, a majority of the voters of the School District voting at the Annual District Meeting and Election approved the acquisition and financing of certain vehicles and equipment during the District’s 2024-2025 fiscal year; and

WHEREAS, the Board of Education is now required to authorize one or more installment purchase contracts to finance the cost of acquiring said vehicles and equipment during the District’s 2024-2025 fiscal year and to set the final terms related thereto, such terms to be determined in accordance with the provisions set forth in the JPMorgan proposal.

NOW, THEREFORE, THE BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, HEREBY RESOLVES (by a majority vote of all the members of said Board) **AS FOLLOWS:**

Section 1. The President of the Board of Education, the Vice President of the Board of Education, the Superintendent of Schools, the Assistant Superintendent for Business and/or District Treasurer (collectively the “Authorized Representatives” and individually, the “Authorized Representative”), acting on behalf of the School District and with the advice of counsel, are hereby authorized to negotiate, enter into, execute, and deliver one or more lease purchase agreements (the “Equipment Lease”) with JP Morgan Chase Bank, N.A., or its wholly-owned subsidiary or affiliate (the “Lessor”). The Authorized Representatives are hereby further authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements), as the Authorized Representatives deem necessary and appropriate with the advice of counsel. All other related contracts, riders, certificates, schedules, amendments and agreements necessary and incidental to the Equipment Lease are hereby authorized, and such documents shall be filed in the office of the District Clerk and made available for public inspection.

Section 2. The aggregate original principal amount of the Equipment Lease shall not exceed \$484,137.57 and shall bear interest and mature as set forth in the Equipment Lease.

Section 3. The School District’s obligations under the Equipment Lease shall be subject to annual appropriation or renewal by the Board of Education of the School District as set forth in each Equipment Lease and the School District’s obligations under the Equipment Lease shall not constitute a general obligation of the School District or indebtedness under the Constitution or laws of the State of New York.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

U. TERRACES ON THE SOUND PROPERTY ASSOCIATE PRIVATE ROAD TRANSPORTATION AGREEMENT 2024-2025

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the Assistant Superintendent for Business to enter into an Agreement with Terraces on the Sound Property Association for District pupil transportation services on private roads within the community, as per the attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

V. PARTICIPATION IN COOPERATIVE BID OF NASSAU COUNTY BOCES - COMPUTER HARDWARE / SOFTWARE / SUPPLIES & PARTS 2023/24-022 & 23/24-058 SUPPLEMENTAL

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the Resolution to participate in the Nassau County BOCES Cooperative Bid for Computer Hardware / Software / Supplies & Parts #23/24-022 and #2023/24-058 Supplemental through the bid expiration date of 10/20/2024, as attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

W. PARTICIPATION IN COOPERATIVE BID OF SOUTHERN WESTCHESTER BOCES - FURNITURE, STORAGE, AUDITORIUM & ATHLETIC EQUIPMENT - #2023-24-C09

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the Resolution to participate in the Southern Westchester BOCES Cooperative Bid for Furniture, Storage, Auditorium & Athletic Equipment #2023-24-C09 through the bid expiration date of 6/30/2025, as attached.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

X. 2024-2025 OMNI RENEWAL SERVICES AGREEMENT

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to execute The Omni Group Renewal Services Agreement for the 2024-2025 school year, at the rate of \$36.00 per participant account.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

Y. - AA. CONSENT AGENDA ITEMS

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.

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

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

Y: Treasurer’s Reports – May 2024

Z: Extra-Classroom Activity Account Treasurer’s Report – May 2024

AA: Financial Reports – May 2024

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AB. SURPLUS EQUIPMENT

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AC. APPOINTMENT OF CHAPERONES, LUNCH DUTY AND PROCTORS

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

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all teachers to work as chaperones, lunch duty and proctors for the 2024-2025 school year; and

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all teaching assistants to work as chaperones, lunch duty coverage and proctors for the 2024-2025 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all teachers to work as Rocky Point Student Support Services instructors / liaisons and home tutors / ALC tutors for the 2024-2025 school year.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that the Rocky Point UFSD Board of Education approves all 10-month and part-time security guards for up to four (4) hours per day at each guard's 2024-25 pay rate during the months of July 2024 & August 2024.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

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

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to execute the Fourth Amended and Restated Employment Agreement, dated July 8, 2024, between the Board of Education of the Rocky Point Union Free School District and Scott O'Brien, Superintendent of Schools.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AG. MODIFICATION TO THE EMPLOYMENT AGREEMENT - SUSANN CROSSAN

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the President of the Board of Education to execute the Fourth Amended and Restated Employment Agreement, dated July 8, 2024, between the Board of Education of the Rocky Point Union Free School District and Susann Crossan, Assistant Superintendent.

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AH. PERSONNEL

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

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

Ayes _____ Motion Carried _____
Or
Nays _____ Motion Defeated _____

AI. NEW BUSINESS

AJ. EXECUTIVE SESSION (if necessary)

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

The Board returned to Open Session at _____

AK. ADJOURNMENT

Moved by _____

Seconded by _____

Vote _____

Time _____

OPENING OF MEETING BY DISTRICT CLERK

**DISTRICT CLERK ADMINSTERS OATH OF OFFICE TO RE-
ELECTED BOARD MEMBER MICHAEL LISA AND NEWLY
ELECTED BOARD MEMBER STACEY LASURDO**

ELECTION OF OFFICERS

ELECTION OF THE PRESIDENT OF THE BOARD

ELECTION OF VICE PRESIDENT OF THE BOARD

ANNUAL APPOINTMENTS

#1-4 OFFICERS

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

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

#8 – EXTERNAL AUDITORS

#9 – INTERNAL AUDITOR

#10 – GENERAL / LABOR COUNSEL

HAWKINS

HAWKINS DELAFIELD & WOOD LLP
7 WORLD TRADE CENTER, 250 GREENWICH STREET, NEW YORK, NEW YORK 10007
(212) 820-9300 | HAWKINS.COM

(212) 820-9620

June 21, 2024

Rocky Point Union Free School District, New York
Bond Counsel Letter of Engagement for 2024-2025

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

Dear Chris:

BOND COUNSEL LETTER OF ENGAGEMENT FOR 2024-2025

This is a Letter of Engagement to retain our services as Bond Counsel to the Rocky Point Union Free School District (the "School District"), in the County of Suffolk, New York, for the school year that commences July 1, 2024 and ends June 30, 2025, in relation to the issuance of the School District's tax anticipation notes, lease financing, and certain other matters. Should any other School District financing requirements arise during such fiscal year, we will supplement this letter.

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

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

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

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

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

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

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

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

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

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

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

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

* * * *

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

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

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

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

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

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

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

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

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

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

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

With best wishes and kind regards, I am

Very truly yours,



William J. Jackson

WJJ: s

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

By: President of the Board of Education

(printed name)

(signature)

Date: _____

EXHIBIT A

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

The fees provided herein shall apply for the 2024-2025 fiscal year, as well as each successive fiscal year thereafter unless and until such fees are modified by mutual consent.

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

<u>ISSUE AMOUNT IN DOLLARS</u>	<u>FEE</u>
Issues of \$ 3 million	\$ 5,750
Issues of \$ 4 million	\$ 6,250
Issues of \$ 5 million	\$ 6,750
Issues of \$ 6 million	\$ 7,250
Issues of \$ 7 million	\$ 7,750
Issues of \$ 8 million	\$ 8,250

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

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

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

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

Our fee in connection with each such matter is expected to be computed as follows: \$2,950, plus an amount based on the principal amount of the lease financing calculated at the rate of \$1.25 per \$1,000 of the principal amount thereof. The foregoing fee does not include any of our out-of-pocket disbursements, such as duplication of documents, FedEx or other overnight delivery charges, and postage. Based on our experience with lease financings, our out-of-pocket expenses are usually negligible and should not exceed \$250.

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

Hourly Rates. In the event that hourly time is required for matters not covered by the above categories, we would charge at the rate of \$475 per hour for partners and \$375 per hour for associates.

* * * *

Think**SMART!**[™]

Concussion Management Program

The Medical Team

(All of the physicians listed are ImPACT[™] Trained)

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

Physicians are available in the following locations:

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

East Setauket: 6 Technology Drive

Patchogue: 55 Medford Ave, Suite E

West Babylon: 60 Fleets Point Drive

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

Commack: 500 Commack Road, Suite 150B

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

Melville: 1895 Walt Whitman Road

Hayley Queller, MD

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

Jennifer Gray, DO

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

Anuja Korlipara, MD

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

Mark Harary, MD

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

Danielle DeGiorgio, DO

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

Brett Silverman, DO

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

#13-40 NON-OFFICERS

DESIGNATIONS

OFFICIAL BANK DEPOSITORY – ALL FUNDS

REGULAR MONTHLY MEETINGS

DISTRICT ANNUAL PUBLIC HEARING / BUDGET VOTE / ELECTION

OFFICIAL NEWSPAPERS

OTHER APPOINTMENTS

COMMITTEE / SUBCOMMITTEE ON SPECIAL EDUCATION

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

SURROGATE PARENT

IMPARTIAL HEARING OFFICERS

COMPENSATION OF IMPARTIAL HEARING OFFICERS (IHO)

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

AUTHORIZATIONS

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

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

AUTHORIZATION TO ESTABLISH PETTY CASH FUNDS

DESIGNATION OF AUTHORIZED SIGNATURES ON CHECKS

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

AUTHORIZATION FOR USE OF CHECK SIGNER

AUTHORIZATION TO INVEST DISTRICT FUNDS

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

OTHER ITEMS

BONDING OF EMPLOYEES AND SCHOOL BOARD MEMBERS

ESTABLISH MILEAGE REIMBURSEMENT RATE

Community Relations

SUBJECT: CODE OF CONDUCT ON SCHOOL PROPERTY

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

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

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

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

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

(Continued)

Community Relations

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

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

(Continued)

Community Relations

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

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

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

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

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

Privacy Rights

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

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

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

Adoption Date 3/23/09

Revision Date

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

SUBJECT: DISTRICT INVESTMENTS

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

Objectives

The objectives of this investment policy are as follow:

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

Authorization

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

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

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

(Continued)

SUBJECT: DISTRICT INVESTMENTS (Cont'd.)

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

Implementation

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

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

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

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

Adoption Date 3/23/09

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

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

SUBJECT: PURCHASING

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

Competitive Bids and Quotations

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

A bid bond may be required if considered advisable.

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

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

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

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

Request for Proposal Process for the Independent Auditor

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

Procurement of Goods and Services

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

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

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Adoption Date 3/23/09

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

Review Dates 7/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23, 8/27/24

SUBJECT: PURCHASING (Cont'd.)

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

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

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

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

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

Best Value

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

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Adoption Date 3/23/09

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

Review Dates 7/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23, 8/27/24

SUBJECT: PURCHASING (Cont'd.)

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

"Piggybacking" Law - Exception to Competitive Bidding

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

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

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

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

Alternative Formats for Instructional Materials

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

Adoption Date 3/23/09

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

Review Dates 7/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23, 8/27/24

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Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

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

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

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

Geographic Preference in Procuring Local Agricultural Products

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

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

Computer Software Purchases

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

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

Adoption Date 3/23/09

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

Review Dates 7/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23, 8/27/24

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Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

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

Environmentally Sensitive Cleaning and Maintenance Products

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

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

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

Non-Competitive Bidding Purchases

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

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

Adoption Date 3/23/09

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

Review Dates 7/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23, 8/27/24

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Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

Contracts for Goods, Services and Public Works

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

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

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

7 CFR 210.21, 215.14(a) and 220.16

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

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

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

State Finance Law Sections 162 and 163-b

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

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

Adoption Date 3/23/09

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

Review Dates 7/12/12, 8/25/14, 8/31/15, 8/29/16, 8/28/17, 8/26/19, 8/24/20, 8/23/21, 8/29/22, 8/28/23, 8/27/24

Non-Instructional/Business
Operations**SUBJECT: SCHOOL SAFETY PLANS**

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

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

District-Wide School Safety Plan

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

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

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

Building-Level School Safety Plans

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

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Adoption Date 3/23/09

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

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

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

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

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

Training Requirement

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

Filing/Disclosure Requirements

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

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

Adoption Date 3/23/09

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

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

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

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

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

Strategies Employed to Accomplish Objectives

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

Increase awareness of policy among students by:

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

(Continued)

**SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE
ATTENDANCE PLAN (Cont'd.)**Increase awareness of policy among parents by:

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

General Procedures

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

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

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

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

(Continued)

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

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

Minimum Attendance Requirements for 9th through 12th Grade Students

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

Students will not receive course credit if absent more than:

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

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

Applicability

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

(Continued)

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

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

Notification Sequence

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

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

(Continued)

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

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

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

Appeals Process

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

Minimum Attendance Requirements for 6th-8th Grade Students

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

Notification Sequence and Consequences

After 5th absence: Main office notification letter home.

(Continued)

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

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

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

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

Notification Sequence

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

(Continued)

**SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE
ATTENDANCE PLAN (Cont'd.)**Consequences of Excessive Absenteeism at the Elementary Level

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

Incentives and Consequences for Attendance Patterns

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

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

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

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

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

ESTABLISH THE SUBSTITUTE RATE OF PAY SCHEDULE

Rocky Point Union Free School District

District Safety Plan



**30-day public comment period begins 7/8/2024. Board of Education to review final Safety Plan at their 8/27/2024 public business meeting. Comments can be emailed to: chrsvancott@rockypoint.k12.ny.us*

2024-2025 School Year

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**THE ROCKY POINT UNION FREE SCHOOL DISTRICT
DISTRICT-WIDE SCHOOL SAFETY PLAN**

Commissioner’s Regulation 155.17 Project 14

INTRODUCTION

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a District-wide School Safety Plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies.

The District-wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts are at risk of a wide variety of acts of violence, natural, and technological disasters. To address these threats, the State of New York has enacted the Safe Schools Against Violence in Education (SAVE) law.

This component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response, and recovery with respect to a variety of emergencies in the school district and its schools.

The Rocky Point Union Free School District supports the SAVE Legislation, and intends to facilitate the planning process. The Superintendent of Schools encourages and advocates on-going district-wide cooperation and support of Project SAVE.

GENERAL CONSIDERATIONS

A. Purpose

The Rocky Point Union Free School District-wide School Safety Plan was developed pursuant to Commissioner’s Regulation 155.17. At the direction of the Rocky Point Union Free School District Board of Education, the Superintendent of Rocky Point Union Free School District appointed a District-wide School Safety Team and charged it with the development and maintenance of the District-wide School Safety Plan.

B. Identification of School Teams

The Rocky Point Union Free School District has appointed a district-wide school safety team. The members of the team and their positions or affiliations are as follows:

- Dr. Scott O’Brien, Superintendent
- Mrs. Susann Crossan, Assistant Superintendent
- Mr. Chris Van Cott, Assistant Superintendent
- Mr. Jonathon Rufa, Director of Health, Physical Education, Athletics, Intramurals
 - Alternate Chief Emergency Officer
- Mr. Paul Martinez, Director of Facilities III
- Mr. James Moeller, Principal, High School
- Mr. Dawn Meyers, Principal, Middle School

- Ms. Linda Greening, Principal, Joseph A. Edgar Elementary School
- Mr. Jason Westerlund, Principal, Frank J. Carasiti Elementary School
- Mr. Ed Riegel, First Student Transportation

C. Concept of Operations

- The School Safety Plan is implemented as a matter of protocol. The activation of the Plan triggers the notification of the chain of command and the assessment of the activation of elements of the Plan.
- The School Safety Plan was developed through analysis of the local environment, emergency potential, and available resources. Through training and workshops that included school employees, administration, and local emergency services, the plan has been developed to address the specific needs of the Rocky Point Union Free School District and the community.
- In the event of an emergency or violent incident, the initial response to all emergencies at the school will be by the School Emergency Response Team. The Building Principal is responsible for notifying the Superintendent, or the highest-ranking person in the chain of command. This notification shall be accomplished through the use of telephone or the district's radio network.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee shall be notified and, where appropriate, local emergency officials shall also be notified.
- County & state resources supplement the building's emergency action planning:
 - ✓ State and local law enforcement provide building reviews and employee training.
 - ✓ Local law enforcement and emergency services may participate in planning and training exercises and develop strategies for managing building-level emergencies.
 - ✓ A protocol exists for the school district to use certain facilities for shelter/shelter-in place during times of emergencies.
 - ✓ A protocol exists for the use of community mental health resources during post – incident response.

D. Plan Review and Public Comment

- This plan shall be made available for public comment and shall be adopted by the Board of Education pursuant to Commissioner's regulations.
- Full copies of the Building Safety Plan and any amendments shall be made available to the New York State Education Department via the District's website or upon request.
- This plan shall be reviewed periodically and maintained by the District-wide School Safety Team and the School Safety Team. The required annual review shall be completed on or before July 1 of each year after its adoption by the Board of Education.

E. Mission and Goals

- A. The mission of The Rocky Point Union Free School District in an emergency/disaster is to:
 - Protect lives and property; Respond to emergencies promptly and properly; Coordinate with local emergency operations plans and community resources and aid in recovery from disasters.
- B. The goals of The Rocky Point Union Free School District are to:
 1. Provide emergency response plans, services, and supplies for all facilities and employees;
 2. Ensure the safety and supervision of students, faculty, staff and visitors to the school;
 3. Restore normal services as quickly as possible;
 4. Coordinate the use of school personnel and facilities; and
 5. Provide detailed and accurate documentation of emergencies to aid in the recovery process.

RISK REDUCTION/PREVENTION AND INTERVENTION

Facilities Initiatives

The school has attempted to enhance the security of its facilities through a number of initiatives, including the following:

- The school has developed a visitor sign-in procedure and requires the use of visitor ID badges. The school uses an employee identification badge system. The school has developed a single point of access for visitors, with buzzer access systems to certain areas of the school building. The school has installed electronic security equipment.

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 shelter/shelter-in place 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.
 - ✓ All District and school staff receive annual training on the emergency response plan, and that this training included components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire, or as part of the District's existing new hire training program, whichever is sooner.
 - ✓ 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 announce to staff the drills and 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.

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.

Reporting 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.

Explanation of Terms

A. Acronyms

- | | |
|--|--|
| ✓ AED Automated External Defibrillator | ✓ Hazmat Hazardous Material |
| ✓ CERT Community Emergency Response Team | ✓ IC Incident Commander |
| ✓ CFR Code of Federal Regulations | ✓ ICP Incident Command Post |
| ✓ CPR Cardio-Pulmonary Resuscitation | ✓ ICS Incident Command System |
| ✓ DWST District-wide School Safety Team | ✓ NIMS National Incident Management System |
| ✓ EOC Emergency Operations Center | ✓ SC School Commander |
| ✓ EOPT Emergency Operations Planning Team | ✓ SOPs Standard Operating Procedures |
| ✓ EPI Emergency Public information | ✓ UC Unified Command |
| ✓ FEMA Federal Emergency Management Agency | |

Definitions

Emergency Public Information (EPI)

This includes any information that is disseminated to the public via the news media before, during and/or after an emergency or disaster.

Emergency Situation

As used in this plan, this term is intended to describe a range of situations, from a specific isolated emergency to a major disaster.

Emergency

Defined as any incident human-caused or natural that requires responsive action to protect lives and property. An emergency is a situation that can be both limited in scope and potential effects or impact a large area with actual or potentially severe effects. Characteristics of an emergency include:

- A. Involves a limited or large area, limited or large population, or important facilities.
- B. Evacuation or shelter/shelter-in place is typically limited to the immediate area of the emergency.
- C. Warning and public instructions are provided in the immediate area, not communitywide.
- D. One or more local response agencies or departments acting under an IC normally handle incidents. Requests for resource support are normally handled through agency and/or departmental channels.
- E. May require external assistance from other local response agencies or contractors.
- F. May require community-wide warning and public instructions.
- G. The EOC may be activated to provide general guidance and direction, coordinate external support, and provide resource support for the incident.

Evacuate and Evacuation

To move students for their protection from a school building to a predetermined location in response to an emergency.

Disaster

A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- A. Involves a large area, a sizable population, and/or important facilities.
- B. May require implementation of large-scale evacuation or shelter/shelter-in place and implementation of temporary shelter and mass care operations.
- C. Requires community-wide warning and public instructions.
- D. Requires a response by all local response agencies operating under one or more ICs.
- E. Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- F. The EOC will be activated to provide general guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

Hazard Analysis

A document published separately from this plan that identifies the local hazards that have caused or possess the potential to adversely affect public health and safety, public or private property, or the environment.

Hazardous Material (Hazmat)

A substance in a quantity or form posing an unreasonable risk to health, safety, and/or property when manufactured, stored, or transported. The substance, by its nature, containment, and reactivity, has the capability for inflicting harm during an accidental occurrence. It can be toxic, corrosive, flammable, reactive, an irritant, or a strong sensitizer, and poses a threat to health and the environment when improperly managed. Hazmats include toxic substances, certain infectious agents, radiological materials, and other related materials such as oil, used oil, petroleum products, and industrial solid waste substances.

Hold/Hold in Place

The restriction of movement of students and staff within the building while dealing with short term emergencies.

Inter-Local Agreement

These are arrangements between governments or organizations, either public or private, for reciprocal aid and assistance during emergency situations where the resources of a single jurisdiction or organization are insufficient or inappropriate for the tasks that must be performed to control the situation. This is commonly referred to as a mutual aid agreement.

Standard Operating Procedures (SOP)

SOP's are approved methods for accomplishing a task or set of tasks. SOPs are typically prepared at the department or agency level.

Trauma

An emotional response to a deeply distressing or disturbing experience such as, but not limited to, an act of violence, natural disaster, abuse, neglect, or loss.

Trauma-Informed

An understanding of trauma and how it affects the physical, emotional, and mental health of students and adults.

Trauma-Informed Drills

Avoiding tactics in training or drills that may introduce or activate trauma, such as the use of props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency, or inclusion of developmentally or age-inappropriate content. Drills may inadvertently prompt a negative emotional or psychological response in staff or students because of previous exposure(s) to trauma.

Assumptions

Assumptions reveal the limitations of the Safety Plan by identifying what was assumed to be true during development. These allow users to foresee the need to deviate from the plan if certain assumptions prove not to be true during operations.

- A. The Rocky Point Union Free School District will continue to be exposed to and subject to the impact of those hazards described in the Hazard Summary, as well as, lesser hazards and others that may develop in the future.
- B. It is possible for a major disaster to occur at any time, and at any place. In many cases, dissemination of warning to the public and implementation of increased readiness measures may be possible. However, some emergency situations occur with little or no warning.
- C. A single site emergency, i.e. fire, gas main breakage, etc., could occur at any time without warning and the employees of the school affected cannot, and should not, wait for direction from your local response agencies. Action is required immediately to save lives and protect school property.
- D. Following a major or catastrophic event, the school will have to rely on its own resources to be self-sustaining for up to 72 hours.
- E. There may be a number of injuries of varying degrees of seriousness to faculty, staff and/or students. However, rapid and appropriate response will reduce the number and severity of injury.
- F. Outside assistance will be available in most emergency situations. Since it takes time to summon external assistance, it is essential for the School to be prepared to carry out the initial emergency response on an independent basis.
- G. Proper mitigation actions, such as creating a positive school environment, and fire inspections, can prevent or reduce disaster-related losses. Detailed emergency planning, training of staff, students and other personnel, and conducting periodic emergency drills and exercises can improve the School's readiness to deal with emergency situations.
- H. A spirit of volunteerism among school employees, students and families will result in their providing assistance and support to emergency response efforts.

Limitations

The Rocky Point Union Free School District affirms that no guarantee is implied by this plan of a perfect response system. As personnel and resources may be overwhelmed, the School can only endeavor to make every reasonable effort to respond to the situation, with the resources and information available at the time.

CONCEPT OF OPERATIONS

Objectives

The objectives of school safety programs are to protect the lives and well-being of students and staff through the prompt and timely response of trained school personnel should an emergency affect the school.

General

- A. It is the responsibility of the School officials to protect students and staff from the effects of hazardous events. This involves having the primary role in identifying and mitigating hazards, preparing for and responding to, and managing the recovery from emergency situations that affect the district.
- B. It is the responsibility of the school to provide emergency response education and training for school personnel.
- C. It is the responsibility of the School Principal, or a designated person, to conduct drills and exercises to prepare school personnel as well as students for an emergency situation.
- D. To achieve the necessary objectives, an emergency program has been organized that is both integrated (employs the resources of the district, school, local emergency responders, organized volunteer groups, and businesses) and comprehensive (addresses mitigation, prevention, preparedness, response, and recovery). This plan is one element of the preparedness activities.
- E. This plan is based on a multi-hazard approach to emergency planning. It addresses general functions that may need to be performed during any emergency situation and identifies immediate action functional protocols as well as guidelines for responding to specific types of incidents.
- F. The Incident Command System (ICS) will be used to manage all emergencies that occur within the district/school. We encourage the use of IVCS to perform non-emergency tasks to promote familiarity with the system. All district and site personnel should be trained in ICS.
- G. The National Incident Management System (NIMS) establishes a uniform set of processes, protocols, and procedures that all emergency responders, at every level of government will use to conduct response actions. This system ensures that those involved in emergency response operations understand what their roles are and have the tools they need to be effective.
- H. According to the US Department of Homeland Security, school districts are among local agencies that must comply with NIMS. Compliance can be achieved through coordination with other components of local government and adoption of ICS to manage emergencies in schools. School district participation in local government's NIMS preparedness program is essential to ensure that emergency responder services are delivered to schools in a timely and effective manner. The Rocky Point UFSD recognizes that staff and students will be first responders during an emergency. Adopting NIMS will enable staff and students to respond more effectively to an emergency and enhance communication between first responders and emergency responders. The Rocky Point UFSD will work with its local government to become NIMS compliant. NIMS compliance for school districts includes the following:
 - Institutionalize the use of the Incident Command System – staff and students tasked in the plan will receive ICS 100 training. ICS-100 is a web-based course available free from the Emergency Management Institute. All persons tasked in the Basic Plan or annexes will take the ICS-100 course.

- Complete NIMS awareness course IS-700 NIMS: An introduction. IS-700 is a web-based course available from the Emergency Management Institute. All persons tasked in the Basic Plan or annexes will take the IS-700 course.
 - Participate in local government's NIMS preparedness program.
- I. Personnel tasked in this plan are expected to develop and keep current standard operating procedures that describe how emergency tasks will be performed. The school is charged with ensuring the training and equipment necessary for an appropriate response are in place.
 - J. This plan is based upon the concept that the emergency functions that must be performed by the school generally parallel some of their normal day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during emergency situations. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The personnel, equipment, and supplies that would normally be required for those functions will be redirected to accomplish emergency tasks.

OPERATIONAL GUIDANCE

Initial Response

1. School personnel are usually first on the scene of an emergency situation within the school. They will normally take charge and remain in charge of the emergency until it is resolved and will transfer command and incident management to the appropriate emergency responder agency with legal authority to assume responsibility. They will seek guidance and direction from local officials and seek technical assistance from state and federal agencies and industry where appropriate.
2. The Principal will be responsible for activating the school safety plan and the initial response which may include:
 - A. **Evacuation** – When conditions are safer outside than inside a building. Requires all staff and students to leave the building immediately.
 - B. **Secure Lockout** – When students and staff remain inside locked and secured school buildings during incident that pose and imminent concern outside the school are safer inside a building than outside. Requires all staff and students to go to safe places in the building from outside the building.
 - C. **Lockdown** – To immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. A lockdown will only end upon physical release from the room or secured area by law enforcement. A lockdown is initiated during incidents that pose an immediate threat of violence in or around the school. All exterior doors and classroom doors are locked and students and staff stay in their offices, work areas and classrooms.
 - D. **Shelter-in-place** – When conditions are safer inside the building than outside. For severe weather shelter/shelter-in place, students and staff are held in the building safe areas and interior rooms or basement away from windows. For hazardous material release outdoors with toxic vapors, students and staff are to remain in their classrooms, windows and doors are sealed and all ventilation systems are shut off. Limited movement is allowed. Taking shelter inside a sealed building is highly effective in keeping students and staff safe.

- E. **Drop, cover and hold/hold-in place** – Students and staff drop low, take cover under furniture, cover eyes, head with hands and arms and protect internal organs.

Notification Procedures

1. In case of an emergency in the school, the flow of information after calling 9-1-1 shall be from the school Principal to the district office. Information should include the nature of the incident and the impact on the facility, students and staff.
2. In the event of a fire, any one discovering the fire shall activate the building fire alarm system. Unless there is a lock down incident or a shelter in place incident in progress, the building shall be evacuated. In the event that a lock down or shelter-in-place incident is in progress, the evacuation shall be limited to the area immediately in danger from the fire.
3. In the event the School is in receipt of information, such as a weather warning that may affect a school within the district, the information shall be provided to the school District Superintendent. Specific guidelines are found in the individual annexes and appendices.
4. The District has established procedures regarding notification of parents or persons in parental relation regarding drills and potentially violent incidents by the District's mass notification system. Specific guidelines are found in the individual annexes and appendices.

Training and Exercise

1. The Rocky Point UFSD understands the importance of training, drills and exercises in the overall emergency management program. To ensure that district personnel and community first responders are aware of their duties and responsibilities under the school plan and the most current procedures, the following training, drills and exercise actions will occur.
2. Training and refresher training sessions shall be conducted for all school personnel.
 - a. All staff will undergo training on the building-level.
 - b. Training will include components on violence prevention and mental health including training on policy and procedure for responding to implied or direct threats by students against themselves (including suicide) and the notification of parents, guardians and persons in parental relation to an individual student in the event of an implied or direct threat by the student against themselves (including suicide).
3. Records of the training provided including date(s), type of training and participant roster will be maintained.
4. Drills and training will be: (1) conducted in a trauma-informed, developmentally and age-appropriate manner; (2) drills and training will not include props, actors, simulations, or other tactics intended to mimic a school shooting, incident of violence, or other emergency; and (3) students and staff be informed when a school is conducting a drill.
5. Information addressed in these sessions will include updated information on plans and/or procedures and changes in the duties and responsibilities of plan participants. Discussions will also center on any revisions to additional materials such as annexes and appendices. Input from all employees is encouraged.
6. The Rocky Point Union Free School District plans for Evacuations, Shelter-in place and Bus Evacuation drills. The types of drills and exercises will be coordinated by the District Emergency Management Coordinator.
7. The Rocky Point UFSD may participate in any external drills or exercises sponsored by local emergency responders and will provided requirements to opt to participate in full-scale exercises in conjunction with local and county emergency responders and preparedness officials. Exercises that include props, actors, simulations, or other tactics

intended to mimic a school shooting or other act of violence or emergency may not be conducted on a regular school day and when school activities such as athletics are occurring on school grounds. In addition, such exercises cannot include students without written consent from parents or persons in parental relation. Availability of school personnel and the nature of the drill or exercise shall govern the degree to which the district will participate as it relates to improving the school's ability to respond and deal with emergencies.

Implementation of the Incident Command System (ICS)

1. The designated incident commander (IC) for the school will implement the ICS team and serve as the IC until relieved by a more senior or more qualified individual. The IC will establish an incident command post (ICP) and provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. For disaster situations, a specific incident site may not yet exist in the initial response phase and the local Emergency Operation Center may accomplish initial response actions, such as mobilizing personnel and equipment, issuing precautionary warning to the public. As the potential threat becomes clearer and a specific impact site or sites identified, an Incident Command Post may be established at the school, and direction and control of the response transitioned to the IC. This scenario would likely occur during a community wide disaster.

Source and Use of Resources

The Rocky Point Union Free School District will use its own resources to respond to emergency situations until emergency response personnel arrive. If additional resources are required, the following options exist:

- A. Request assistance from volunteer groups active in disasters.
- B. Request assistance from industry or individuals who have resources needed to assist with the emergency situation.

Incident Command System (ICS)

1. The Rocky Point UFSD intends to employ ICS in managing emergencies. ICS is both a strategy and a set of organizational arrangements for directing and controlling field operations. It is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand.
2. The Incident Commander is responsible for carrying out the ICS function of command-managing the incident. The IC may be the superintendent or the building principal initially, but may transfer to the appropriate emergency responder agency official. In order to clarify the roles, the school official in charge will be known as the School Commander. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the IC and one or two individuals may perform all of these functions. For larger emergencies, a number of individuals from different local emergency response agencies may be assigned to separate staff sections charged with those functions.
3. In emergency situations, where other jurisdictions or the state or federal government are providing significant response resources or technical assistance, in most circumstances there will be a transition from the normal ICS structure to a Unified Command structure. Designated individuals from one or more response agencies along with the School Commander will work jointly to carry out the response. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

Incident Command System – Emergency Operations Center (EOC) Interface

4. For community-wide disasters, the EOC will be activated. When the EOC is activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC is generally responsible for field operations, including:
 - Isolating the scene
 - Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - Warning the district/school staff and students in the area of the incident and providing emergency instructions to them.
 - Determining and implementing protective measures (evacuation or shelter/shelter-in place) for the district/school staff and students in the immediate area of the incident and for emergency responders at the scene.
 - Implementing traffic control arrangements in and around the incident scene.
 - Requesting additional resources from the EOC. The EOC is generally responsible for:
 1. Providing resource support for the incident command operations.
 2. Issuing community-wide warning
 3. Issuing instructions and providing information to the general public
 4. Organizing and implementing large-scale evacuation.
 - Organizing and implementing shelter and massive arrangements for evacuees.
 - In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes. In such situations, more than one incident command operation may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

ORGANIZATIONAL STRUCTURE FOR EMERGENCY MANAGEMENT

Most schools have emergency functions in addition to their normal day-to-day duties. During emergency situations, the normal organizational arrangements are modified to facilitate emergency operations. School organization for emergencies include an executive group, emergency operations planning team/district-wide school safety team, emergency response teams, emergency services, and support services.

Executive Group

The Executive Group provides guidance and direction for school safety programs and for emergency response and recovery operations. The Executive Group includes the Superintendent (Chief Emergency Officer), District Emergency Management Coordinator (Alternate Chief Emergency Officer), Assistant Superintendent, Director of Facilities, School Principals and others designated in this plan or by the Superintendent of Schools.

Emergency Operations Planning Team/District-wide School Safety Team

The Emergency Operations Planning Team develops emergency operations plan for the district or schools, coordinates with local emergency services to develop functional annexes as well as annexes for specific hazards, coordinates The Rocky Point Union Free School District planning activities and recruits members of the school's emergency response teams. There will be an EOPT at the district level and planning team at each school. The Emergency Operations Planning Team at the school level includes District Emergency Management Coordinator, Principal, School Resource Officer, Counselor(s), and Nurses(s). The emergency operations planning team/district-wide school safety team members are listed in Appendix 7.

Emergency Response Team

Emergency Response Teams assist the Incident Commander in managing an emergency and providing care for school employees, students and visitors before local emergency services arrive or in the event of normal local emergency services being unavailable. The Emergency Response Teams are included in the appendix.

PHASES OF EMERGENCY MANAGEMENT AND ASSIGNMENT OF RESPONSIBILITIES

For most emergency functions, successful operations require a coordinated effort from a number of personnel. To facilitate a coordinated effort, school staff, and other school personnel are assigned primary responsibility for planning and coordinating specific emergency functions. Generally, primary responsibility for an emergency function will be assigned to an individual from the school that possesses the most appropriate knowledge and skills. Other school personnel may be assigned support responsibilities for specific emergency functions.

The individual having primary responsibility for an emergency function is normally responsible for coordinating preparation of and maintaining that portion of the emergency plan that addresses that function. Listed below are general responsibilities assigned to the Teachers, Emergency Services, and Support Services. Additional specific responsibilities can be found in the functional annexes to this Basic Plan.

This plan addresses emergency actions that are conducted during all four phases of emergency management.

Phase I - Mitigation/Prevention

Mitigation/Prevention addresses what can be done to reduce or eliminate risk to life and property.

The Rocky Point Union Free School District will conduct mitigation/prevention activities as an integral part of the school safety program. Mitigation/prevention is intended to eliminate hazards and vulnerabilities, reduce the probability of hazards and vulnerabilities causing an emergency situation, or lessen the consequences of unavoidable hazards and vulnerabilities. Mitigation/prevention should be a pre-disaster activity, although mitigation/prevention may also occur in the aftermath of an emergency situation with the intent of avoiding repetition of the situation. Among the mitigation/prevention activities included in the emergency operations program are:

- ✓ Hazard Analysis
- ✓ Identifying hazards
- ✓ Analyzing hazards
- ✓ Mitigating/preventing hazards
- ✓ Monitoring hazards
- ✓ Student Prevention Programs

Program Initiatives

The district has developed a number of programs and activities to aid in risk reduction. These initiatives span from Kindergarten through 12th grade.

Grade Levels	Character Education	Social Skills Development	Positive Decision Making
K to 2	<ul style="list-style-type: none"> ➤ Six Pillars of Character ➤ Connecting Character to Conduct 	<ul style="list-style-type: none"> ➤ Bucket Filling Program ➤ Social Skills/Friendship Groups ➤ Second Step ➤ Big Buddy, Little Buddy 	<ul style="list-style-type: none"> ➤ Piloted Programs: <i>I Can Problem Solve</i> ➤ Too Good For Drugs ➤ M & M Mentoring ➤ Red Ribbon Week
3 to 5	<ul style="list-style-type: none"> ➤ Six Pillars of Character ➤ Daily Words of Wisdom ➤ Connecting Character to Conduct 	<ul style="list-style-type: none"> ➤ Social Skills/Friendship Groups ➤ Second Step ➤ Big Buddy, Little Buddy ➤ Peer Leadership Club 	<ul style="list-style-type: none"> ➤ Too Good For Drugs ➤ Peer Mediation ➤ Caring Connections ➤ Red Ribbon Week
6 to 8	<ul style="list-style-type: none"> ➤ Connecting Character to Conduct ➤ Connecting Character to Education ➤ Rachel's Challenge ➤ Student of the Month ➤ Character Counts Awards 	<ul style="list-style-type: none"> ➤ Second Step ➤ Mentoring Programs ➤ Natural Helpers 	<ul style="list-style-type: none"> ➤ Cyber Bullying & Internet Safety ➤ Police Smart Assemblies ➤ Red Ribbon Week
9 to 12	<ul style="list-style-type: none"> ➤ Connecting Character to Conduct ➤ Challenge Day 	<ul style="list-style-type: none"> ➤ Mentoring Programs ➤ Project Success 	<ul style="list-style-type: none"> ➤ Conflict Mediation ➤ SADD Club ➤ Red Ribbon Week

In addition:

- The District Code of Conduct.
- All employees received Child Abuse and Harassment training.
- The district has a teacher referral program for student substance abuse.
- The school has developed a Crisis Intervention/Response plan.
- The district has a chapter of Students Against Destructive Decision-Making.
- Presentations on suicide prevention.
- In-district psychologists, social workers.
- Student Council.
- Athletic Code of Conduct.
- Drug and alcohol counseling.

Responsibilities

The Superintendent

- ✓ Initiate, administer, and evaluate safety programs to ensure the coordinated response of all schools within the system.
- ✓ Implement the policies and decisions of the governing body relating to emergency management.

Emergency Operations Planning Team

- ✓ In conjunction with the district and local emergency services create and maintain the Emergency Operations Plan.

Teachers

- Implement Character Education, Social Skills Development and Positive Decision-Making Curricula with K-12 students.
- Implement Health Education Curricula.

Technology/Information Services (Technology Director and Building Technology Staff)

- ✓ Assist in establishment/maintenance of emergency communications network.
- ✓ Establish and maintain, as needed, a stand-alone computer with student and staff data base for use at the emergency site.
- ✓ As needed, report various sites involved in the communication system if there are problems in that system.

Phase II – Preparedness

Preparedness focuses on the process of planning for the worst-case scenario.

Preparedness activities will be conducted to develop the response capabilities needed in the event an emergency. Among the preparedness activities included in the emergency operations program are:

- a. Providing emergency equipment and facilities.
- b. Emergency planning, including maintaining this plan, its annexes, and appendices.
- c. As practicable, involving emergency responders, emergency management personnel, other local officials, and volunteer groups who assist the school during emergencies in training opportunities.
- d. Conducting periodic drills and exercises to test emergency plans and training.
- e. Completing an After-Action Review after drills, exercises and actual emergencies.
- f. Revise this plan as necessary.

Responsibilities

The School Board

- ✓ Establish objectives and priorities for the school safety program and provide general policy guidance on the conduct of that program.
- ✓ Review school construction and renovation projects for safety.
- ✓ Appoint a District Emergency Management Coordinator to assist in planning and review and appoint the district-wide school safety team.

The Superintendent (Chief Emergency Officer)

- ✓ Obtain a resolution from the local school board giving needed authority and support to develop school emergency operations programs and plans.
- ✓ Authorize immediate purchase of outside services and materials needed for the management of emergency situations.
- ✓ Implement the policies and decisions of the governing body relating to emergency management.

The District Emergency Management Coordinator and/or The Alternate Chief Emergency Officer

- ✓ Establish a school safety plan review committee to approve and coordinate all emergency response plans.
- ✓ Serve as the staff advisor to the superintendent and principals on emergency management matters.
- ✓ Keep the superintendent and principals apprised of the preparedness status and emergency management needs.
- ✓ Coordinate local planning and preparedness activities and the maintenance of this plan.
- ✓ Prepare and maintain a resource inventory.
- ✓ Arrange appropriate training for district emergency management personnel and emergency responders.
- ✓ Coordinate periodic emergency exercises to test emergency plans and training.
- ✓ Perform day-to-day liaison with the state emergency management staff and other local emergency management personnel.
- ✓ Serve as the school's Emergency Management Coordinator.
- ✓ Organize the school's safety program and identify personnel, equipment, and facility needs.
- ✓ Encourage incorporation of emergency preparedness material into regular curriculum.

- ✓ Provide copies of the school plan to the superintendent and other authorized parties.
- ✓ Monitor developing situations such as weather conditions or incidents in the community that may impact the school.
- ✓ Create “Go Bags” for each school with appropriate maps, floor plans, faculty and student rosters, photos, bus routes, and other pertinent information to help manage the emergency

The School Principals

- ✓ Ensure that the plan is coordinated with the district's plans and policies.
- ✓ Assign selected staff members to the Emergency Operations Planning Team who will develop the school's emergency operations plan.
- ✓ Ensure that school personnel and students participate in emergency planning, training, and exercise activities.
- ✓ Conduct drills and initiate needed plan revisions based on outcomes of drills.
- ✓ Assign school emergency responsibilities to staff as required. Such responsibilities include but are not limited to:
 1. Provide instruction on any special communications equipment or night call systems used to notify first responders.
 2. Appoint monitors to assist in proper evacuation.
 3. Ensure that all exits are operable at all times while the building is occupied.
 4. Ensure a preplanned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.

Crisis Response Teams

- ✓ Participate in the Community Emergency Response Team (CERT) program.
- ✓ Create annexes for their specific emergency function.

Teachers

- ✓ Prepare classroom emergency Go Kits.
- ✓ Participate in trainings, drills and exercises.
- ✓ Establish a buddy system for students and teachers with disabilities.

Technology/Information Services (Technology Director and Building Technology Staff)

- ✓ Assist in establishment/maintenance of emergency communications network.
- ✓ Assist in obtaining needed student and staff information from the computer files.
- ✓ Establish and maintain computer communication with the central office and with other agencies capable of such communication.

Transportation (First Student Transportation)

- ✓ Establish and maintain school division protocols for transportation-related emergencies.
- ✓ Establish and maintain plans for the emergency transport of district personnel and students
- ✓ Train all drivers and transportation supervisory personnel in emergency protocols involving buses.

Phase III – Response

Response is taking action to effectively contain and resolve an emergency.

The Rocky Point Union Free School District will endeavor to respond to emergency situations effectively and efficiently. The focus of most of this plan and its annexes is on planning for the response to emergencies. Response operations are intended to resolve an emergency situation quickly, while minimizing casualties and property damage. Response activities include warning, first aid, light fire suppression, law enforcement operations, evacuation, shelter and mass care, light search and rescue, as well as other associated functions.

Responsibilities

The Superintendent (*Chief Emergency Officer*)

- ✓ Assign resources (personnel and materials) to various sites for specific needs. This may include the assignment of school personnel from other school or community sites such as community emergency shelters.
- ✓ Coordinate use of school building(s) as public shelter(s) for major emergencies occurring in the city or county.
- ✓ Coordinate emergency assistance and recovery with first responders.

The District Emergency Management Coordinator and/or

The Alternate Chief Emergency Officer

- ✓ Gather information from all aspects of the emergency for use in making decisions about the management of the emergency.
- ✓ Monitor the emergency response during emergency situations and provide direction where appropriate. Stay in contact with the leaders of the emergency service agencies working with the emergency.
- ✓ Request assistance from local emergency services when necessary.
- ✓ Serve as the staff advisor to the superintendent and principals on emergency management matters.
- ✓ Keep the superintendent and principals apprised of the preparedness status and emergency management needs.

The School Principals

- ✓ Have overall decision-making authority in the event of an emergency at his/her school building until emergency services arrives.
- ✓ With assistance of the Public Information Officer, keep the public informed during emergency situations.
- ✓ Act as Incident Commander until relieved by a more qualified person or the appropriate emergency responder agency, and assist in a Unified Command.

Emergency Operations Planning Team

- ✓ Provide assistance during an emergency and in accordance with designated roles.

Crisis Response Teams

- ✓ Assist the superintendent and principal during an emergency by providing support and care for school employees, students and visitors during an emergency before local emergency services arrive or in the event of normal local emergency services being unavailable.
- ✓ Provide the following functions when necessary and when performing their assigned function will not put them in harm's way:
 1. Facility evacuation
 2. First aid
 3. Search and rescue
 4. Limited fire suppression
 5. Damage assessment
 6. Student/Parent Reunification
 7. Student supervision
 8. Support and security

Teachers

- ✓ Direct and supervise students en-route to pre-designated safe areas within the school grounds or to an off-site evacuation shelter.

- ✓ Visually check rooms and areas along the path of exit for persons who may not have received the evacuation notice. This process should not disrupt the free flow of students out of the building.
- ✓ Maintain order while in student assembly area.
- ✓ Verify the location and status of every student. Report to the incident commander or designee on the condition of any student that needs additional assistance.
- ✓ Remain with assigned students throughout the duration on the emergency, unless otherwise assigned through a partner system or until every student has been released through the official "student/family reunification process."

Technology/Information Services (Technology Director and Building Technology Staff)

- ✓ Coordinate use of technology.
- ✓ Establish and maintain computer communication with the central office and with other agencies capable of such communication.

The School Incident Commander

- ✓ Assume command and manage emergency response resources and operations at the incident command post to resolve the emergency situation until relieved by a more qualified person or the appropriate emergency response agency official.
- ✓ Assess the situation, establish objectives and develop an emergency action plan.
- ✓ Determine and implement required protective actions for school response personnel and the public at an incident site.
- ✓ Appoint additional staff to assist as necessary.
- ✓ Work with the emergency services agencies in a Unified Command.

Phase IV – Recovery

Recovery deals with how to restore the learning and teaching environment after a crisis.

If a disaster occurs, the Rocky Point UFSD will assist our Community Partners as needed during the recovery phase that involves both short-term and long-term efforts. Short-term operations seek to restore vital services to the school and provide for the basic needs of the staff and students. Long-term recovery focuses on restoring the school to its normal state.

Responsibilities

The Superintendent (Chief Emergency Officer)

- ✓ Coordinate emergency assistance and recovery with first responders.

The District Emergency Management Coordinator and/or the Alternate Chief Emergency Officer

- ✓ Serve as the staff advisor to the superintendent and principals on emergency management matters.
- ✓ Keep the superintendent and principals apprised of the preparedness status and emergency management needs.

Emergency Operations Planning Team

- ✓ Conduct debriefings at the conclusion of each emergency to critique the effectiveness of the emergency operations plan.

Post Incident Response Team

- ✓ Mobilization of the District's Mental Health professionals comprised of building administrators, nurses, school counselors, school psychologist(s) and school social worker(s) to assist the school community in coping with the aftermath of a violent incident or emergency.

EMERGENCIES OCCURRING DURING SUMMER OR OTHER SCHOOL BREAKS

If the school administrator or other emergency response/district-wide school safety team member is notified of an emergency during the summer, the response usually will be one of limited school involvement. In that case, the following steps should be taken:

- a. Institute the phone tree to disseminate information to Emergency Response Team members and request a meeting of all available members. The phone tree is located in Appendix 6.
- b. Identify close friends/staff most likely to be affected by the emergency. Keep the list and recheck it when school reconvenes.
- c. Notify staff or families of students identified in #2 and recommend community resources for support.
- d. Notify general faculty/staff by letter or telephone with appropriate information.
- e. Schedule appropriate meeting(s) for an update the week before students return to school.
- f. Be alert for repercussions among students and staff. When school reconvenes, check core group of friends and other at-risk students and staff, and institute appropriate support mechanisms and referral procedures.

DIRECTION and CONTROL

1. General

- ✓ The Principal is responsible for establishing objectives and policies for emergency operations and providing general guidance for emergency response and recovery operations. In most situations, the Principal will assume the role of Incident Commander. During disasters, he/she may carry out those responsibilities from the ICP.
- ✓ The District Emergency Management Coordinator will provide overall direction of the response activities of the school. During emergencies and disasters, he/she will normally carry out those responsibilities from the ICP.
- ✓ The Incident Commander assisted by a staff sufficient for the tasks to be performed, will manage the emergency response from the Incident Command Post until local emergency services arrive.
- ✓ During emergency operations, the school administration retains administrative and policy control over their employees and equipment. However, personnel and equipment to carry out mission assignments are directed by the Incident Commander. Each emergency services agency is responsible for having its own operating procedures to be followed during response operations, but interagency procedures, such as common communications protocol and Unified Command, may be adopted to facilitate a coordinated effort.
- ✓ If the school's own resources are insufficient or inappropriate to deal with an emergency situation, assistance from local emergency services, organized volunteer groups, or the State should be requested.

2. Emergency Facilities

1. School Incident Command post should be established on scene away from risk of damage from the emergency. Pre-determined sites for command posts outside the school building will be identified in cooperation with local emergency responder agencies. Initially, ICP will most likely be located in the main office of the school, but alternate locations must be identified if the incident is occurring at that office.

2. Except when an emergency situation threatens, but has not yet occurred, and those situations for which there is no specific hazard impact site (such as severe winter storm or area-wide utility outage), an Incident Command Post or command posts will be established within the vicinity of the incident site(s). As noted previously, the Incident Commander will be responsible for directing the emergency response and managing the resources at the incident scene.

NATIONAL TERRORISM ADVISORY SYSTEM - NTAS

The new National Terrorism Advisory System replaces the Homeland Security Advisory System that has been in place since 2002. The National Terrorism Advisory System, or NTAS, will include information specific to the particular credible threat, and will not use a color-coded scale. When there is credible information about a threat, an NTAS Alert will be shared with the American public. It may include specific information, if available, about the nature of the threat, including the geographic region, mode of transportation, or critical infrastructure potentially affected by the threat, as well as steps that individuals and communities can take to protect themselves and help prevent, mitigate or respond to the threat. The advisory will clearly indicate whether the threat is **Elevated**, if there is no specific information about the timing or location, or **Imminent**, if the threat is impending or very soon. The School will use similar wording in the event of an emergency.

ADMINISTRATION AND SUPPORT

Agreements and Contracts

- A. Should school resources prove to be inadequate during an emergency; requests will be made for assistance from local emergency services, other agencies, and industry in accordance with existing mutual-aid agreements and contracts and those agreements and contracts concluded during the emergency. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible. Agreements and contracts should identify the school district officials authorized to request assistance pursuant to those documents.
- B. The agreements and contracts pertinent to emergency management that this school is party to are summarized in Appendix 1.

PLAN DEVELOPMENT AND MAINTENANCE

Plan Development and Distribution of Planning Documents

- A. The District-Wide Safety Team is responsible for reviewing and providing input to the District Safety Plan, including annexes, when convened to do so by the Superintendent (Chief Emergency Officer) or his designee. The Rocky Point UFSD Board of Education is responsible for approving and promulgating this plan.
- B. Distribution of Planning Documents
 1. The Principal shall determine the distribution of this plan and its annexes. In general, copies of plans and annexes should be distributed to those tasked in this document.
 2. The Basic Plan should include a distribution list that indicates who receives copies of the basic plan and the various annexes to it. In general, individuals who

receive annexes to the basic plan should also receive a copy of this plan, because the Basic Plan describes the emergency management organization and basic operational concepts. The distribution list for the Basic Plan is located in Appendix 14.

C. Review

1. The Basic Plan and its annexes shall be reviewed periodically by the District-Wide Safety Team and others deemed appropriate by school administration.
2. Update
 - a) This plan along with the Building-Level Emergency Response Plan will be updated based upon deficiencies identified during actual emergency situations and exercises and when changes in threat hazards, resources and capabilities, or school structure occur.
 - b) The Basic Plan and its annexes must be revised or updated as necessary. Responsibility for revising or updating the Basic Plan is assigned to the District-Wide Safety Team.
 - c) The Principal is responsible for distributing all revised or updated planning documents to all departments, agencies, and individuals tasked in those documents.

APPENDIX 1

Summary of Agreements and Contracts

- There is an ongoing relationship with the police department. We have an officer assigned to our district and meets with the superintendent a few times a year. In addition, the district has a School Resource Officer who communicates with our principals as needed as well as introducing programs into some of the schools, i.e. Internet Safety, Drinking and Driving, etc.
- North Shore Youth Council provides counseling services as well as resources for our at-risk students. They also host recreation nights so children have a place to go.
- The Rocky Point Union Free School District has a verbal agreement with nearby venue to serve as an offsite reunification site in the event of an emergency. Additionally, a local venue has agreed in writing to serve as a reunification site for the District.
- The District has three campuses which could serve as reunification sites depending on the emergency event as well.

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**COUNTY
OF
SUFFOLK
NEW
YORK
POLICE
DEPARTMENT
POLICE COMMISSIONER**

**Memorandum of
Understanding
DRAFT**

1. Parties:

This Memorandum of Understanding is entered into by and between the Rocky Point Union Free School District (School District); and the Suffolk County Police Department (SCPD) for the placement of School Resource Officers (SROs) within the School District.

2. Authority:

This agreement is adopted pursuant to N.Y. EDUC. LAW § 2801-a (as amended by 2019 Sess. Law News of N.Y.Ch.59 (1509-C) (2019)), which requires schools to define the roles and responsibilities of school personnel, security personnel, and law enforcement officers that are deployed in schools.

3. Purpose:

- a. The SCPD and School District, in order to ensure a successful SRO program (“SRO Program”), will build a positive relationship between law enforcement, students, and school employees.
- b. The purpose of the SRO Program is to ensure a safe school environment; provide a clear protocol for school officials when responding to non-emergency situations in schools; foster positive interactions between and among students, school officials, and law enforcement; empower educators to respond to conflict in their school; reflect a shared commitment to the philosophy of de-escalation; and support a positive educational and social-emotional climate at the School District’s schools.
- c. The purpose of this Agreement is to provide clarity and understanding regarding the roles and responsibilities of SROs and to create an MOU that ensures the rights of students per NY Law and the District’s Code of Conduct.

4. Definitions

- a. “Arrest” means placing a person in police custody, with or without the use of handcuffs or other mechanical restraints.
- b. “Code of Conduct” means the document the board of education or the trustees of the District developed, adopts, enforces, and amends, where appropriate, 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. The Code of Conduct contains the District’s behavioral and discipline policies required by New York law and is shared with students and parents. N.Y. EDUC. LAW § 2801.

c. “Federal Immigration Authorities” or “Federal Immigration Enforcement Agency” means any officer, Employee, or person otherwise paid by or acting as an agent of the United States Immigration and Customs Enforcement (“ICE”), Homeland Security Investigations (“HIS”), Customs and Border Protection (“CBP”), or United States Department of Homeland Security “DHS”), or any division thereof, who is charged with immigration law enforcement.

d. “Parent” means a person in parental relation to the student such as: parents, legal guardian, or other person legally responsible for a student under New York law. N.Y. EDUC. LAW 2 (2005); N.Y.GEN. OBLIG. LAW § 5-1551 (2018).

e. “School official” means any employee of the District, school board member or New York State Education Department, or any individual school.

f. “School property” means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of the public school in the District. “School property” also means in or on a school bus, whether owned and operated by the District or by carrier that the district contracts with for the transportation of its students.

g. “School Resource Officer” (“SRO”) means sworn enforcement officers assigned to schools employed by SCPD who are assigned on a full or part-time basis to work in a District public school.

h. “Student” refers to a person enrolled in a District public school or program.

i. Physical Force” and “Use of Force” The amount of effort required by police to compel compliance by an unwilling subject. ‘Force’ is generally defined along a continuum, from mere restraint to deadly physical force.”

5. Independent Entities:

a. SROs shall be employees of the SCPD and shall be subject to the administration, supervision and control of the SCPD. SROs shall not be employees of the School District. School District and SCPD acknowledge that the SROs shall remain responsive to the chain of command of the SCPD.

b. Neither the SCPD nor the School District shall be an agent of the other. Neither the SCPD nor the School District shall have the authority to bind the other absent express, written consent to do so.

c. SCPD shall be responsible for the payment of SROs’ salaries and benefits. SROs shall be subject to all other practices and policies of the SCPD, except as such practices or policies are modified to comply with the terms and conditions of this Agreement.

d. In their capacity as an employee of SCPD, an SRO shall abide by School District policies applicable to police, visitors and contractors.

6. Overall Roles and Responsibilities of the SRO:

a. Provide programs and initiatives to address negative trends which impact youth i.e. drugs, gangs, truancy, etc. (See the SCPD’s Community Relations Bureau landing page for specific programs and initiatives at <https://scpdcrb.suffolkcountyny.gov/>).

b. Perform duties and responsibilities of duly sworn SCPD Officer.

c. Forge & maintain effective relationships with students, faculty, staff & administration.

d. Assist school leaders in planning/execution of school safety drills including fire, lockdown, secure lockout and reunification in coordination with needs of the school district. Understand School District’s Code of Conduct and assist school personnel in observing/reporting infractions.

e. Plan/assist the district with emergency response for various circumstances.

- f. Assist school officials when matters involving law enforcement officers is required.
- g. Observe/evaluate potential threats to the safety of the student body, staff and/or visitors.
- h. Serve as a visible deterrent to illegal/dangerous activity.
- i. Handle requests for service in/around school, follow up on reports generated at School District, and engage parents/community as requested by school personnel or otherwise required.
- j. Assist in the development of emergency management and incident response systems including mitigation/prevention, preparedness, response, and recovery.
- k. Respond to unauthorized persons on School District property.
- l. Serve as a member of the School District's Threat Assessment Team.
- m. Serve as a member of the School District's District-wide and/or Building Safety Committee(s).
- n. Communicate regularly with School District security.

7. SRO Selection:

- a. The SRO position will be filled according to the SCPD selection process. The SCPD will make the final selection of all SROs.
- b. The parties shall use a collaborative process in the assignment of SROs. Precinct and Bureau Commander shall assign SROs in collaboration with the Superintendent of Schools or designee in accordance with the following guidelines:
 1. The SCPD will provide the School District with relevant operational information, such as timely notification of SRO leaves and absences, SRO scheduling and availability.
 2. The School District shall provide SCPD with relevant operational information such as hours of operation, facilities and personnel issues.
 3. SROs will be assigned to the School District with the intent of providing qualified SCPD officers who have the job knowledge, experience, training, education, appearance, attitude, communication skills and bearing necessary to perform the unique role of an SRO.
 4. In the event the Superintendent or designee believes that an SRO is not effectively performing his/her duties and responsibilities, the Superintendent or his/her designee shall notify the Precinct or Bureau Commander of the School District's concerns. The Precinct or Bureau Commander shall act in good faith to mutually resolve the School District's concerns. In the event the parties are unable to resolve the dispute, the School District may immediately terminate this agreement.
 5. In the event the Superintendent or designee or the SCPD receives information that an SRO has been arrested, charged with a crime or accused of sexual abuse, child abuse, corporal punishment, sexual harassment, or a violation of project SAVE, the SRO shall be immediately removed by SCPD from the District pending an investigation.
 6. In the event of the resignation, dismissal, reassignment or other long term and/or permanent absence of an SRO, the SCPD shall make every effort to provide a replacement SRO within a reasonable time.

- c. SROs shall complete the SCPD SRO Training Course prior to assignment in the School District. If no SROs are available who have completed the SRO Training Course, the School District and SCPD may mutually agree to the assignment of an SRO who will enroll in the next scheduled course and who has received mutually agreeable in-service training.
- d. SROs shall receive in-service training when offered by the School District within the hours of SRO service on following topics: education of students identified as requiring special education or plans under Section 504 of the Rehabilitation Act (Section 504); Dignity for All Students Act; race, national origin, ethnic, and gender bias against students which may include a component that provides historical context; trauma management in youth; and de-escalation tactics for working with youth.
- e. The SRO shall receive training from SCPD in sexual harassment that complies with New York State law.
- f. Prior to placement in a new school, SROs shall meet with the school Principal and any other administrator designated by the Principal or Superintendent of Schools, along with the highest-ranking public safety staff, if any, currently assigned to the school to discuss their respective roles, the school culture, and any other useful information. Thereafter, the Superintendent of Schools, Principal and/or their designee shall maintain regular communication with the SCPD and SROs about SRO assignment and physical placement in school building.
- g. The Superintendent or his / designee shall have the final say in determining how, where, and when SROs are deployed in the building.
- h. The Superintendent shall ensure that the SRO is introduced to teacher, parent, and student representatives at least once per school year to discuss the SRO program and communicate the roles and responsibilities of SROs within the school district. (See Section 11)
- i. The School District may require the SRO to participate in additional training at the sole expense of the School District, within the assigned hours of the SRO in the School District.

8. School Resource Officer Training:

Training provided by the SCPD or School District, as described above, may include the following:

- Intro and Orientation
- Key Elements of the SRO Program
- SAVE and the SRO
- Zero Tolerance and Confidentiality
- Presentation Exercise
- Community Policing-TRIAD
- Initiating, Implementing and Promoting the SRO Program
- Presentation Skills and Lesson Planning
- SRO in the Classroom
- School Security and Surveys
- Special Education
- SRO as an Advisor and Communication Skills
- Record Keeping and Activity Reports
- Emergency Response and Incident Command
- Legal Issues
- School Administration Presentation
- Student Presentations
- Community Involvement

9. Operation of SRO Program:

a. SRO Supervision:

The SCPD will have sole responsibility and authority over the day-to-day operation and administrative control of the SRO assigned to the School District.

b. SRO Transportation of Students:

SROs shall not transport students in Police Department vehicles except as necessary to perform the duties and responsibilities of a SCPD Officer. SRO shall notify the Superintendent of Schools prior to transporting any student and comply with School District Policy/Regulations with respect to the transportation of students unless such notification will impair the performance of duties and responsibilities of a SCPD Officer or endanger the health, safety and welfare of the student or others.

c. SRO Inquiry With and Questioning of Students:

1. In accordance with District Policy/Regulation, SROs may inquire with students about matters within the scope of their duties as an SRO, provided that an SRO shall neither inquire with nor question students about:

i. Immigration status;

ii. Matters predicated upon a student's perceived race, nationality, color, religion, sexual orientation, gender identity or native language; and/or

iii. Matters unrelated to the School District such as crimes or suspected criminal activity occurring off school grounds and away from school activities

2. Prior to commencing service, SROs shall meet with the Superintendent or designee and review School District Policy/Regulation with respect to police involvement in searches or interrogations of students. SROs shall abide by such School District Policies and Regulations when questioning a student about in-school criminal or suspected criminal activity.

3. If an SRO is involved in the questioning of a student on school premises, whether or not at the request of school authorities, it will be in accordance with all applicable laws and due process rights.

4. SROs shall consult with the Superintendent of Schools or designee should there be any question with respect to the role of the SRO and permissible questioning within the scope of School District Policy/Regulation.

5. SROs shall not ask school officials to question a student for them in an effort to circumvent due process rights. Under no circumstance may the superintendent designee compel or coerce a student to submit to questioning by SROs.

6. When communicating with students, parents or guardians the SRO and the District shall ensure appropriate language access services are provided when necessary.

7. Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), student education records shall not be released to law enforcement absent a court order or applicable statutory exception. 20 U.S.C. § 1232g(b)(1) (2013).

8. Students, parents, administrators, and school personnel who believe that any SRO has engaged in misconduct may file a complaint with the SCPD Internal Affairs Bureau. Internal Affairs will notify the District's Superintendent when such complaints are filed.

10. SRO's Role in Student Discipline:

a. The School District shall be responsible for student Code of Conduct violations and routine disciplinary violations. The SRO shall read and understand the student Code of Conduct for the School District. The SRO shall have no responsibility for student discipline. All student disciplinary matters must be referred to the Superintendent of Schools or their principal designee.

b. School officials may not request the intervention of SROs when responding to normative child and adolescent behaviors, or when a child engages in minor Code of Conduct violations such as:

1. disorderly behavior;
2. behaving in a rude or disruptive manner;
3. making excessive noise;
4. hanging out in school hallways or bathrooms;
5. violating the dress code or uniform policy;
6. failing or refusing to provide identification upon request;
7. profane, obscene, vulgar, or lewd language, gestures, or behavior;
8. use of racial or other slurs;
9. bullying verbal abuse;
10. defying school officials or SROs;
11. cutting class, tardiness, and unexcused absence;
12. leaving school without permission;
13. possession or use of items under the Code of Conduct that do not violate the law (*e.g.*, cell phones).

c. SROs may, upon witnessing a criminal offense, take the student into custody provided that, to the fullest extent practicable in instances not requiring immediate arrest or other immediate action, SROs shall consult with the Superintendent of Schools or designee prior to making any arrest on school grounds or within the scope of his/her duties as an SRO. The School District bears the sole responsibility for enforcing the Code of Conduct and School District policies.

d. Physical force should never be used against students except in those circumstances where there is an immediate danger of physical injury to the student or another. SROs should only use a physical restraint or a physical restraint device (*e.g.*, handcuffs or flex cuffs) when a student is being arrested and charged with an offense, or is being detained pursuant to the Mental Hygiene Law.

e. When SROs arrest a student, school officials shall immediately contact the student's parent/guardian.

f. In situations where a warrant directs that an arrest of a student be carried out at school, the execution of the warrant shall be coordinated between the Superintendent designee, SCPD, and SROs. All parties shall make every effort to respect students' privacy rights, and absent emergency circumstances, the warrant shall not be executed in a public location such as a classroom, hallway, or cafeteria in order to minimize disruption and exposure to other students.

g. For children with disabilities, the principal/designee, in collaboration with the special education team at the school, will act in accordance with applicable law when a child's behavior, which violates the School District's Code of Conduct, is a manifestation of the child's disability. Whenever they have knowledge of a student's disabilities and/or accommodations, SROs shall consider the student's disabilities in interactions with the student.

11. SRO Uniforms and Weapons:

SROs will wear the duty uniform designated by the SCPD and carry equipment as directed by the SCPD, to include their service weapon.

12. Community, Staff, and Student Engagement:

- a. All stakeholders/parties involved in the SRO Program will continually work on building and expanding existing community partnerships that help support the mission of safe schools. These community partnerships will provide resources that can help students get necessary support.
- b. The district will engage with appropriate stakeholder/parties including but not limited to: administration, teachers, students, parents, and community leaders regarding the SRO MOU.
- c. The SRO MOU will be posted on the school district's website and included as part of the school's safety plan as required by N.Y.EDUC. LAW § 2801-a (as amended by 2019 Sess. Law News of N.Y.Ch.59 (1509-C) (2019)).
- d. The SRO program will undergo an annual analysis by each school district via meetings between the following parties: the district's Superintendent, the SRO unit commander, SROs assigned within the school district. Additional stakeholders, including but not limited to school district faculty, staff, community leaders, students and their families, may participate in yearly reviews at the discretion of the districts.
- e. SROs shall be introduced to staff and the student body at the commencement of each school year.

13. Records and Information:

- a. It is the understanding of both the School District and SCPD that confidentiality and a student's right to privacy are of the utmost importance in the administration of these services. Therefore, student records shall be kept confidential in accordance with all applicable laws and professional standards. The mandate to keep student records confidential includes but is not limited to the requirement that the SRO may not disclose any information obtained from a student record to any other party without the prior consent of the parent or eligible student, unless otherwise permissible under applicable law. The SRO shall maintain a record of the disclosure of any information obtained from a student record to any other party, including but not limited to, the SCPD or other law enforcement agency or officer; and shall provide such record to the School District on a monthly basis.
- b. The School District and SCPD shall abide by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g with respect to the release of student identifiable information. The School District shall provide SCPD with a copy of its Student Records Policy and any other policy or regulation applicable to the release of student identifiable information. The School District shall determine what constitutes "directory information" under FERPA and ensure any disclosure of directory information complies with FERPA.
- c. The SRO shall maintain detailed and accurate records in his or her role at any school at which he or she is assigned and shall submit reports to the School District as required by the Principal of the school. Records created and maintained by SROs for law enforcement purposes shall not constitute School District records and may be disclosed to SCPD and other law enforcement officials.
- d. SROs shall not enter into agreements to share student information outlined in 12.IV with Federal Immigration Authorities except as required by law.
- e. Both the District and the SCPD shall provide the public with the following information by posting the information on the agencies' websites, updated on an annual basis unless stated otherwise:
 1. The SRO Program MOU;
 2. Training materials for SROs;
 3. Number of SROs assigned in a District;

14. Implementation of MOU

a. Within 30 days of the execution of this MOU, the District's Superintendent shall ensure that this MOU is distributed to all District teachers, administrators, and other staff.

b. Within 30 days of the execution of this MOU, the Community Relations Bureau of the SCPD shall ensure that it is distributed to all of its SROs according to their school assignments, and that a briefing about its provisions and their responsibilities under it has been provided.

15. Expenses:

There is no cost to the School District for stationing an SCPD SRO in their District. If a School District requires additional training for their SRO, the cost of that training will be borne by the District.

16. Indemnification:

a. School District agrees to defend, indemnify, and hold harmless SCPD, including its officers, employees, and agents, against all claims, losses, damages, liabilities, costs or expenses (including without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity arising out of the services performed pursuant to this Agreement, which SCPD, or its officials, employees or agents, may suffer by reason of any negligence, fault, act, or omission of the School District its officials, employees, representatives, subcontractors, assignees, or agents.

b. School District shall cause the School District's officers, employees, and agents to cooperate with the SCPD in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

c. SCPD agrees to defend, indemnify, and hold harmless School District, including its officers, employees, and agents, against all claims, losses, damages, liabilities, costs or expenses (including without limitation, reasonable attorney fees and costs of litigation and/or settlement), whether incurred as a result of a claim by a third party or any other person or entity arising out of the services performed pursuant to this Agreement, which School District, or its officials, employees or agents, may suffer by reason of any negligence, fault, act, or omission of the SCPD, its officials, employees, representatives, subcontractors, assignees, or agents.

d. The SCPD shall cause the SCPD's officers, employees, and agents to cooperate with the School District in connection with the investigation, defense or prosecution of any action, suit or proceeding, related to the subject matter of this Agreement.

e. The provisions of this Section shall survive the termination and/or expiration of this Agreement.

17. Insurance:

a. SCPD is self-insured, at its sole expense, for comprehensive general liability coverage, with coverage for sexual harassment, sexual misconduct, discrimination, wrongful discipline, wrongful termination, against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees in an amount equal to \$1,000,000 per occurrence and \$3,000,000 per aggregate.

b. SCPD is self-insured, at its sole expense, for statutory Workers' Compensation coverage and employee vehicle use against any claim for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees.

c. The District shall maintain insurance or be self-insured, at its sole expense, for comprehensive general liability coverage, with coverage for sexual harassment, sexual misconduct, discrimination, wrongful discipline, wrongful termination, against claims for liability, personal injury, or death arising directly or indirectly from this Agreement or the performance of its officers or employees in an amount equal to \$1,000,000 per occurrence and \$3,000,000 per aggregate.

d. The District shall maintain insurance or be self-insured, at its sole expense, for statutory Workers' Compensation coverage and employee vehicle use against any claim for liability, personal injury, or

death arising directly or indirectly from this Agreement or the performance of its officers or employees.

18. Assignment; Amendment; Subcontracting:

This Agreement and the rights and obligations hereunder may not be in whole or part: (i) assigned, transferred or disposed of; (ii) amended; (iii) waived; or (iv) subcontracted, without the prior written consent of all parties, and any purported assignment, other disposal or modification without such prior written consent shall be null and void.

19. Waiver:

The failure of a party hereunder to assert any of its rights under this Agreement, including the right to demand strict performance, shall not constitute a waiver of such rights.

20. Termination:

This MOU may be terminated without cause by either party upon thirty (30) days prior written notice.

21. Consent to Jurisdiction and Venue; Governing Law:

Unless otherwise specified in this Agreement or required by Law, all claims or actions with respect to this Agreement shall be resolved exclusively by a court of competent jurisdiction located in Suffolk County, New York, and the parties expressly waive any objections to the same on any grounds, including venue and *forum non convenient*. This Agreement is intended as a contract under, and shall be governed and construed in accordance with, the Laws of New York State, without regard to the conflict of law provisions thereof.

22. Notices:

- a. Any notice, request, demand or other communication required to be given or made in connection with this Agreement shall be: (a) in writing; (b) delivered or sent (i) by hand delivery, evidenced by a signed, dated receipt, (ii) postage prepaid via certified mail, return receipt requested, or (iii) overnight delivery via a nationally recognized courier service.
- b. Any notice to the SCPD shall be sent to: the Police Commissioner, SCPD, 30 Yaphank Avenue, Yaphank, New York 11980
- c. Any notice to the School District shall be sent to the attention of the Superintendent of Schools at the address specified on the School District website for administrative offices.
- d. Notice is deemed given or made on the date the delivery receipt was signed by an authorized representative of the party or date indicated in any tracking mechanism as delivered.

23. All Legal Provisions Deemed Included; Severability; Supremacy:

In the event that any provision of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby. Unless the application of this clause will cause a provision required by Law to be excluded from this Agreement, in the event of an actual conflict between the terms set forth above the signature page to this Agreement and those contained in any schedule, exhibit, appendix, or attachment to this Agreement, the terms and conditions set forth above the signature page shall control. To the extent possible, all the terms of this Agreement should be read together as not conflicting.

24. Section and Other Headings:

The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

25. Entire Agreement:

This Agreement represents the full and entire understanding and agreement between the parties hereto with regard to the subject matter hereof and supersedes all prior agreements (whether written or oral) of the parties relating to the subject matter of this Agreement.

25. Modifications:

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

26. Executory Clause:

Notwithstanding any other provision of this Agreement, the SCPD and the School District shall have no obligations under this Agreement (including any extension or other modification of this Agreement) to any person unless: (i) all relevant and required SCPD and School District approvals have been obtained, including, if required, approval by the Board of Trustees, and Board of Education; and (ii) this Agreement has been executed by the Police Commissioner and President of the Board of Education.

27. Term:

The term of this MOU shall be for (5) years, commencing on the date the last party has signed the agreement. The SCPD and the School District should review this agreement on an annual basis.

28. Execution:

This Memorandum may be executed in one or more counterparts, all of which will be considered one and the same document. This Memorandum may be executed by facsimile or PDF signature, each of which will constitute an original for all purposes.

FOR THE SCHOOL DISTRICT: FOR THE SCPD:

As of 6/13/2024 – District waiting for SCPD to execute and return MOU.

Jessica Ward
President, Board of Education
Rocky Point Union Free School District

Acting Commissioner of Police

APPENDIX 2

Incident Command System Summary

Background

ICS is a management system that can be used to manage emergency incidents or non-emergency events such as celebrations. The system works equally well for small incident and large-scale emergency situations. The system has built-in flexibility to grow or shrink based on current needs. It is a uniform system, so personnel from a variety of agencies and geographic locations can be rapidly incorporated into a common management structure.

Features of ICS

ICS has a number of features that work together to make it a real management system. Among the primary attributes of ICS are:

1. Standard Management Functions
 - a. **Command:** Sets objectives and priorities and has overall responsibility at the incident or event.
 - b. **Operations:** Conducts tactical operations, develops the tactical objectives, and organizes and directs all resources.
 - c. **Planning:** Develops the action plan to accomplish the objectives, collects and evaluates information, and maintains the resource status.
 - d. **Logistics:** Provides support to meet incident needs, provide resources and all other services needed to support.
 - e. **Finance/Administration:** Monitors costs, provides accounting, procurement, time recoding, and cost analysis.
2. The individual designated as the Incident Commander (IC) has responsibility for all functions. In a limited incident, the IC and one or two individuals may perform all functions. In a larger emergency situation, each function may be assigned to a separate individual.
3. Management by Objectives: At each incident, the management staff is expected to understand agency or jurisdiction policy and guidance, establish incident objectives, select an appropriate strategy to deal with the incident, develop an action plan and provide operational guidance- select tactics appropriate to the strategy and direct resources available.
4. Unity and Chain of Command: Unity of command means that even though an incident command operation is a temporary organization, every individual should be assigned a designated supervisor. Chain of command means that there is an orderly line of authority within the organization with only one Incident Commander and each reporting to only one supervisor.

5. **Organizational Flexibility:** Within the basic ICS structure, the organization should at any given time include only what is required to meet planned objectives. The size of the organization is determined through the incident action planning process. Each element of the organization should have someone in charge; in some cases, a single individual may be in charge of more than one unit. Resources are activated as needed and resources that are no longer needed are demobilized.
6. **Common Terminology:** In ICS, common terminology is used for organizational elements, position titles, resources, and facilities. This facilitates communication among personnel from different emergency services, agencies, and jurisdictions.
7. **Limited Span of Control:** Span of control is the number of individuals one supervisor can realistically manage. Maintaining an effective span of control is particularly important where safety is paramount. If a supervisor is supervising fewer than three subordinates or more than seven, the existing organization structure should be reviewed.
8. **Personnel Accountability:** Continuous personnel accountability is achieved by using a resource unit to track personnel and equipment, keeping an activity log, ensuring each person has a single supervisor, check in/out procedures, and preparing assignment lists.
9. **Incident Action Plan:** The incident action plan, which may be verbal or written, is intended to provide supervisory personnel a common understanding of the situation and direction for future action. The plan includes a statement of objectives, organizational description, assignments, and support material such as maps. An Incident Briefing Form may be used on smaller incidents.

Written plans are desirable when two or more jurisdictions are involved, when state and/or federal agencies are assisting local response personnel, or there has been significant turnover in the incident staff.

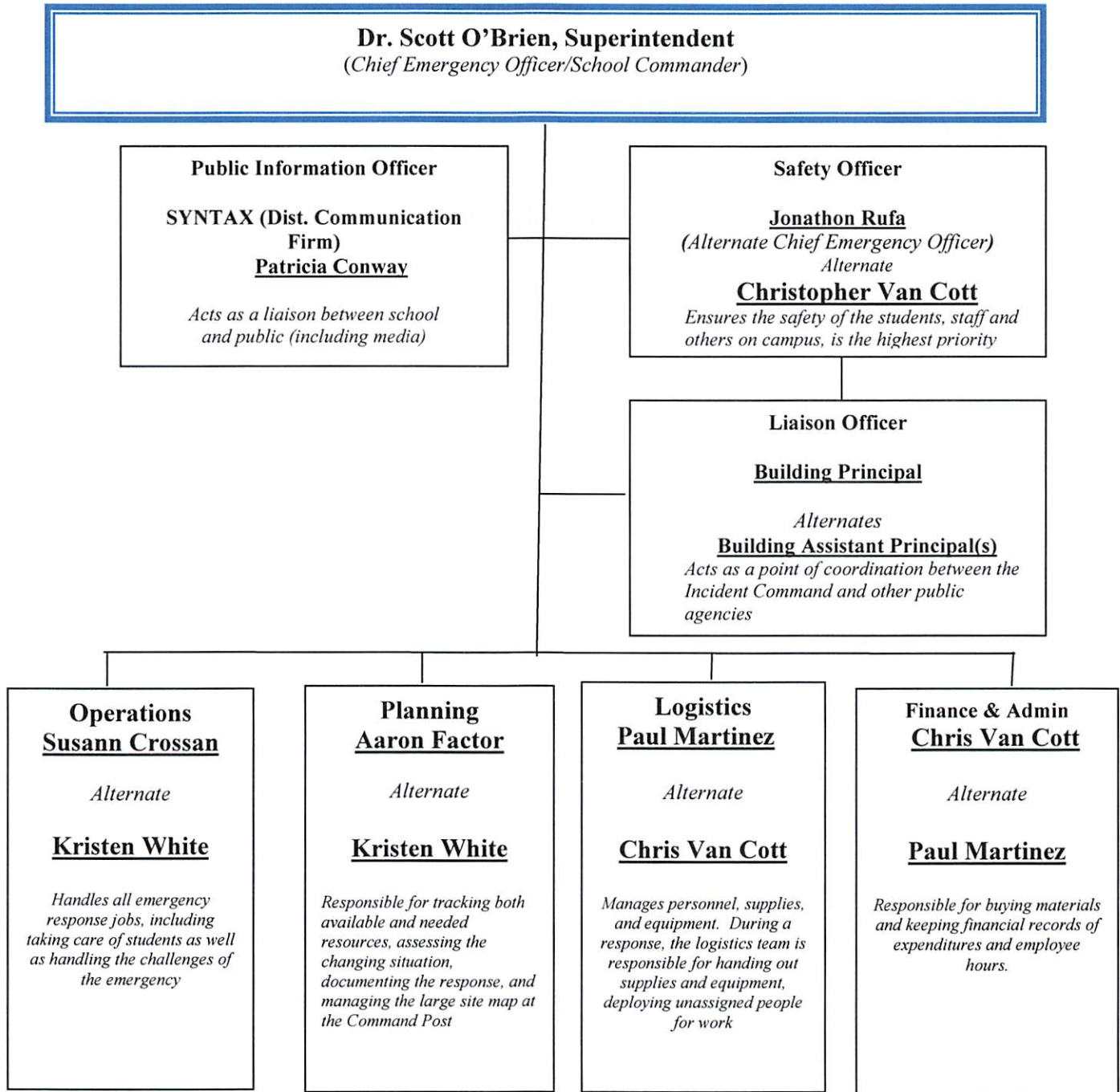
10. **Integrated Communications:** Integrated communications include interfacing disparate communications as effectively as possible, planning for the use of all available systems and frequencies, and requiring the use of clear text in communications.
11. **Resource Management:** Resources may be managed as single resources or organized in task forces or strike teams. The state of resources is tracked in three categories: assigned, available, and out of service.

Unified Command

1. Unified Command is a variant of ICS used when there is more than one agency or jurisdiction with responsibility for the incident or when the personnel and equipment from a number of different agencies or jurisdictions are responding to it. This might occur when the incident site crosses jurisdictional boundaries or when an emergency situation involves matters for which state and/or federal agencies have regulatory responsibility or legal requirements to respond to certain types of incidents.
2. ICS Unified Command is intended to integrate the efforts of multiple agencies and jurisdictions. The major change from a normal ICS structure is at the top. In a Unified

command, senior representatives of each agency or jurisdiction responding to the incident collectively agree on objectives, priorities, and an overall strategy or strategies to accomplish objectives; approve a coordinated Incident Action Plan; and designate an Operations Section Chief. The Operations Section Chief is responsible for managing available resources to achieve objectives. Agency and jurisdictional resources remain under the administrative control of their agencies or jurisdictions, but respond to mission assignments and direction provided by the Operations Section Chief based on the requirements of the Incident Action Plan.

APPENDIX 3
Incident Command Structure - DISTRICT



APPENDIX 4

Campus Maps

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APPENDIX 5

Classroom Teacher Buddy List

Guidelines for Preparing a Buddy Teacher List

- Assign teachers in adjacent or nearby rooms as buddies.
- Review evacuation routes and procedures with entire staff.
- During an emergency, teachers should conduct a classroom status check and buddy teachers should check with each other to determine each other's health status, the need to assist with injuries, the need to stay with injured students, etc. If possible, injured students should not be left alone.
- Remember: The teachers' responsibility is to all students, but in situations that threaten the lives of all, teachers should do the greatest good for the greatest number.
- If necessary, one buddy teacher should evacuate both classrooms. In these cases, the students should exit without the teacher leading them. The teacher should stay back to check the classroom and close the door (but not lock it). If both buddy teachers are available for evacuation, one should lead and one should bring up the rear, checking briefly to make sure that both classrooms are empty and closing doors.
- Ensure that each classroom contains a "go kit" that contains the teacher's class roster and the buddy teacher's class roster.
- Immediately following student accounting, one member of each buddy team must check in at the Command Post.
- In emergency situations that do not involve evacuation, it may be necessary to move all students from one buddy's classroom into the other. One teacher is then available for assignments.
- Ensure that substitute teachers are familiar with emergency procedures and who their buddies are.

**APPENDIX 6
(Form)
Building Phone Tree for**

Title, Name, E-Mail Address	Office Phone Number	Cell Phone Number	Secretary Name Phone Number
Chief Emergency Officer Dr. Scott O'Brien, Superintendent	(631) 849-7502	(631) 835-5584	Loretta (631) 849-7561
Assistant Superintendent Susann Crossan	(631) 849-7568	(631) 871-1473	Dorothy (631) 849-7243
District Emergency Management Coordinator <i>(Serves as Chief Emergency Officer if needed)</i> Jonathon Rufa	(631) 849-7161	(315) 842-0125	Kelly (631) 849-7517
Director of Facilities III Paul Martinez	(631) 849-7240	(631) 807-1940	Rachel (631) 849-7242

**When the phone tree is activated, the head of the building
will contact the superintendent or next in line.**

Principal

Assistant Principal

Nurse

Head Custodian

Counselor

APPENDIX 7
District-Wide Safety Team

Title, Name, E-Mail Address	Office Phone Number	Cell Phone Number	Secretary Name Phone Number
Chief Emergency Officer Dr. Scott O'Brien, Superintendent	(631) 849-7502	(631) 835-5584	Loretta (631) 849-7561
Assistant Superintendent Susann Crossan	(631) 849-7568	(631) 871-1473	Dorothy (631) 849-7243
District Emergency Management Coordinator <i>(Serves as Chief Emergency Officer if needed)</i> Jonathon Rufa	(631) 849-7161	(315) 842-0125	Kelly (631) 849-7517
Director of Facilities III Paul Martinez	(631) 849-7240	(631) 807-1940	Rachel (631) 849-7242
Principal – High School James Moeller	(631) 849-7575	(631) 901-8688	Sheila (631) 849-7505
Principal – Middle School Dawn Meyers	(631) 849-7301	(631) 721-8271	Barbara (631) 849-7302
Principal – Joseph A. Edgar Intermediate Linda Greening	(631) 849-7404	(631) 332-6958	Michelle (631) 849-7402
Principal – Frank J. Carasiti Elementary Jason Westerlund	(631) 849-7203	(516) 375-8628	Melissa (631) 849-7202
Assistant Superintendent - Transportation Christopher A. Van Cott	(631) 849-7564	(631) 740-4549	Deborah (631) 849-7563
First Student Transportation - Supervisor Ed Riegel	(631) 744-2204 ext. 113	(516) 350-4605	Dawn (631) 744-2204
Other Team Members <ul style="list-style-type: none"> • BOE President or Designee • RPTA President or Designee • RPSRPA President or Designee • PTA President or Designee • School Safety Consultant 	Not Applicable	Not Applicable	Not Applicable

APPENDIX 8
Building Emergency Contact Numbers

Public Safety Agencies Number

- General Emergency 911
- Police/Sheriff/Fire 911
- Poison Control 1-800-222-1222
- Local Hospitals **Mather (631) 473-1320**
St. Charles (631) 474-6000

District Contact Numbers

- | | | |
|-------------------------------------|--------------------------|-----------------------|
| • Superintendent | Dr. Scott O'Brien | (631) 849-7502 |
| • Assistant Superintendent | Susann Crossan | (631) 849-7568 |
| • DEMC | Jonathon Rufa | (631) 849-7161 |
| • Alternate Chief Emergency Officer | Jonathon Rufa | (631) 849-7161 |
| • Security | Gene Buchner | (631) 835-5576 |
| • Transportation | First Student | (631) 744-2204 |
| • Director of Facilities III | Paul Martinez | (631) 849-7240 |
| • Food Services | Shakia Hall | (631) 849-7550 |

BUILDING _____

School Contact Numbers

- Principal
- Assistant Principal
- School Nurse
- Counselor
- School-Based Law Enforcement
- Resource Officer
- Head Custodian

**APPENDIX 9
Resource Inventory
Frank J. Carasiti Elementary School**

Identify any and all available resources that may be used or may be needed in the event of an emergency.
Also identify the locations of these emergency supplies.

HAVE			
Item	Qty	Location	Comments
Radio (WT) - Building	34	main office/security	
Radio (WT) - District			
Phones - Cell		main office go bag personal cell phones office staff	
First Aid Supplies		Nurses office	
Fire Fighting Equip			
Extinguishers	35	All hallways	
Hoses	0		
Flashlights	2	main office, AP office, P office custodians	
Blankets	900	All are accounted for in the outside container	
Ponchos	900	All are accounted for in the outside container	
Water		Emergency water is stored at the HS	
Maintenance Supplies		Available in the custodian's tool crib	
Tools		Available in the custodian's tool crib	
Food		What's available in the kitchen	

NEED			

Resource Inventory
Joseph A. Edgar Intermediate School

Identify any and all available resources that may be used or may be needed in the event of an emergency. Also identify the locations of these emergency supplies.

HAVE			
Item	Qty	Location	Comments
Radio (WT) - Building	32	Main Office/Security	
Radio (WT) - District			
Phones - Cell	1	Main Office	
First Aid Supplies	As Needed	Nurse Office/Main Office closet	
Fire Fighting Equip			
Extinguishers	28	Each hallway	
Hoses	0	None on Site	
Flashlights	3	Custodial Office	
Blankets	900	Outside Containers	
Ponchos	900		
Water	900	HS Cafeteria	
Maintenance Supplies	As Needed	Custodial Office	
Tools	As Needed	Custodial Office	
Food		Cafeteria Kitchen	

NEED			
		Ongoing Review	

Resource Inventory Middle School

Identify any and all available resources that may be used or may be needed in the event of an emergency. Also identify the locations of these emergency supplies.

HAVE			
Item	Qty	Location	Comments
Radio (WT) - Building	29	Main Office/Health/Custodial	
Radio (WT) - District			
Phones - Cell	None		
First Aid Supplies	1 Bag	Health Office	
	3 Carts	Health Office	
Fire Fighting Equip			
Extinguishers	30	Throughout the building	
Hoses	1 Water Hose - outside custodial office back of café		
Flashlights	2	Custodial Office	
	2	Main Office	
Blankets	900 +	Con-Ex Container	
Ponchos	900+	Con-Ex Container	
Water		Emergency Stored in HS café	
Maintenance Supplies		MS Basement	
		Closet inside café	
Tools		Back of café/custodial room	
Food		Dry snacks	

NEED			
Flashlights		Sanitary supplies	
Continual Review			
Food			
Extra Batteries			

Resource Inventory High School

Identify any and all available resources that may be used or may be needed in the event of an emergency. Also identify the locations of these emergency supplies.

HAVE			
Item	Qty	Location	Comments
Radio (WT) - Building	49	Main Office/Security/Athletics	
Radio (WT) - District			
Phones - Cell	0		
First Aid Supplies		Bag in Nurse's Office	
Fire Fighting Equip			
Extinguishers	64		
Hoses	0		
Flashlights	20	Main Office	
Blankets	1200	Storage bins in athletic trailers	
Ponchos	1200	Storage bins in athletic trailers	
Water	1200	Cafeteria	
Maintenance Supplies		Custodial Closet	
Tools		Custodial Closet	
Food		None	

NEED			
Food			
(Continual review)			

APPENDIX 10
Principal Letter (Sample)

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your child will be cared for at this school. Our School District has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which you are required to be fill out at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.
3. Turn your radio to **WALK FM 97.5, WALK AM 1370, WBLI FM 106.1, WRCN FM 103.9, or TV – CABLEVISION NEWS 12** for emergency announcements. If students are to be kept at school, radio stations will be notified. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. You should become familiar with the School Emergency Crisis Plan and be patient and understanding with the student release process. Please instruct your child to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place

during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains your responsibility as the parent or guardian.

In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible.

When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,
Principal
The Rocky Point Union Free School District

APPENDIX 11

Master Campus Schedule

Rocky Point High School Grades 9-12

Phone 631.744.1604 | Fax 631.591.0220
82 Rocky Point-Yaphank Road
Rocky Point, NY 11778

HS New 9 Period	
Warning Bell	7:11
Period 1	7:15 – 7:57
Period 2	8:00 – 8:40
Period 3	8:43 – 9:23
Period 4 (Lunch)	9:26 – 10:06
Period 5 (Lunch)	10:09 – 10:49
Period 6 (Lunch)	10:52 – 11:32
Period 7 (Lunch)	11:35 – 12:15
Period 8	12:18 – 12:58
Period 9	1:01 – 1:41
Extra Help	1:43 – 2:08
HS New Teacher Work Day	
7:05 AM – 2:10 PM	
HS New Teacher Aide Work Day	
6:45 AM – 2:30 PM	

Rocky Point Middle School Grades 6-8

Phone 631.744.1603 | Fax 631.886.0000
76 Rocky Point-Yaphank Road
Rocky Point, NY 11778

MS New 9 Period	
Warning Bell	7:11
Period 1	7:15 – 7:57
Period 2	8:00 – 8:40
Period 3	8:43 – 9:23
Period 4 (Lunch)	9:26 – 10:06
Period 5 (Lunch)	10:09 – 10:49
Period 6 (Lunch)	10:52 – 11:32
Period 7 (Lunch)	11:35 – 12:15
Period 8	12:18 – 12:58
Period 9	1:01 – 1:41
Extra Help	1:43 – 2:08

MS New Teacher Work Day	
7:05 AM – 2:10 PM	
MS New Teacher Aide Work Day	
6:45 AM – 2:30 PM	

Joseph A. Edgar Intermediate School Grades 3-5

Phone 631.744.1602 | Fax 631.744.4898
525 Route 25A
Rocky Point, NY 11778

JAE New 9 Period	
Extra Help	7:40 – 8:15
Student Drop Off	8:15
Dismissal	2:35
JAE New Teacher Work Day	
7:35 AM – 2:40 PM	
JAE New Teacher Aide Work Day	
7:25 AM – 3:00 PM	

Frank J. Carasiti Elementary School Grades K-2

Phone 631.744.1601 | Fax 631.744.1396
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

FJC New 9 Period	
Extra Help	8:30 - 9:05
Student Drop Off	9:10
Dismissal	3:30
Extra Help	
FJC New Teacher Work Day	
8:25 AM – 3:30 PM	
FJC New Teacher Aide Work Day	
8:00 AM – 3:45 PM	

APPENDIX 12
Rocky Point Union Free School District

Rocky Point Union Free School District

EMERGENCY DRILL LOG

For the School Year: _____ Building: _____

FIRE DRILLS (At least one of each drill should be done. Indicate as appropriate: **R**=Exit Restricted, **L**=Lunch, **T**=Transition between classes, **O**=Other)

Recommended – First Drill during first week of school. Twelve fire drills per school year mandated. EIGHT prior to December 1st; a total of twelve completed by the end of June; TWO mandated during summer school, one of which must be during the first week.

Done BEFORE December 1 st				FOUR Additional Fire Drills by the end of June			
Proposed Date	Actual Date	Start Time	Evac. Time	Proposed Date	Actual Date	Start Time	Evac. Time
1. _____	(1 st week of school)	_____	_____	9. _____	_____	_____	_____
2. _____	_____	_____	_____	10. _____	_____	_____	_____
3. _____	_____	_____	_____	11. _____	_____	_____	_____
4. _____	_____	_____	_____	12. _____	_____	_____	_____
5. _____	_____	_____	_____				
6. _____	_____	_____	_____	Summer School			
7. _____	_____	_____	_____	1. _____	(1 st week of school)	_____	_____
8. _____	_____	_____	_____	2. _____	_____	_____	_____

BUS DRILLS

1 st _____ During the first week of the term	2 nd _____ Between November 1 st and December 31 st	3 rd _____ Between March 1 st and April 30 th
--	---	---

LOCKOUT DRILLS

1 st _____ During the first 3 weeks of the term	2 nd _____ Between November 1 st and December 31 st	3 rd _____ Between March 1 st and April 30 th
---	---	---

LOCKDOWN DRILLS

1 st _____ During the first 3 weeks of the term	2 nd _____ Between November 1 st and December 31 st	3 rd _____ Between March 1 st and April 30 th
---	---	---

EVACUATION DRILL Proposed Date _____ Actual Date _____ Evacuating to: _____

OTHER DRILLS (Bomb Threat, Tabletops, etc.)

Date	Type of Drill	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____

Principal's Signature

Date

Superintendent's Signature

Date

**APPENDIX 13
Distribution List**

Rocky Point Union Free School District

School Safety Plan Distribution List

NAME	POSITION	RECEIVED	RETURNED
Dr. S. O'Brien	Chief Emergency Officer Superintendent		
Mrs. S. Crossan	Asst. Superintendent		
Mr. C. Van Cott	Asst. Superintendent		
Mr. P. Martinez	Director of Facilities III		
Mr. Aaron Factor	Executive Director for Ed Services		
Mr. J. Rufa	District Emergency Management Coordinator		
Mr. J. Moeller	High School Principal		
Mrs. J. Lawson	High School Asst Principal		
Mr. M. Gabriel	High School Asst Principal		
Mr. D. Meyers	Middle School Principal		
Dr. C. Herbert	Middle School Asst Principal		
Mr. J. Westerlund	FJC Principal		
Ms. L. Greening	JAE Principal		
Mr. D. Covais	JAE Head Custodian		
Mr. J. Raccis	Middle School Head Custodian		
Mr. J. Raccis	High School Head Custodian		
Mr. M. LaRosa	FJC Head Custodian		
TBD	HS Nurse		
Ms. L. Frank-Ziegler	HS Nurse		
Mrs. R. Nash	MS Nurse		
Mrs. S. Firrello	MS Nurse		
Mrs. Clare Behrens	JAE Nurse		
Ms. J. Collins	JAE/FJC Nurse		
Ms. C. Barreca	FJC Nurse		
Mr. G. Buchner	Security Guard		

APPENDIX 14
N.Y.S. Security Guard Duty Statement & Armed Guards

NYS Certified Security Guard Duties
Rocky Point UFSD

- Patrols entrances to school grounds and buildings in order to prevent unauthorized persons and vehicles from entering the premises.
- Vehicular and foot patrol of facility grounds and buildings, alert for signs of unusual occurrences and unauthorized personnel and/or activities which may require direct intervention; referral to a supervisor; or alerting local law enforcement depending on the severity of the violation and the responsiveness of the violators.
- Monitor and report function of lights, boiler room gauges; and refrigeration equipment temperature gauges to ensure operation. Failures must be immediately reported to a supervisor
- Responsible for ensuring appropriate access control and ensuring that all unmanned non-active access points including gates, windows, and doors are secure.
- Responsible for directing traffic and parking of visitors' vehicles according to established parking procedures which may include establishing reserved parking for VIP's, voting, and additional handicapped parking for events
- Reports disturbances and suspicious circumstances including vandalism, graffiti, broken, damages or improperly functioning doors and windows etc.
- May submit incident reports and/or log data concerning daily activities.

Rocky Point UFSD security guards are required to complete an 8-hour recertification process annually. District ensure all guards complete training and possess 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.

Armed Guards

The 2024-25 voter-approved Budget includes an allocation for (2) armed guard positions to be provided by an awarded outside contractor (via RFP).

ANNEX - Restricted Information

1. PLANNED RESPONSES - ACTION GUIDES

A. Functional Protocols-Immediate Response Actions

- Drop, Cover and Hold/Hold-In Place Procedures
- Evacuation (Including Off Campus) & Reverse Evacuation Procedures
- Lockdown
- Mental Health/Crisis Intervention
- Shelter-in-Place Procedures

B. Incident Specific Procedures

- Active Shooter/Armed Intruder
- Bomb Threat/Suspicious Packages
- Bus Accidents
- Earthquakes
- Family Reunification
- Fires
- Hazardous Materials Release (indoors and outdoors)
- Intruder/Active Shooter/Hostage Situation
- Media
- Medical Emergency
- Nuclear Power Plant Accident
- Public Health Emergency
- Severe Weather
- Structural Failure
- Utilities Loss or Failure

FUNCTIONAL PROTOCOLS (District-wide)

Functional protocols form the district-wide core responses to incidents in the Emergency and Crisis Response Plan. These are written action steps that are implemented when a crisis situation calls for specific response procedures which include:

- Drop, Cover and Hold/Hold-In Place Procedures
- Evacuation (Including Off Campus) & Reverse Evacuation Procedures with Family Reunification
- Lockdown
- Mental Health/Crisis Intervention
- Shelter-in-Place Procedures

The difference between a functional protocol and an incident specific procedure is that a single functional protocol may be included in one or more specific emergencies. For example, shelter-in-place may be included one of several responses to an outside hazardous material spill and may include reverse evacuation into the building and/or an off-campus evacuation, depending on the circumstances. A school shooting would result initially in a lockdown, and then off campus evacuation, family reunification and crisis intervention (counseling/post trauma stress debriefing).

ACTIVE SHOOTER/ARMED INTRUDER

An active shooter or armed assault on campus involves one or more individual's intent on causing physical harm to students and staff. Intruders may possess a gun, a knife, a bomb or other harmful device.

Administrator

- The School Commander (SC)/Principal will direct staff to call 9-1-1 (Insert the actual sequence to dial 911 from your phone system), give the name and exact location of the school, the nature of the emergency, number and description of intruders (if known), type of weapon(s), area of the school where last seen, actions taken by the school, and whether there are on-site security or law enforcement officer (e.g. DARE, School Resource Officer). Caller will remain on the line to provide updates.
- The SC or any staff member will announce a building-wide LOCKDOWN alert. Direct staff and students outside the building to move immediately to the campus Assembly Area(s) and be prepared to EVACUATE off-campus if necessary.
- The SC will direct any support staff outside to stop pedestrians from entering school grounds and stop all vehicles from entering the campus until police arrive.
- The SC will ensure any buses en-route to the school are redirected to the pre-designated Relocation Site.
- The SC will secure the administration office as a command post and retrieve the Critical Incident Response Kit. If the incident is occurring at the administration office, the SC will designate an alternate command post.
- The SC will assign someone to meet and brief arriving law enforcement officers.
- The SC or designee will switch bells to manual mode and disarm the fire alarm.
- The SC will notify the Superintendent's office and request activation of media and parent notification protocols.
 - Parent Notification protocols include the use of the District's mass notification system, email distribution lists and telephone calls.
- Refer media to:
Jennifer Kuefner 631-589-4000 ext. 131 (w)/ 516-480-8508 (c)
District spokesperson Telephone Numbers (work/mobile)
- Assign staff to meet and brief responding law enforcement officers.

Teachers:

- Upon first indication of an armed intruder, staff should immediately notify the School Administrator and go to LOCKDOWN.
- Clear students from the hallway and bathrooms outside the classroom immediately.
- Close and lock all doors and windows, turn off the lights, move vision panel cover over the door's vision panel, and barricade the door by any means possible.
- Tell the students to get down on floor up against an interior solid wall and remain quiet.
- Account for all students and report any additional non-class students sheltered in the room and any missing students if possible.
- Do not respond to any unconfirmed alarms, bells or announcements, and silence all cell phones.
- Teachers, staff and students will remain in LOCKDOWN until given the "All Clear" by the School Commander or a law enforcement officer in uniform. Do not open classroom doors. Classroom doors will be unlocked by a school administrator or law enforcement.
- If an intruder enters and begins shooting, "TELL THE STUDENTS TO GET OUT ANY WAY POSSIBLE", exit the building or run to another location that can be locked.

Recovery

- After the intruder(s) have been subdued, the School Commander will announce an EVACUATION and OFF-CAMPUS RELOCATION to an alternate site for FAMILY REUNIFICATION.
- The SC will notify officials at the relocation site of the EVACUATION and to activate FAMILY REUNIFICATION protocols.
- The SC will request bus transportation or alternate transportation to the relocation site.
- The SC will request the district activate media and parent notification protocols and direct parents to go to the relocation site.
 - Parent Notification protocols include the use of the District's mass notification system, email distribution lists and telephone calls.
- Teachers will EVACUATE the building using the designated exit routes and alternate routes to the assigned Assembly Areas, take attendance and move to the buses for transport.
- The SC will activate the district Crisis Response Team and notify area mental health agency to provide counseling and mental health services at the relocation site.
- The SC will debrief the school Emergency Management Team.
- The Superintendent in consultation with law enforcement officials will determine when the school can resume normal activities and communicate the information to parents and the public.

(Note: The school is a crime scene and will require a thorough search and processing.)

BOMB THREAT

Call Taker: Upon receiving a message that a bomb has been placed in school:

- Use bomb threat checklist.
- Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this. (See Bomb Threat Checklist)
- Listen closely to caller's voice and speech patterns and to noises in background.
- After hanging up phone, immediately dial *57 to trace call. (May be different on your phone system)
- Notify the Principal/School Commander or designee.

School Commander:

- School Commander or designee notifies law enforcement by calling **911**
- Assign staff to meet and brief emergency responder agencies outside.
- Notify staff through the Public Address system:

“YOUR ATTENTION PLEASE. A BUILDING EMERGENCY IS IN EFFECT. ALL STAFF AND STUDENTS SHOULD REMAIN IN THEIR ROOMS UNTIL ADVISED OTHERWISE. SEARCH TEAM MEMBERS PLEASE REPORT TO _____ ALL TWO-WAY RADIOS AND CELL PHONES SHOULD BE TURNED OFF.”

The School Commander and law enforcement agency will make a decision to:

- Evacuate Immediately.
- Search the building and Evacuate if warranted.
- Notify the Superintendent.
- Ensure staff who received the call completes the Bomb Threat Checklist and gives to law enforcement official.

- Assemble and brief the Search Team members at the interior command post. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
- If a suspicious item is located, notify law enforcement official, order an EVACUATION selecting routes and assembly areas away from the suspicious item. DO NOT ACTIVATE THE FIRE ALARM.
- Direct students and staff, “DO NOT take personal belongings, coats or backpacks.” “Teachers and staff will leave their windows and doors open when exiting.”
- Students and staff must be evacuated to a safe distance outside of school building(s).
- Arrange for person who found a suspicious item to talk with law enforcement official.
- No one may re-enter the building(s) until fire or police personnel declare them safe.
- After consulting with the Superintendent, the School Commander may move students to a designated location, if weather is inclement or the building is damaged (primary relocation center).
- The school commander will notify staff and student of the termination of the emergency and to resume normal operations.

Teachers and staff:

- Teachers and staff will check their classrooms, offices and work area for suspicious items and report any findings to the School Commander or Search Team members.
- If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
- Teachers will account for their students and be prepared to evacuate if ordered.
- Teachers and staff will evacuate using standard procedures and exit routes to assembly area.
- Teachers will open classroom windows and leave classroom doors open when exiting.
- Teachers take roll after being evacuated. Hold up the GREEN status card to indicate everyone is accounted for. Use a RED status card to indicate student or staff is missing or you need immediate assistance. Be prepared to report the names of any missing persons to school administration.
- Keep your class together at the assembly area until given further instructions. Be prepared for Off-Site Evacuation if ordered.
- If given the “All Clear” signal, return to the building and resume normal operations.

BOMB THREAT CHECKLIST

Description Detail Report

Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?
- 8) What is your address?
- 9) What is your name?

Exact wording of the threat: _____

Sex of Caller: _____ Race: _____

Length of call: _____ Age: _____

Date: _____ Time: _____

Number at which call was received: _____

Notes: _____

Callers Voice - Circle as applicable:

- | | |
|------------|-------------------|
| • Calm | • Nasal |
| • Angry | • Stutter |
| • Excited | • Lisp |
| • Slow | • Raspy |
| • Rapid | • Deep |
| • Soft | • Ragged |
| • Loud | • Clearing Throat |
| • Laughter | • Deep Breathing |
| • Crying | • Cracked Voice |
| • Normal | • Disguised |
| • Distinct | • Accent |
| • Slurred | • Familiar |

If voice is familiar, whom did it sound like?

Background Sounds:

- | | |
|-----------------|---------------------|
| • Street Noises | • Factory Machinery |
| • Animal Noises | • Voices |
| • Clear | • PA System |
| • Static | • Local Call |
| • Music | • Long Distance |
| • House Noises | • Phone Booth |
| • Motor | • Office Machinery |
| • | |
| Other _____ | |

Threat Language:

- | | |
|------------------------------|----------------|
| • Well Spoken (educated) | • Taped |
| • Incoherent | • Message read |
| • Foul | |
| • Irrational by threat maker | |

Remarks: _____

BUS ACCIDENT

Bus Driver/Monitor:

- Protect student passengers from injuries and the bus from further damage.
- Turn off the ignition, remove the key and activate the hazard lights.
- Check for conditions that could cause a fire.
- If conditions are safer outside the bus than inside, evacuate the bus.
- Do not leave students unattended or unsupervised.
- Notify the appropriate law enforcement agency by calling 911. Let them know a school bus was involved, exact location, number of injured and type of injuries, school district or bus company name and remain on the phone to provide updates until emergency responders arrive.
- Contact the school district/bus company office and provide the following information:

1. Who
 2. What
 3. When
 4. Where (location)
 5. Why and needs
- Do not discuss details of the accident with media.
 - Do not release any students to anyone unless told to do so by school district administration or law enforcement.
 - If you are directed by law enforcement to remove student passengers from the scene, be sure to follow their directions and/or school district/bus company policy and procedures for removal and transport.
 - If there are no injuries, follow school district/bus company policy and instructions on moving, returning or delivering students.

School Commander:

- Dispatch a school administrator or designee to the accident location.
- School official(s) at the scene will assess level of support needed and convey this to the School Commander and Superintendent’s office.
- School Commander or designee at the scene will report the names of student passengers, their conditions, disposition, and location(s) where injured were taken so parent notifications can be made.
- Direct school official(s) at the scene to accompany injured students to the hospital.
- The School Commander or building principal will ensure that any special health information or medication for any injured student is sent to the hospital.

Superintendent

- If multiple hospitals are used, the Superintendent’s office will send an administrator to each hospital.
- The Superintendent or designee will notify the parents/guardians of students involved, and if injured, the name/location of the hospital where the student was taken.
- District staff will assess counseling needs of victim(s) or witness(s) and implement post-crisis procedures.
- Direct the district public information officer to prepare a media release and parent letter of explanation for the same day distribution, if possible.

CYBER PLAN

Cyber Plan for District-Wide Safety Plan Inclusion

The District maintains a comprehensive Data Disaster Recovery Plan. The contents of that document are confidential; however, certain sections were copied to be incorporated into the District-Wide Safety Plan.

An incident response plan should be set up to address a suspected data breach in a series of phases. Within each phase, there are specific areas of need that should be considered.

The incident response phases are:

1. Preparation

2. Identification
3. Containment
4. Eradication
5. Recovery
6. Lessons Learned



ROLES & RESPONSIBILITIES

Name Role

Director of Technology	Communicate with Superintendent regarding assessed damages and determine capacity of district operations.
Network & Systems Specialist II	Assess damages in a disaster scenario and report back to Director of Technology on available working systems and recovery time estimates. Coordinate recovery efforts with technical staff and Director of Facilities III and Maintenance.
Director of Facilities III	Assess damage of vital technology related operations, such as electric, cooling, and building related disaster scenarios. Assist with coordination of electrical and Fiber Optic Data lines with regards to power poles. Coordinate repair of facilities to primary Network Operations Center.
Technology Integrator I (CORE)	Assess damage and implement recovery of various systems, coordinate system recoveries with other technical staff and report back to Network & Systems Specialist II.
Technology Integrator II (CORE)	Work with Network & Systems Specialist II in order to speed resolution of any issues. Available if Network Administrator is not available.

DROP, COVER AND HOLD/HOLD-IN PLACE

Purpose: *Drop, Cover and Hold/Hold-In Place is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake.*

- Inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
- Outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students and report any student missing to the administration.
- The School Commander may order an evacuation if the situation warrants and it is safe to do so.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building and injuries.

School Commander:

- The School Commander (SC) or designee will call 9-1-1(if necessary) (Insert the actual sequence to dial 911 from your phone system).
- After the shaking stops, the SC will initiate an EVACUATE BUILDING alert. Staff and students will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- The SC will contact the Superintendent's office and activate the media and parent notification protocol.
- The SC will establish a school command post and medical triage site on campus.
- The SC will direct staff to shut off utilities and notify the appropriate utility company of damages (e.g., gas, power, water or sewer).
- The SC will consult with emergency management and public safety officials to determine if the buildings are safe for re-occupancy.
- The SC will consult with the Superintendent concerning closing school. They will decide whether to announce dismissal of students from the school or EVACUATE student's off-campus to an alternate relocation site for Parent Reunification.
- If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site.

Teachers and staff:

- Upon the first indication of an earthquake, teachers should direct students to DROP, COVER and HOLD/HOLD-IN PLACE, seek shelter under desks and move away from windows and overhead hazards.
- If outdoors, teachers should direct students to move away from buildings, gas and electrical lines.
- If EVACUATION is ordered, teachers will bring their student roster and emergency Go Kit, take attendance at the Assembly Area, and report any missing or injured students.
- Designated staff will check for injuries and provide appropriate first aid.
- Be prepared to relocate to a remote site if an off-campus evacuation is ordered.

EVACUATION

Purpose: *Whenever it is determined that it is safer outside than inside the building (i.e., fire, explosion, hazardous material spill inside, structural failure, etc.)*

School Commander:

- Designate someone to Call 9-1-1. Identify the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school command post.
- The School Commander or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

“YOUR ATTENTION, PLEASE. WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED

ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.”

- Notify the district office of the school evacuation.
- Designate someone to contact the Transportation Director or bus service to take students to the alternate off-campus relocation site.

Office staff:

- Take visitor log and student sign out sheet to the assembly area.
- Gather headcount information from teachers and inform the principal or incident commander of any missing student(s) or staff.

Teachers:

- Teachers will instruct students to evacuate the building, using designated routes, and report to their assigned Assembly Area. Designate a student leader to help move your class to the assembly area.
- Close your door, turn off your lights.
- If the exit route is blocked, follow an alternate exit route.
- Bring your class lists, phone lists, and classroom Go Kit materials.
- All staff will sweep the bathrooms, hallways and common areas for visitors, staff and students while exiting.
- Take attendance, specially noting any students in other activities or services such as band, orchestra, choir, speech, chess, etc. that are missing. Display GREEN status card to indicate all students accounted for or use RED status card to indicate someone is missing or injured. Report any missing students or staff to the area coordinators.
- At the Assembly Area, teachers and students will stay in place until further instructions are given.

Support Staff:

- Return all of your students to their classroom designated assembly areas or a buddy teacher, avoiding area(s) of hazard.
- Report to the Unassigned Staff Area. You may be needed in another capacity as the incident unfolds.

SECURE LOCKOUT

***Purpose:** When students and staff remain inside locked and secured school buildings during incidents that pose an imminent concern outside of the school and conditions are safer inside the building than outside such as: severe weather, community emergency, gang activity, hazardous material release outside, etc.)*

School Commander:

- Order a **SECURE LOCKOUT** for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio telephones, or runners to gather school community inside.
- Notify the district office of the situation.

Teachers:

- Immediately move back to classrooms or safe areas (if it is safe to do so) using the closest entry.
- If movement into the building would present a danger to persons outside, teachers and staff outside will direct students to the designated assembly areas or off-campus assembly site.
- Teachers will take attendance and account for all students. Report any missing students to administration.
- No students or staff are allowed outside the building.
- Close and lock all exterior doors and windows. Monitor the main entries until the “All Clear” is given.

OFF-CAMPUS EVACUATION

***Purpose:** This protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a remote site where students will be accounted for and released to their parents or guardians. During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. The most effective way to prevent this chaos is to redirect those concerned individuals to a site that is remote from the school and to evacuate students and staff to that site.*

School Commander:

- The School Commander will advise staff of the decision to implement this protocol and begin setting up the bus evacuation staging area.
- Determine the appropriate pre-designated relocation site and evacuation route. Decide if it is safe for the students/staff to walk to the relocation or if buses are required.
- Request law enforcement to provide security at the evacuation staging area, along the evacuation route and for traffic control/security at the relocation site during Family Reunification.
- The School Commander or designee will order an OFF-CAMPUS EVACUATION and FAMILY REUNIFICATION at a pre-designated relocation site with the following announcement:

“YOUR ATTENTION, PLEASE. FOR SAFETY REASONS, WE ARE EVACUATING OFF SITE TO _____ LOCATED AT _____. WE WILL BE IMPLEMENTING THE FAMILY REUNIFICATION FROM THAT LOCATION.”

- Direct staff to move students to the evacuation staging area for loading onto buses.
- Notify the district office and Superintendent of the evacuation and relocation. Request assistance in preparing the site for arrival. Provide an update on the situation, identify the primary relocation site, the evacuation route and if needed, request buses or alternate means of transportation.
- Request the district office to activate appropriate system-wide Crisis Response Teams from each school and send them to the relocation site to assist with Family Reunification.
- Provide the school media/public information representative with detailed instructions via fax or prepared information release to read to the public in order to direct concerned relatives to the Family Reunification Site.
- Designate someone as the Reunification Site Commander.

Teachers and staff

- Take your class roster, phone lists and emergency Go Kit as you exit to the designated assembly area.
- After evacuating, take roll and account for all students. Report any missing students to school administration. Hold up the RED status card to indicate you have missing or injured students. Use the GREEN status card if everything is ok.
- Maintain control of your class. After receiving the alert for OFF CAMPUS EVACUATION, guide students to the designated evacuation staging area for movement to the relocation site.
- Ensure special needs students and staff are assisted. Request help if needed.
- While en-route to the relocation site, the teachers will prepare list of all evacuees on the bus, which will be delivered to the reunification site commander upon arrival.
- Follow the instructions of the Family Reunification site staff when you arrive. You may be asked to assist in staffing the site.

FAMILY REUNIFICATION

***Purpose:** The Family Reunification Protocol is used to ensure a safe and secure means of accounting for students and reuniting parents/guardians with their children whenever the school facility or grounds is rendered unsafe and a remote site is needed.*

School Commander:

- The School Commander will determine the appropriate pre-designated relocation site and safe evacuation route.
- The School Commander will notify the contact person at the relocation site to prepare for arrival of students.
- Designate a Reunification Site Commander.
- Request the District Office to send personnel to staff the Family Reunification Center.

Reunification Site Commander:

- Establish a command post
- Organize public safety and mental health/crisis response staff who will be reporting to the site. Use them to calm waiting parents/guardians and explain that an orderly process is required for the safety of the students.
- Check identification of all non-uniformed personnel who arrive to assist.
- Secure a holding area for arriving students and staff away from waiting family members
- Set up an adult report area for parents/guardians to sign-in and to check identification.
- Set up a student release area where students will be escorted to meet their parent/guardian and sign out.
- Set up a mental health area and direct staff to escort parent/guardian of any injured, missing or deceased student to the area for staff to provide notification in private away from other parents.
- Set up a media staging area and notify the school media liaison of the location.
- Keep evacuees on buses or in a holding area separate from parents until they can be signed out to waiting parents/guardians.
- Only release students to authorized persons after checking proof of identity and signing a student release form.
- Instruct parents/guardians to leave the site to make room for others once they have signed out their student.

Teachers

- Provide a list of evacuees to the reunification site staff upon arrival.
- Ensure special needs students and staff are assisted. Request help if needed.
- Follow the instructions of the Family Reunification Center staff when you arrive. You may be asked to assist in staffing the site.

FIRE

In the event a fire or smoke from a fire has been detected:

- Any staff discovering fire or smoke will signal the fire alarm, and report the fire to the School Administrator.
- The School Commander or designee will immediately initiate an EVACUATION announcement, direct staff to call 9-1-1 to verify the fire alarm and notify the district office.
- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes to the Assembly Areas.
- No one may re-enter building(s) until entire building(s) is declared safe by the fire department.

Administration:

- School Commander or designee calls 911 (Insert the actual sequence to dial 9-1-1 from your phone system) to confirm the alarm is active, identify the school name and location, provide exact location of the fire or smoke, state the building is being evacuated and identify the location of the school command post.
- School office staff will take the visitor log, student sign-out sheet and the Critical Incident Response Kit and evacuate to the designated school command post.
- Office staff will obtain student roll from teachers and inform the principal or incident commander of any missing students.
After consulting with Superintendent, fire department and law enforcement officials, the School Commander may direct an off-site evacuation to the primary relocation site if weather is inclement or the building is damaged.
- School Commander notifies students and staff of termination of emergency, return to the building and resumes normal operations.

Teachers

- Take the class roster, the emergency Go Kit and lead students out of the building to the designated assembly area(s). Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Close the classroom door and turn out the lights upon exiting confirming all students and personnel are out of the classroom.
- Take attendance at the assembly area after being evacuated. Hold up the GREEN status card to indicate all students are accounted for. Use the RED status card to indicate a student or staff is missing or you need immediate assistance.
- Be prepared to move students if an OFF-CAMPUS EVACUATION is ordered.
- Keep your class together and wait for further instructions.

HAZARDOUS MATERIAL RELEASE

Hazardous material (haz-mat) release is an incident involving the discharge or spill of a biological or chemical substance including release of radioactive materials. Internal haz-mat incidents may occur from activities in a school laboratory, vocational technical area, or maintenance shop. External haz-mat exposure often results from an accident involving a train or truck carrying hazardous materials or an explosion or spill at an industrial site.

Substance Released Inside A Room or Building

- The School Commander (SC) will initiate an EVACUATION alert. Direct staff to use designated routes or other alternate safe routes to assigned Assembly Area(s) upwind or cross wind from the affected room or building.
- The SC directs staff to call 9-1-1 (Insert the actual sequence to dial 911 from your phone system,) provide the name and location of the school, state the emergency and describe actions to safeguard students and staff and identify the location of the school command post.
- The SC or staff will notify the Superintendent's office and request activation of media and parent notification protocol.
- The SC will direct staff to secure the area around the chemical spill and ensure the air handling ventilation system is shut down.
- The SC will establish a school command post outside the school and brief fire officials when they arrive.
- Refer media to:
Jennifer Kuefner 631-589-4000 ext. 131 (w)/ 516-480-8508 (c)
District spokesperson Telephone Numbers (work/mobile)
- Teachers should take attendance at their outside Assembly Area and report any missing or injured students to administration.
- After evacuation, persons who have come into direct contact with haz-mat substances should be taken to a decontamination area.
- The SC will determine if an off-campus evacuation to a relocation site is necessary. If so, request transportation resources from the district. Alert staff to move to students to designated transportation site.
- Request law enforcement officials to assist with evacuation and assign officers to the relocation site.

Substance Release Outdoors:

- The School Commander (SC) will immediately announce a SHELTER-IN-PLACE alert and a REVERSE EVACUATION into the building for all students and staff outside the building.
- The SC or designee will call 9-1-1 (Insert the actual sequence to dial 911 from your phone system) identify the name/exact location of the school, describe the emergency, state what actions are being taken to safeguard students/staff and remain on the line until told otherwise.
- The SC will direct staff to turn off air handling/ventilation systems, close all windows and doors and turn off fans and air conditioners.
- The SC will notify the Superintendent's office and request activation of media and parent notification protocol.

- Refer media to:
 - Jennifer Kuefner 631-589-4000 ext. 131 (w)/ 516-480-8508 (C)
 - District spokesperson Telephone Numbers (work/mobile)
- The SC will ensure all buses en-route to the school are re-directed to the alternate relocation site and deposit the student there for reunification with parents.
- Teachers and staff outside will immediately move into the building using the nearest entrance and proceed to the designated safe areas. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
- The SC will turn on a radio or television to monitor information concerning the incident.
- The school will remain in SHELTER-IN-PLACE until the fire official or appropriate agency provides clearance or the staff is otherwise notified by the Superintendent.
- When emergency responders determine it is safe to do so, the SC will give the “All Clear” signal to staff and students and announce whether school will resume normal activities, dismiss early or complete a non-emergency evacuation and movement to an off-campus relocation site for parent reunification.

INTRUDER/HOSTAGE

Intruder- When an unauthorized person enters school property:

- Notify School Commander.
- Ask another staff person to accompany you before approaching guest/intruder.
- Politely greet guest/intruder and identify yourself.
- Ask guest/intruder the purpose of his/her visit.
- Inform guest/intruder that all visitors must register at the main office.
- If intruder’s purpose is not legitimate, ask him/her to leave. Accompany intruder to exit.

If intruder refuses to leave:

- Warn intruder of consequences for staying on school property.
- Notify security or police and Principal if intruder still refuses to leave. Give police full description of intruder. (Keep intruder unaware of call for help if possible)
- Walk away from intruder if he/she indicates a potential for violence. Be aware of intruder’s actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.).
- Maintain visual contact with intruder from a safe distance.
- School Commander notifies Superintendent and may issue Lockdown procedures (see Lockdown Procedures section).

Hostage Situation:

- If hostage taker is unaware of your presence, do not intervene.
- Notify the Principal or main office.
- School Commander (SC) or designee will announce LOCKDOWN action.
- The SC or designee will ensure staff outside are notified of the LOCKDOWN and to move students away from the building to the outside assembly areas.
- The SC or designee will call 9-1-1 immediately (insert the actual sequence to call 9-1-1 from your phone system). Give dispatcher details of situation; description and number of intruders, exact location in the building and that the school is in LOCKDOWN. Ask for assistance from hostage negotiation team.

- The SC or designee will redirect any buses en-route to the school to an alternate location.
- School Commander notifies Superintendent.
- The SC will give control of scene to police and hostage negotiation team.
- The SC will ensure detailed notes of events are taken.
- Teachers and staff will implement LOCKDOWN procedures upon hearing the alert. If outside, move to campus assembly areas and wait for further instructions.
- Everyone should remain in lockdown until given the “All Clear” or if directed in person by a uniformed law enforcement officer.

If taken hostage:

- Follow instructions of hostage taker.
- Try not to panic. Calm students if they are present.
- Treat the hostage taker as normally as possible.
- Be respectful to hostage taker.
- Ask permission to speak and do not argue or make suggestions.

LOCKDOWN

***Purpose:** To immediately clear the hallways, lock and/or barricade doors, hide from view, and remain silent while readying a plan of evacuation as a last resort. A lockdown will only end upon physical release from the room or secured area by law enforcement. A lockdown is initiated during incidents that pose an immediate threat of violence in or around the school. Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff (i.e. intruder, shooting, hostage incident, gang fights, civil disturbance, etc.).*

School Commander:

- The School Commander or designee, or any staff member will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

**“THE BUILDING IS NOW IN LOCK DOWN.
THE BUILDING IS NOW IN LOCK DOWN.
THE BUILDING IS NOW IN LOCK DOWN.”**

- Designate someone to Call 9-1-1. Identify the name and address of the school, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known, and identify the location of the school command post. Direct staff to stay on the phone to provide updates and additional information.
- Notify staff and classes outside to immediately move to the off-campus assembly area(s), account for the students and be prepared to evacuate off-campus to a relocation site.
- Direct staff to switch bells to manual mode and deactivate the fire alarm.
- Notify the transportation director or contractual bus service to stop all inbound buses and redirect them to designated relocation site(s).
- Notify district office.
- Direct staff to turn off alarms and bells.

Office Staff:

- Stay by the phones to wait for additional procedures from district office and incident commander.
- Remotely check status of classrooms via PA., telephone, computer or other methods.
- Assist the principal or Incident Commander establishes the school command post.

Custodians:

- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, or vendor repairmen located inside the building into a safe area and lock the door.

Teachers:

- Clear the hallway and bathrooms by your room moving everyone into the classroom.
- Close and lock all doors and windows, turn off the lights, move vision panel cover over the door's vision panel, and barricade the door by any means possible.
- Move students and staff away from the doors and windows.
- Have all persons sit down against an interior wall out of view from windows and doors.
- If a life-threatening situation exists, exit immediately to a place of safety.
- Do not respond to any unconfirmed alarms, bells or announcements, and silence all cell phones.
- Take attendance and be prepared to notify the School Commander/uniformed emergency responders of missing students or additional students, staff or guests sheltered in your classroom, if possible.
- Allow no one outside of the classroom until directed to do so by a visually verified School Commander/uniformed emergency responder.
- If outside, teachers will move students to the designated off-campus assembly area and wait for further instructions.

MEDIA

All staff must refer media to school site or district spokesperson.

- The School District, Law Enforcement and Fire assume responsibility for issuing public statements during an emergency. (This responsibility shall be pre-determined during the planning process)
- Superintendent serves as district spokesperson unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.
- Refer media to:
District spokesperson Telephone Numbers (work/mobile)
Jennifer Kuefner 631-589-4000 ext. 131 (w)/ 516-480-8508 (c)
Alternate district spokesperson Telephone Numbers (work/mobile)

During an emergency, adhere to the following procedures:

- School Commander or designee relays all factual information to Superintendent.
- Superintendent notifies other schools in district and may ask school Public Information designee to prepare a written statement to media.
- Establish a media information center away from school.
- Update media regularly via designated spokesperson.
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to respond to inquiries.

Media Statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of students and staff first.
- Briefly describe school's plan for responding to emergency.
- Issue brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

MEDICAL EMERGENCY

School Staff Response:

- Quickly assess the situation. Make sure the situation is safe for you to approach. Examples of assessing danger include but are not limited to:
 - a. Live electric wires
 - b. Gas leak
 - c. Building damage
 - d. Animal threat
- Immediately notify the building's emergency responder(s) whose contact information is posted in the facility.
- Assess the seriousness of the injury or illness.
- Under life and death circumstances call or have someone call 9-1-1 immediately. Be prepared to provide the school name and address, exact location (floor, room number); describe illness or type of injury; and age of the victim(s).
- Immediately inform the Building Principal or main office.
- Protect yourself against contact with body fluids (universal precautions).
- Administer appropriate first aid according to your level of training until help arrives.
- Comfort and reassure the victim. Do Not Move the sick or injured unless the scene is unsafe.
- If the victim is not breathing or there is no pulse, ask someone to retrieve the Automated External Defibrillator (AED) and begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until the AED is ready to use.
- Staff trained in the use of the AED will respond to the scene and apply the device if necessary.
- If an AED was used, the person using it will complete the Automatic Defibrillator Incident Report, 4:170-E7. If appropriate, a supervising staff member completes the report.

Administration:

- Direct staff to call 9-1-1, if necessary, and provide appropriate information to responders.
- Send school staff with first responder/first aid/AED training to the scene.
- Assign a staff member to meet emergency medical service responders and lead them to the injured/sick person.
- Assign a staff member to remain with the victim if they are transported to the hospital.
- Notify parent or guardian of the situation, include type of injury or illness, medical care given and location where the victim has been transported.
- Ensure student/staff medical information from administrative records is sent to the hospital.
- Notify the school counselor/Crisis Response Team and provide a brief description of the incident.

- Advise faculty and staff of the situation (when appropriate).
- Develop and maintain written documentation of the incident and report each use of an AED to the local EMS System Resource Hospital. Ensure the person who used the AED completes the Automatic External Defibrillator Incident Report, 4:170-E7.
- Follow-up with the parents or guardian.

MENTAL HEALTH/CRISIS INTERVENTION

***Purpose:** These procedures are intended to guide staff in responding to more frequently occurring crisis such deaths, injuries, emergencies or other traumatic events impacting the school community. As a result of such incidents, students and staff may exhibit a variety of psychological reactions. As soon as the safety of those involved have been insured, attention must turn to meeting the emotional and psychological needs of students and staff. Knowing what to do if such as crisis occurs will minimize the chaos, rumors and the impact of the event on other students and staff.*

School Commander:

- Notify the Superintendent of the incident or emergency.
- Ensure the designated media or public information officer is notified and briefed on the circumstances and actions taken. Request the PIO to prepare formal announcement and media release.
- Activate the school Crisis Intervention Team and assign duties. Request additional district level support from teams from other schools or community-based mental health resources if needed.
- Notify building support staff including counselors, psychologists and social workers.
- Convene an emergency staff meeting. Invite outside professionals to join the meeting to help staff members process their own reactions to the situation.
- Determine if additional district/community resources are needed—or are needed to “stand by”—to effectively manage the crisis, and notify them if appropriate.
- Assign staff to monitor the grounds for students leaving the building without permission. Redirect them to support services. If unable to intercept, make parent notification and inform them of the situation.
- Make an initial announcement over the PA system to the entire school. Include minimum details and note that additional information will be forthcoming. Prepare statements for telephone inquiries.
- Immediately following resolution of the crisis, convene the Crisis Intervention Team for a debriefing to discuss successes and problems and allow staff an opportunity to discuss feeling and reactions.

Mental Health/Crisis Intervention Team:

- Assess the range of crisis intervention services needed during and following an emergency or event.
- Advise and assist the school administrator to restore regular school functions as efficiently and as quickly as possible.
- Provide direct intervention services, ongoing assessment of needs and follow-up services as required.
- Identify locations in the school designated for individual or group counseling and make a building wide announcement.

- Identify, gather, and inform the siblings, closest friends and teachers of the deceased/injured and provide counseling support. Notify parents of affected students regarding available community resources.
- Provide grief support for students/staff in designated building areas. Ensure parents of any students seeking support are notified of the impact of the event on their child.
- Review and distribute guidelines to help teachers with classroom discussions.
- Stand-in for any substitute teacher in the building or for any staff member unable or unwilling to deal with the situation during the announcement and subsequent discussion.
- Assign a counselor, psychologist, social worker or other designated staff to follow a deceased/injured student's class schedule for the remainder of the day if that will help teachers in those classes.
- Notify feeder schools regarding siblings or other students predicted to be strongly affected.

Teachers and staff:

- Seek crisis intervention services or counseling if you are experiencing difficulty coping with the event.
- Provide stress management during class time. Allow students to talk about what they felt or experienced in response to or during the event.
- Be prepared for some outbursts and disruptive behaviors. Refer students experiencing stress to counseling.
- Allow for changes in normal routines or test schedules.
- Anticipate a recurrence of emotions and trauma on the anniversary date of the incident.

PUBLIC HEALTH EMERGENCY

(Protocol under development by the New York State Department of Health)

SEVERE WEATHER

When a Severe Weather Watch or Warning has been issued in the area near the school.

Severe Weather Watch has been issued:

- Monitor NOAA Weather Stations (National Weather Service, Weather Channel, or television).
- Bring all persons inside building(s).
- Be prepared to move students from mobile classrooms into the building.
- Close windows and blinds.
- Review severe weather drill procedures and location of safe areas. Severe weather safe areas are under desks, in hallways and interior rooms away from windows.
- Avoid gymnasiums and cafeterias with wide free-span roofs and large areas of glass windows.
- Review "DROP, COVER and HOLD" procedures with students.
- Assign support staff to monitor all entrances and weather conditions.

Severe Weather Warning has been issued in an area near school or severe weather has been spotted near school

- The School Commander (SC) will announce SHELTER-IN-PLACE alert signal

- The SC will direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- Ensure that students are in “DROP, COVER and HOLD” positions until the danger passes.
- The SC will direct students and staff outside to REVERSE EVACUATE into the building.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Evacuate students and staff from any mobile classrooms in to the building.
- Remain in safe area until warning expires or until emergency personnel have issued an all-clear signal.

SHELTER-IN-PLACE

***Purpose:** Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather or hazardous material release outdoors. Shelters are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Shelters may change depending on the emergency.*

School Commander:

- The School Commander or designee will make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

“YOUR ATTENTION, PLEASE. WE ARE EXPERIENCING AN EMERGENCY SITUATION AND NEED TO IMPLEMENT SHELTER-IN-PLACE PROCEDURES. STUDENTS AND STAFF ARE DIRECTED TO MOVE TO THE DESIGNATED SHELTER LOCATIONS AND SAFE AREAS. ALL STAFF AND STUDENTS OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM.”

- Order a **LOCKDOWN** for students and staff outside to move inside the building. Use the building PA, megaphone, 2-way radio, telephones, or runners to gather staff and students inside.
- Direct staff to close all windows and doors.
- If warranted, order the shut-off of heating, ventilation and air conditioning system to stop the inflow of outside air into the building.
- Notify district office the school will **SHELTER-IN PLACE**.
- Monitor the NOAA weather radio.
- Be prepared to announce change in status (“DROP, COVER AND HOLD/HOLD-IN PLACE” or “ALL CLEAR”).

Custodians:

- Shut off utilities (if necessary).
- Turn off ventilation systems (Heating, ventilation and air conditioning) as appropriate.
- Post Shelter in Place cards at the primary entrances to the building(s).

Teachers:

- Move students into designated safe areas such as inside rooms with no windows, bathrooms, utility closets, and hallway without large windows or doors.
- Close classroom doors and windows when leaving.
- Have everyone kneel down and be ready to cover their heads to protect from debris.
- If outside, teachers will direct students into the nearest school building interior safe area or other appropriate shelter.

- a. For severe weather, if there is no time to get into a building or shelter, attempt to squat or lie low in the nearest ravine or open ditch, or low spot away from trees and power poles.
- b. If movement into the building would expose persons to hazardous chemical plume, teachers should move to designated outdoor assembly areas upwind or cross-wind from the spill.
 - Move students from mobile classrooms to an interior safe area in a permanent structure.
 - All persons must remain in shelter until notified by the Incident Commander or emergency responders.

STRUCTURAL FAILURE

Structural failure of a building may result from an earthquake, underground mine collapse, ground settling, heavy snow and ice accumulation on roofs, broken water or sewer lines, and faulty construction. The structural failure may be catastrophic with a sudden collapse severely injuring occupants. Some structural failures may cause large cracks in walls or foundations, flooding, and loss of utilities which present a hazard to the safety of students and staff.

Structural failure with collapse or partial collapse:

- Upon the first indication of a structural failure the School Commander may implement DROP, COVER and HOLD/HOLD-IN PLACE, an EVACUATION and an OFF-SITE EVACUATION.
- If the roof, ceiling, or wall collapses, students and staff should immediately DROP, COVER and HOLD/HOLD-IN PLACE, seek shelter under desks and tables, and move away from windows or glass.
- Teachers and staff will immediately assist the injured and evacuate the building moving to their assigned assembly area(s).
- The School Commander will initiate an EVACUATION of the building.
- The School Commander (SC) or designee will call 9-1-1(if necessary) (Insert the actual sequence to dial 911 from your phone system), identify the name and exact location of the school, state the emergency, describe response actions taken, and remain on the line to provide updates.
- The SC will direct staff to turn off utilities and seal off the high-risk area, if necessary.
- The SC will notify CPR/first aid certified persons in school building of medical emergencies, if necessary. (Names of CPR/first aid certified persons are listed in Critical Incident Response Team Members section.). The team will check for injuries and provide appropriate first aid.
- No one will be allowed to reenter the building until declared safe by emergency management and public safety officials.
-

Structural failure without collapse

- For structural failure without collapse, the SC will ensure the affected area is vacated immediately and determine if an EVACUATION is warranted. Staff will be directed to seal off the affected area and turn off utilities to that area, if necessary.
- The SC will notify the Superintendent and determine whether to dismiss school early, order an evacuation, and off-site evacuation for parent reunification.
- The Superintendent and School Commander will confer with emergency management and public safety officials regarding the structural integrity of the building.

- The district office will notify the architect and insurance carrier to document and assess the damage.
- The affected areas will not be reopened until the structural integrity of the building is deemed safe.

UTILITY LOSS OR FAILURE

Utility failure is the loss or interruption of electric power, natural gas, water or sewage services to the school. The most common utility failure results from power outages throughout the year. In certain situations, students may need to be relocated until the power is restored.

- Upon notice of loss of utilities, the School Commander (SC) will initiate appropriate immediate response actions, which may include SHELTER-IN-PLACE or EVACUATION. The SC may direct staff to shut off utilities, as deemed necessary.
- The School Commander will contact the local utility company (see emergency contact section) and determine the anticipated duration of the outage.
- The School Commander will confer with the Superintendent and determine whether school should be closed and classes temporarily suspended. If so, activate parent and media notification protocols.
- In the event of a gas leak, the School Commander will direct staff to call 9-1-1 (Insert the actual sequence to dial 911 from your phone system) give name and exact location of the school, state the emergency, identify affected area(s) of the building, announce the school is EVACUATING and provide the location of the school command post outside.
- For gas leaks, the School Commander will order an EVACUATION and open windows. DO NOT ACTIVATE THE FIRE ALARM and transfer school bells to manual mode. Direct staff to shut off all utilities.
- If evacuating, teachers and staff should follow evacuation procedures avoiding areas of hazard, assemble at designated assembly area, take attendance and report any missing students to administration. Teachers should be prepared to evacuate students off campus to a relocation site for parent reunification, if directed.
- Refer media to:
Jennifer Kuefner, District Spokesperson : 631-589-4000 ext. 131 (w)/ 516-480-8508 (c)
- Do not allow anyone to reenter the building until the facility has been deemed safe.
- The School Commander will complete a detailed incident report at the earliest opportunity and send to the Superintendent's Office.

APPENDIX 15

Communicable Disease - Pandemic Plan

Our District-Wide School Safety Plan is based on addressing the currently accepted phases of emergency management (Prevention/Mitigation; Protection; Response; Recovery). This concept is more simplistically defined as a way of looking at a potential emergency before, during and after the event. This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team. Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a. The Plan addresses the required components in the sections as noted below:

Prevention/Mitigation

- (1) A list and description of positions and titles considered essential with justification for that determination.
- (2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- (3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.

Protection/Preparedness

- (4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.

Response

- (5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.

- (6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- (7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Prevention/Mitigation:

- We will work closely with the Suffolk County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, and submit to: Suffolk County Department of Health, Bureau of Epidemiology and Disease Control, 3500 Sunrise Highway, Suite 124, Building 300, Great River, NY 11739.
 - Public Health Consultation and Immediate Reporting: 631-854-0000
 - *Coronavirus Hotline: 888-364-3065*
 - *Weekend/After-hours Consultation and Reporting: 631-852-4820*
- The Suffolk County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.
- The Superintendent will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the Director for Educational Services will also be an important Team member. The Assistant Superintendent for Personnel, Assistant Superintendent for Business, Supervisor of Buildings & Grounds, Food Service Director, Transportation Coordinator, Public Information Officer and Superintendent will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-Wide School Safety Team will review and assess any obstacles to the implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed prior to the start of the school year for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

(1) Essential Positions/Titles

In the event of a government ordered shutdown, similar to our response to the Coronavirus in the spring of 2020, we are now required to consider how we would prepare for future shutdowns that may occur. As part of our planning we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. The following information is addressed in the table below:

1. Title – a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
2. Description – brief description of job function.
3. Justification - brief description of critical responsibilities that could not be provided remotely.
4. Work Shift – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. Protocol – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

(2) Protocols Allowing Non-Essential Employees to Telecommute

Ensure Digital Equity for Employees

- **Mobile Device Assessments:**
 - Survey agency departmental staff to determine who will need devices at home to maintain operational functions as well as instructional services
- **Internet Access Assessments:**
 - Survey agency departmental staff to determine the availability of viable existing at-home Internet service
- **Providing Mobile Devices and Internet Access:**
 - To the extent practicable, decide upon, develop procurement processes for, order, configure, and distribute, if and when available, appropriate mobile devices to those determined to be in need.
 - To the extent practicable and technically possible, decide upon, develop procurement processes for, and when available, provide appropriate Internet bandwidth to those determined to be in need.
- **Technology & Connectivity for Students - Mandatory Requirements:**
 - To the extent possible, have knowledge of the level of access to devices and high-speed broadband all students and teachers have in their places of residence;
 - To the extent practicable, address the need to provide devices and internet access to students and teachers who currently do not have sufficient access; and
 - Provide multiple ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models, especially if all students do not yet have sufficient access to devices and/or high-speed internet.

- **Mobile Devices Delivery:**
 - Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:
 - Communication (e-mail, phone, online conferencing, social media)
 - Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
 - Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
 - Learning Materials and Content (digital content, online learning)
- **Additional Technology Devices Assessments:**
 - Identify students' technology needs to include adaptive technologies
 - Use the Asset Tracking Management System procedures to check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.
- **Providing Multiple Ways for Students to Learn:**
 - Support instructional programs as needed in preparation of non-digital, alternative ways for students to participate in learning and demonstrate mastery of Learning Standards in remote or blended models in circumstances in which students do not yet have sufficient access to devices and/or high-speed internet.

(3) Staggering Work Shifts of Essential Employees – Reducing Overcrowding

Depending on the exact nature of the communicable disease and its impact, the Rocky Point School District is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 50% of capacity or the maximum allowable by State or Local guidance.
- Forming student cohorts at the secondary level to limit potential contacts.
- Limit employee travel within the building.
- Stagger arrival and dismissal times.
- Implement a virtual day for the secondary level.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency. Actual information can be found in Appendix 15, Essential Employee Worksheets.

Protection (Preparedness):

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Suffolk County Police Department, Director of Covert Operations and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at District Office with the alternate at Joseph A. Edgar Intermediate School and will be activated at the direction of the School District

Incident Commander. We have established our District-wide Incident Command Structure as follows:

- Dr. Scott O'Brien Chief Emergency Officer
- Jonathon Rufa Safety Officer
- Syntax Public Information Officer
- Susann Crossan Operations
- Aaron Factor Planning
- Paul Martinez Logistics
- Chris Van Cott Finance & Administration
- Don Flynn Security Consultant
- James Moeller Liaison Officer – Principal
- Dawn Meyers Liaison Officer – Principal
- Jason Westerlund Liaison Officer – Principal
- Linda Greening Liaison Officer – Principal

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems.

- The school district has designated a COVID-19 safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school’s reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

<i>School/Program</i>	<i>COVID-19 Safety Coordinator/Administrator</i>	<i>Contact #</i>
<i>High School</i>	<i>James Moeller</i>	<i>631-849-7505</i>
<i>Middle School</i>	<i>Dawn Meyers</i>	<i>631-849-7302</i>
<i>Joseph A. Edgar Intermediate School</i>	<i>Linda Greening</i>	<i>631-849-7404</i>
<i>Frank J. Carasiti Elementary School</i>	<i>Jason Westerlund</i>	<i>631-849-7202</i>

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting, and the public media. A school district Public Information Officer (PIO) has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our District Administration to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. The school district uses the SAVE system, which provides a direct call to the Suffolk County Police Department. We have tested/exercised our communication systems on **April 5, 2024.**

- **Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:**
 - Overall Operations – we have defined the following decision-making authority for the district; Superintendent – Chief Emergency Officer, Assistant Superintendent for Human Resources - Operations, Assistant Superintendent for Business – Finance and Administration, Supervisor of Buildings & Grounds - Logistics, Director of Educational Services - Planning, Director of Athletics – Safety Officer, and Building Principals- Liaison Officers. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios, cell phones, e-mail, district automated phone notification system.
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain certain responsibilities. We have defined the following job titles for having back-up responsibility in these areas: Purchasing, Payroll, Accounts Payable, Accounting and other related functions). Recognizing the need for job cross-training, we have trained individuals to serve as back-ups for essential business office functions. The District also maintains a Business Office procedural manual which details the duties & tasks for each position and reviews its contents annually for accuracy. The District has also established the ability to maintain these essential functions off-site from remote locations by using District-provided laptops which connects employees to our network via a secure VPN connection as follows.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry. Cleaning and disinfection procedures have been reviewed with all unions and published on website. *At no time will products not approved by the school district be utilized.*
 - Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.
- **Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will**

work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:

- Hard copy, self-directed lessons
- Use of mobile media storage devices for lessons (CDs, Jump Drives, iPads)
- On-line instruction; on-line resources; on-line textbooks
- Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods prior to the start of the school year. We will have ongoing staff development throughout the 2020-21 school year.

(4) Obtaining and Storing Personal Protective Equipment (PPE)

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms).
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Masks are most essential in times when physical distancing is difficult.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the school district is getting the most for its PPE dollars.
- Teach and reinforce use of face coverings among all staff.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. We will work in partnership with Eastern Suffolk BOCES to provide this capability. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

Disposable Face Covering Supplies						
Group	Approx. # of People per Group	1 Week Supply	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	3000	3000	36000	18000	9000	1 Disposable Mask per Week (supplements parent provided)
Teachers/Staff (F/T & P/T)	650	3250	39000	19500	9750	5 Disposable Masks per Week
Nurse/Health Staff	9	90	1080	540	270	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students (Health Office Staff)			
Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	90	1080	10 per Week per Staff
Disposable Gowns	90	1080	10 per Week per Staff
Eye Protections	18	216	2 Re-usable per Staff
Face Shields	18	216	2 Re-usable per Staff
N-95 Respirators*	90	1080	10 per Week per Staff
<p><i>*Note: N-95 respirators are recommended only if staff will be in contact with a suspected COVID-19 positive case and/or aerosol-generating procedure. Those employees required to wear N-95 respirators will need to be fit tested and medically evaluated in order to determine if the employees are capable of wearing an N-95 respirator without impacting health.</i></p>			

Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Suffolk County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.

- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The District Administrative staff will re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the District Administrators or PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Assistant Superintendent for Business will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Assistant Superintendent for Business will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Supervisor of Buildings & Grounds will meet with staff and monitor ability to maintain essential function. The Supervisor of Buildings & Grounds will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Supervisor of Buildings & Grounds will work closely with the Assistant Superintendent for Business or designee to implement different phases of the Plan as necessary.
- The Assistant Superintendent for Personnel will meet with staff to review essential functions and responsibilities of back-up personnel. The Assistant Superintendent for Personnel will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.
- If the decision is made to close a school building the school district will notify the NYS Education Department through the NYSED Business Portal.

(5) Preventing Spread, Contact Tracing and Disinfection

- The District will review the most up-to-date recommendations from the Centers for Disease Control as well as state & local departments of health.

Return to School after Illness

- The school district will review CDC guidance for allowing a student or staff member to return to school after exhibiting symptoms of COVID-19.

Staff Absenteeism

- Instructional staff will call into the Absence Management System when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- Substitute staff members have been trained on all virtual systems our school district currently uses and lesson plans are provided by the absent teacher.

Medical Accommodations

- The Human Resources Department will continue to handle medical and COVID-19 accommodations. Requests for COVID-19 accommodations should be sent to the Assistant Superintendent for Human Resources.

Facilities: Cleaning and Sanitizing

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection. Visibly soiled surfaces and objects must be cleaned first. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Buttons on vending machines and elevators.
- Changing tables.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Handrails.
- Gymnasium floors.
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- Shared telephones.

Hand Sanitizing:

- Hand sanitizer dispensers will be located and installed in approved locations.
- Hand sanitizer bottles will be distributed to staff as approved by District Administration.
- Rocky Point School District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.
- No-touch trash receptacles will be utilized, where possible.

(6) Documenting Precise Hours/Work Locations of Essential Workers

The District utilizes an electronic payroll “punch in/out” system to track work shifts and locations of all staff.

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-Wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Supervisor of Buildings & Grounds, and Curriculum Supervisors will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

APPENDIX 16

**School District Pandemic Influenza Planning Checklist as reviewed by the
District's Safety Team**

Example of Rocky Point School District Contract Tracing Form

Essential Employee Worksheets

School District Pandemic Influenza Planning Checklist

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

I. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



ROCKY POINT SCHOOL DISTRICT COVID-19 Preliminary On-Site Investigation

School Building Click or tap here to enter text. **Today's Date** Click or tap to enter a date.

Individual Completing Form _____ **Telephone#** _____

Name of Person Testing Positive: Click or tap here to enter text.		Position:		
Last Date Individual was in the School Building: Click or tap here to enter text.				
Date of Birth: Click or tap here to enter text.		County of Residence: Click or tap here to enter text.		
Telephone #: Click or tap here to enter text.		Please highlight case was: SYMPTOMATIC OR ASYMPTOMATIC		
Documentation of Lab Confirmed Positive: Yes <input type="checkbox"/> No <input type="checkbox"/>		Date of Test: Click or tap to enter a date.		
Laboratory Conducting Test: Click or tap here to enter text.		Telephone # Click or tap here to enter text.		
Names of <u>Students</u> in Close Contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts, please write NO CONTACTS across the page)				
NAME	HOME DISTRICT	DATE OF BIRTH	PHONE #	EXPOSURE LOCATION
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
Name of <u>Staff</u> in Close Contact (Less than 6 feet for more than 10 minutes) Include all contacts for 2 days prior to initial test if asymptomatic. If symptomatic, 2 days prior to symptoms. If no contacts please write NO CONTACTS across the page				
NAME/POSITION/ EMPLOYEE ID #	EMPLOYEE DISTRICTS (If Applicable)	DATE OF BIRTH	PHONE #	EXPOSURE LOCATION

1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Essential Employee Worksheet

In the event of a government ordered shutdown similar, to what we experienced in the spring due to Coronavirus, we are now required to have a Plan for future shutdowns that may occur. As part of that Plan we are now required to provide information on those positions that would be required to be on-site or in district for us to continue to function as opposed to those positions that could realistically work remotely. Please provide the information requested below for your department utilizing the following guide:

1. **Title** – a list of positions/titles considered essential (could not work remotely) in the event of a state-ordered reduction of in-person workforce.
2. **Description** – brief description of job function.
3. **Justification** - brief description of critical responsibilities that could not be provided remotely.
4. **Work Shift** – brief description of how the work shifts of those essential employees or contractors (if utilized) will be staggered in order to reduce overcrowding at the worksite.
5. **Protocol** – how will precise hours and work locations, including off-site visits, be documented for essential employees and contractors (if utilized).

Title	Description	Justification	Work Shift	Protocol	Employees
Director of Facilities III	Direct Supervisor of District-Wide Buildings and Grounds department which includes security.	Administrative supervision and direction of the buildings and grounds department	Regular daytime hours and as needed	Work remotely and onsite as demands require	Paul Martinez
Senior Guard	Security of district grounds & property	Supervision of guards as well as performance of Patrols, observation and reporting, traffic control, crowd control. etc. to safeguard buildings, grounds, personnel and students	Regular daytime hours	Work Regularly scheduled shifts onsite	Gene Buchner
Guard	Security of district grounds & property	Performance of Patrols, observation and reporting, traffic control, crowd control. etc. to safeguard buildings, grounds, personnel and students	Various shifts encompassing the hours of 6:00 AM to 11:15 PM	Work Regularly scheduled shifts onsite	Craig Blanchard (FT) Charles Calvin (PT) Glenn Niver (FT) Gerry Gersbeck (PT) Darren Ilardi (PT) Chris Forman (PT) Daniel Jenkins (PT) Steven Poulos (FT) David Rappolt (FT) Eric Rossy (FT) Michael Sadecki (FT) (3) P/T openings
Head Custodian & Custodial Worker III	Supervision of cleaning programs for their respective buildings	Scheduling Supervising and performance of custodial activities related to cleaning and minor maintenance	Regular daytime hours	Work Regularly scheduled shifts onsite	Dean Covais Mike LaRosa John Raccis Craig Marerro Joe Masterson

Custodial Worker I	Cleaning of buildings	Performance of custodial activities related to cleaning and minor maintenance	Various shifts encompassing the hours of 5:45 AM to 12:15 AM	Work Regularly scheduled shifts onsite	Deny Alfaro Travis Burton Fred Brodman Dana Carbone Tracy Castellucci Pablo Cepeda Dave Cook Alexander Derenze John Durney David Ginocchio Rob Graeff, Jack Holt Robert Kenney Michael Kumar Brandon LaRosa Kevin LaRosa, Donna Masterson Jennifer Messana Pat Murphy Adam Olszewski Alan Previtalli Devon Raymond Rich Robinson John Ruocco Justin Rostron James Strauch Christopher Ulrich James Williams Tabitha Williams Ed Yates
Groundskeeper II	Supervision of landscaping and snow removal to maintain District grounds.	Supervision and training of grounds keeping activities including minor repairs.	Regular daytime hours	work regularly scheduled shifts onsite	Jeffrey Niemczyk
Groundskeeper I	Landscaping and snow removal to maintain District grounds.	Performance of grounds maintenance and minor repairs of maintenance equipment	Regular daytime hours	Work Regularly scheduled shifts onsite	Andrew Brisciano David Gnicchio Aaron Lipski Jeffrey Manchese Phil Villaran
Maintenance Mechanics	Perform maintenance repairs to maintain operational facilities	Skilled trades mechanic responsible for repair and maintenance of building systems etc.	Regular daytime hours	Work regularly scheduled shifts onsite	Jeffrey Christiansen Claude Robb Mark Masterson Sean O'Brien
Secretarial Assistant	B&G Dept. Clerical	Performance of complex, confidential administrative and clerical responsibilities requiring independent judgement. Supervision.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Elizabeth Fleming
Senior Office Assistant	B&G Dept. Clerical	Performance of clerical activities including the operation of a variety of office equipment	Regular daytime hours	Work remotely and onsite occasionally as demands require	Grace Mastellone
Director of Child Nutrition	Oversee food services operations	Oversight of food prep, food vendor ordering, site delivery, distribution of meals, meals served tally (kept daily)	Food Services 5 days a week-hours will be staggered to account for food prep and distribution to students	Work remotely and onsite as demands require for providing meals	Shakia Hall
Café Manager (4 people)	Oversee food preparation and distribution	Coordinates responsibilities to kitchen staff how meals will be prepped, what is being served, and how many to prepare/distribute	Food Services 5 days a week-hours D13:D24ill be staggered to account for food prep and distribution to students	Work onsite on rotational basis as demands require for providing meals	HS M. Hernandez MS K Carbone JAE M Dunstatter FJC P Bianco
Assistant Cook	Support food preparation	Supports the responsibilities to kitchen staff how meals will be prepped, what is being served, and how many to prepare	Food Services 5 days a week-hours will be staggered to account for food prep and	Work onsite on rotational basis as demands require for providing meals	J. McDonald

			distribution to students		
Food Service Worker (PT-Approx. 30)	Deliver food at location, tally / report type o meals served	Supports the needs of Assistant Cook, Café Managers, and Director of Child Nutrition	Food Services 5 days a week-hours will be staggered to account for food prep and distribution to students	Work onsite on rotational basis as demands require for providing meals	Approx. 30 P/T Staff
Café Custodian	Performs basic cleaning needs, receiving and transporting food, etc. to other schools	Deep cleaning/sanitizing kitchen as required. Receiving all child nutrition orders	Regular daytime hours as necessary	Regular work shifts expected; daily log of sections (cleaning/sanitizing) kept and reviewed	James Strauch
Superintendent of Schools	Oversee full school program	Responsible for communicating with NYS Education department and fulfillment of all polices and regulations	Regular daytime hours	Work remotely and onsite occasionally as demands require	Dr. Scott O'Brien
Principal Office Assistant	Supports the needs of the Superintendent	Prepares the BOE Agenda including all resolutions and MOA's	Regular daytime hours	Work remotely and onsite occasionally as demands require	Loretta Sanchez
Assistant Superintendent	Oversee all aspects of the Personnel Office and Curriculum	Oversee Personnel Office Staff and the Directors of MST and Humanities	Regular daytime hours	Work remotely and onsite occasionally as demands require	Susann Crossan
Secretarial Assistant	Supports the needs of the Assistant Superintendent	Prepares the Personnel Agenda for BOE meetings, maintains staff attendance	Regular daytime hours	Work remotely and onsite occasionally as demands require	Kim Trypaluk
Principal Office Assistant	Oversee record of staff attendance	Responsible for daily staff attendance including records of sick, personal, vacation, COVID, and working from home days. Worker Compensation communication	Regular daytime hours	Work remotely and onsite occasionally as demands require	Regina White
Senior Account Clerk	Oversee all aspects of staff benefits	Responsible for processing payment of benefit invoices and preparing required reports	Regular daytime hours	Work remotely and onsite occasionally as demands require	Lisa Lopez
Assistant Superintendent for Business	Central Administration	Oversee all aspects of Business Operations, Transportation, Building and Grounds and Food Services	Regular daytime hours	Work remotely and onsite occasionally as demands require	Chris Van Cott
Senior Account Clerk	Business Office	Process purchase orders & administers bids district-wide; oversees all transportation needs for district eligible students	Regular daytime hours	Work remotely and onsite occasionally as demands require	Debra Hofmann
District Treasurer	Business Office	Oversees all aspects of the Business Office - accounting, payroll and accounts payable.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Virginia Holloway
Principal Account Clerk	Business Office	Process contractual payroll, update deductions/changes in salary, overtime sheets and vouchers for subs and hourly staff based on payroll schedule	Regular daytime hours	Work remotely and onsite occasionally as demands require	Kelly Weiss
Accountant and Extracurricular Treasurer	Business Office	Records journal entries, performs account reconciliations, assists with financial statements and administer accounting functions for Student Clubs	Regular daytime hours	Work remotely and onsite occasionally as demands require	Linda Bilski
Senior Office Asst and Senior Account Clerk	Business Office	Prepares necessary information to close accounts payable based on check warrants scheduled. Receive / safeguard checks when delivered	Regular daytime hours	Work remotely and onsite occasionally as demands require	Laura Hamilton

Assistant Superintendent for C & I	Oversees all aspects of Curriculum, Technology, Central Registration and Data Reporting	Critical System infrastructure oversight and NYSED required data reporting and Data privacy officer	Regular daytime hours	Work remotely and onsite occasionally as demands require	Dr. Aaron Factor
Office Application Specialist	Assistant District Data Coordinator	Responsible for all NYSED Data reporting and serves as District homeless liaison and foster car contact	Regular daytime hours	Work remotely and onsite occasionally as demands require	Amy Canzanella
Office Assistant	Oversees Central Registration	Mandated as per NYSED registration must be conducted	Regular daytime hours	Work remotely and onsite occasionally as demands require	Jennifer Agresto
Secretarial Assistant	Supports the needs of the Executive Director of Educational Services	Oversees UPK and Grants	Regular daytime hours	Work remotely and onsite occasionally as demands require	Lorraine Kagel
Executive Director for Pupil Personnel Services	Oversees all aspects of our Special Education Services as well as Student Support Services	Oversees the delivery of Special Education services per student IEPs as well as 504 Plans. Oversees other student support services such as credit recovery and alternative learning center programs.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Kristen White
Senior Office Assistant	Supports the needs of Executive Director of PPS	Prepared documents and completes duties necessary to comply with Part 200 Regulations	Regular daytime hours	Work remotely and onsite occasionally as demands require	Carol Maier
Principal Office Assistant	Supports the needs of Executive Director of PPS	Prepared documents and completes duties necessary to comply with Part 200 Regulations	Regular daytime hours	Work remotely and onsite occasionally as demands require	Mary Caccavale
District Emergency Management Coordinator	Oversees District Emergency Plan, Nurses, PE, Health and Athletics	Prepares emergency management documents and communicates information to staff	Regular daytime hours	Work remotely and onsite occasionally as demands require	Jonathon Rufa
District Clerk	Board of Education Clerk	Needed for BOE meetings, preparation of meeting minutes, administering the Budget vote process, etc.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Kelly White
Building Principals	Assists with all aspects of assigned schools	Responsible for the supervision and evaluation of students/staff, curriculum, NYSED testing and programs.	Regular daytime hours	Work remotely and onsite occasionally as demands require	James Moeller HS Dawn Meyers MS Linda Greening JAE Jason Westerlund FJC
Building Assistant Principals	Assists with all aspects of assigned schools	Responsible for the supervision and evaluation of students/staff, curriculum, NYSED testing and programs.	Regular daytime hours	Work remotely and onsite occasionally as demands require	Michael Gabriel HS Jacqueline Lawson HS Courtney Herbert MS Benjamin Paquette JAE Nicole Pletka FJC
Technology	D/W network & use of classroom technology	Manage camera system	Regular daytime hours	Work remotely and onsite occasionally as demands require	Joseph Reyes Scott Warmbrand

ROCKY POINT UNION FREE SCHOOL DISTRICT

Purchasing Procedures Manual

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PURCHASING PROCEDURES MANUAL

INTRODUCTION

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

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

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

DEFINITIONS

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

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

GENERAL MUNICIPAL LAW

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

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

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

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

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

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

Standardization (Section 103 of General Municipal Law)

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

BEST VALUE

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

PROFESSIONAL SERVICES- EXCEPTION TO COMPETITIVE BIDDING

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

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

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

"PIGGYBACKING" LAW-EXCEPTION TO COMPETITIVE BIDDING

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

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

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

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

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

PURCHASES DIRECTLY CHARGED TO A FEDERAL AWARD

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

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

A. GENERAL PROCUREMENT STANDARDS

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

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

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

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

B. COMPETITION

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

for the contract.

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

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

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

D. FEDERAL AWARDING AGENCY OR PASS-THROUGH ENTITY REVIEW

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

THE PURCHASING AGENT

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

PROCEDURE FOR BIDS: ADVERTISEMENTS, OPENINGS, EVALUATIONS

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

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

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

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

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

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

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

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

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

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

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

The Board must adopt the contract by resolution.

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

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

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

SUBMITTING A FORMAL BID REQUEST

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

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

Requests must include the following:

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

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

PURCHASE SPECIFICATIONS

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

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

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

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

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

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

EVALUATION OF PRODUCTS/QUALITY CONTROL

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

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

REQUISITIONING/ORDERING

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

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

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

PREPARATION OF PURCHASE ORDER

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

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

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

PROCESSING OF PURCHASE ORDER

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

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

BLANKET ORDERS

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

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

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

CONFIRMING ORDERS

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

PETTYCASH

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

Commissioner of Education.

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

INSUFFICIENT APPROPRIATIONS

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

RECEIPT/PAYMENT OF PURCHASE ORDERS

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

CANCELLATION OF ORDER

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

Appendix A

ROCKY POINT PURCHASING PROCEDURES

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

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

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

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

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

ROCKY POINT PURCHASING PROCEDURES

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

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

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

ROCKY POINT PURCHASING PROCEDURES

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

OPENING / CLOSING OF DISTRICT BANK ACCOUNTS

Student Activity and District Sponsored Contracts:

7/1/24

Group:

Service Contracts:

MS/HS Student Council Dances	DJ
Leaders Club	Catering hall
Varsity Club	Catering hall
Senior Prom	Coach buses, yacht /catering hall, Lighting, Sound
High School Production	Set materials
High School	Photographer-Commencement ceremony
High School-PSAT/SAT	Princeton Review classes
HS Yearbook	Printing
MS Yearbook	Printing
Thespian Troupe	Coach buses, restaurant, theater tours
High School Jr. Prom	Catering Hall, Lighting, Sound, Coach Buses
Mark Twain Literary Awards	Catering Hall
Boys Varsity Golf	Golf Course Use (Fairway dba Rolling Oaks)



**ROCKY POINT UFSD
AUDIT COMMITTEE CHARTER
2024-25**

Audit Committee Authority

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

Mission

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

Composite and Requisite Skills

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

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

Duties and Responsibilities

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

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

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

Meetings and Notification

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

The District Clerk will be responsible to:

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

Decision Making Process

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

Reporting Requirements

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

Review of the Charter

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

INVOICE

**NASSAU-SUFFOLK SCHOOL
BOARDS ASSOCIATION**
3237 Route 112 - Bldg. 6, Suite 9
Medford, NY 11763-1424

info@nssba.org
+1 (516) 781-2053
www.nssba.org



Rocky Point UFSD

Bill to
Rocky Point UFSD

Invoice details

Invoice no.: 11161
Terms: Due on receipt
Invoice date: 07/01/2024
Due date: 07/31/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Dues	Annual Membership Dues	1	\$3,575.00	\$3,575.00
Total						\$3,575.00

**Nassau-Suffolk School
Boards Association**
3237 Route 112, Bldg 6, Suite 9
Medford, NY 11763

RESOLUTION TO OPPOSE FIELD TESTING

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

2025-2026 BUDGET DEVELOPMENT CALENDAR *(Subject to Revision)*



Tentative Date(s)		Action(s)
10/18/2024	Friday	Budget Request forms distributed to Administrators
11/15/2024	Friday	Administrators to return finalized Budget Request forms to the Business Office
12/2024	TBD	Preliminary operating budget prepared and reviewed internally
1/2025	TBD	Governor's Preliminary School District State Aid Budget for 2025-26 (expected release)
2/3/2025	Monday - 6:00 PM	Budget Forum #1 in HS Auditorium
2/28/2025	Friday	Submission of the Property Tax Cap form to NYS Comptroller's Office on or before March 1 annually
3/17/2025	Monday - 6:00 PM	Budget Forum #2 in HS Auditorium
4/1/2025	Tuesday	NYS final budget for school aid anticipated to be published on or before April 1 annually
4/16/2025	Wednesday	Submission of the Property Tax Report Card and Salary Disclosure Notice to SED
4/23/2025	Wednesday - 6:00 PM	Budget Forum #3 in HS Auditorium
4/23/2025	Wednesday - 7:00 PM	Budget Adoption, BOE Meeting (Property Tax Report Card to be approved) and BOCES Budget Vote/Election
4/28/2025	Monday	Adopted Budget and required attachments made available upon request at each school building
5/2/2025	Friday	Prepare Budget Newsletter for Post Office (<i>Delivery anticipated to community 5/6/25-5/8/25</i>)
5/6/2025	Tuesday - 5:00 PM	Public Hearing on proposed School Budget in HS Auditorium
5/7/2025	Wednesday	Prepare Budget Statement "6-Day Notice" for Post Office (<i>Delivery anticipated to community 5/11/25-5/13/25</i>)
5/20/2025	Tuesday	Statewide School Budget Vote and annual BOE Trustee Election
6/17/2025	Tuesday	Statewide Budget Revote (if needed)
7/1/2025	Tuesday	Implement new budget

www.RockyPointUFSD.org

Interoffice Memorandum

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

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

DATE: *July 8, 2024*

RE: *Board Action Sheets*

Below please find the schedule of Committee on Special Education meetings for approval at the July 8, 2024 Board of Education meeting:

SCHEDULE- A 7/8/24		
Year	Date	Location
2023-2024	May 29, 2024- June 14, 2024	CSE & SCSE meetings conducted for students attending in-district and out of district placements
2023-2024	May 29, 2024- June 14, 2024	CSE & SCSE Amendments without Meetings

BOE ACTION Summary DATE? DECISION?

<u>CMA BOE Date</u>	<u>CR Doc Committee Responsible</u>	<u>CMA Reason</u>	<u>Decision/Status</u>	<u>CMA Date</u>	<u>CR Expected Grade</u>	<u>CR Next Recommended School (>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>
07/08/2024	CSE	Annual Review	Classified	03/27/2024	05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Counseling-Social Skills	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Occupational Therapy	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Speech/Language Therapy	09/12/2024	06/13/2025	Small Group	2 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Counseling-Social Skills	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Occupational Therapy	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Speech/Language Therapy	09/12/2024	06/13/2025	Small Group	2 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Counseling-Social Skills	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Occupational Therapy	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	40	Classroom	Speech/Language Therapy	09/12/2024	06/13/2025	Small Group	2 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	80	Classroom	Counseling-Social Skills	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	80	Classroom	Occupational Therapy	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		05		Integrated	09/04/2024	06/20/2025		5 Weekly	80	Classroom	Speech/Language Therapy	09/12/2024	06/13/2025	Small Group	2 Weekly		30
		Annual Review	Classified	04/09/2024	06									Speech/Language Therapy	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		06									Speech/Language Therapy	09/12/2024	06/13/2025	Individual	1 Weekly		30
		Requested Review	Classified		02		Special Class	09/05/2024	06/27/2025	8:1:1	5 Daily	330	Classroom	Counseling	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Requested Review	Classified		02		Special Class	09/05/2024	06/27/2025	8:1:1	5 Daily	330	Classroom	Counseling	09/12/2024	06/13/2025	Individual	1 Weekly		30
		Requested Review	Classified		02		Special Class	09/05/2024	06/27/2025	8:1:1	5 Daily	330	Classroom	Speech/Language Therapy	09/12/2024	06/13/2025	Small Group	2 Weekly		30
		Annual Review	Classified	04/18/2024	06		Integrated	09/04/2024	06/13/2025		5 Weekly	40	Math Class	Counseling-Social Skills	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		06		Integrated	09/04/2024	06/13/2025		5 Weekly	40	Math Class	Counseling	09/12/2024	06/13/2025	Individual	2 Monthly		30
		Annual Review	Classified		06		Integrated	09/04/2024	06/13/2025		5 Weekly	40	Science Class	Counseling-Social Skills	09/12/2024	06/13/2025	Small Group	1 Weekly		30
		Annual Review	Classified		06		Integrated	09/04/2024	06/13/2025		5 Weekly	40	Science Class	Counseling	09/12/2024	06/13/2025	Individual	2 Monthly		30
		Annual Review	Classified		06		Integrated	09/04/2024	06/13/2025		25 Every 2	40	Humanities	Counseling-Social	09/12/2024	06/13/2025	Small	1 Weekly		30

					weeks	Class	Skills		Group		
Annual Review	Classified	06		Co-teaching Services Integrated 09/04/2024 06/13/2025	25 Every 2 weeks	40 Humanities Class	Counseling	09/12/2024 06/13/2025	Individual	2 Monthly	30
Annual Review	Classified	06		Co-teaching Services Integrated 09/04/2024 06/13/2025	25 Every 2 weeks	40 Humanities Class	Counseling-Social Skills	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Annual Review	Classified	06		Co-teaching Services Integrated 09/04/2024 06/13/2025	5 Weekly	40 Classroom	Counseling-Social Skills	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Annual Review	Classified	06		Co-teaching Services Integrated 09/04/2024 06/13/2025	5 Weekly	40 Science Class	Counseling-Social Skills	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Annual Review	Classified	04/19/2024 05		Co-teaching Services Integrated 09/04/2024 06/20/2025	5 Weekly	80 Classroom					
Annual Review	Classified	05		Co-teaching Services Integrated 09/04/2024 06/20/2025	5 Weekly	40 Classroom					
Annual Review	Classified	05		Co-teaching Services Integrated 09/04/2024 06/20/2025	5 Weekly	40 Classroom	Occupational Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Annual Review	Classified	05		Co-teaching Services Integrated 09/04/2024 06/20/2025	5 Weekly	80 Classroom	Occupational Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Annual Review	Classified	05					Counseling-Social Skills	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Annual Review	Classified	05/02/2024 06		Special Class 09/04/2024 06/13/2025 15:1	15 Weekly	40 Humanities Class	Counseling	09/12/2024 06/13/2025	Individual	1 Weekly	30
Annual Review	Classified	06		Special Class - Math 09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Counseling	09/12/2024 06/13/2025	Individual	1 Weekly	30
Annual Review	Classified	06		Special Class - Science 09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Counseling	09/12/2024 06/13/2025	Individual	1 Weekly	30
Annual Review	Classified	05/10/2024 06		Co-teaching Services Integrated 09/04/2024 06/13/2025	25 Every 2 weeks	40 Humanities Class					
Annual Review	Classified	06		Co-teaching Services Integrated 09/04/2024 06/13/2025	5 Weekly	40 Science Class					
Annual Review	Classified	06		Special Class 09/04/2024 06/13/2025 15:1	15 Weekly	40 Humanities Class	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	2 Weekly	30
Annual Review	Classified	06		Special Class - Math 09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	2 Weekly	30
Annual Review	Classified	06		Special Class - Science 09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	2 Weekly	30
Reevaluation/Annual Review	Classified	05/14/2024 06		Co-teaching Services Integrated 09/04/2024 06/13/2025	5 Weekly	40 Science Class					
Reevaluation/Annual Review	Classified	06		Co-teaching Services Integrated 09/04/2024 06/13/2025	25 Bi-weekly	40 Humanities Class					
Reevaluation/Annual Review	Classified	06		Co-teaching Services Integrated 09/04/2024 06/13/2025	5 Weekly	40 Math Class					
Annual Review	Classified	05/16/2024 08		Special Class 09/05/2024 06/27/2025 8:1+1	5 Weekly	360 Classroom	Psychological Counseling Services	09/05/2024 06/27/2025	Small Group	1 Weekly	30
Annual Review	Classified	08		Special Class 09/05/2024 06/27/2025 8:1+1	5 Weekly	360 Classroom	Psychological Counseling Services	09/05/2024 06/27/2025	Individual	2 Weekly	30
Annual Review	Classified	08		Special Class 09/05/2024 06/27/2025 8:1+1	5 Weekly	360 Classroom	Applied Behavioral Analysis Services	09/12/2024 06/13/2025	Individual	2 Weekly	90
Annual Review	Classified	08		Special Class 09/05/2024 06/27/2025 8:1+1	5 Weekly	360 Classroom	Parent	09/05/2024 06/27/2025	Individual	2 Monthly	60

			Class					Counseling and Training			
Annual Review	Classified	05/20/2024	Ungraded	Special Class	09/04/2024 01/15/2025 12:1+1	4 Daily	40 Separate				
Annual Review	Classified		Ungraded	Special Class - Math	09/04/2024 01/15/2025 12:1+1	5 Weekly	40 Math Class				
Reevaluation CPSE to CSE Transition	Classified	05/23/2024	Kdg.					Speech/Language Therapy	09/12/2024 06/13/2025	Individual	3 Weekly 30
Annual Review	Classified	05/29/2024	04	Special Class	09/05/2024 06/27/2025 15:1+1	6 Daily	40 Separate	Occupational Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly 30
Annual Review	Classified		05	Integrated Co-teaching Services	09/05/2024 06/27/2025	5 Weekly	80 Math Class	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	2 Weekly 30
Annual Review	Classified		05	Integrated Co-teaching Services	09/05/2024 06/27/2025	5 Weekly	40 Reading Class	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	2 Weekly 30
Annual Review	Classified		05	Integrated Co-teaching Services	09/05/2024 06/27/2025	5 Weekly	40 Classroom	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	2 Weekly 30
Parent Request	Classified	05/30/2024	12	Resource Room Program	09/04/2024 06/13/2025 5:1	5 Weekly	40 Separate	Counseling	09/12/2024 06/13/2025	Individual	1 Weekly 30
Parent Request	Classified		12	Integrated Co-teaching Services	09/04/2024 06/13/2025	5 Weekly	40 English / Language Arts Class	Counseling	09/12/2024 06/13/2025	Individual	1 Weekly 30
Parent Request	Classified		12	Integrated Co-teaching Services	09/04/2024 06/13/2025	5 Weekly	40 Social Studies Class	Counseling	09/12/2024 06/13/2025	Individual	1 Weekly 30
Annual Review	Classified		09	Special Class - Math	09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Speech/Language Therapy	09/12/2024 06/13/2025	Individual	1 Weekly 30
Annual Review	Classified		09	Special Class - Math	09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly 30
Annual Review	Classified		09	Special Class - Math	09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Physical Therapy	09/12/2024 06/13/2025	Individual	1 Weekly 30
Annual Review	Classified		09	Special Class - Math	09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Occupational Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly 30
Annual Review	Classified		09	Special Class - Math	09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Counseling-Social Skills	09/12/2024 06/13/2025	Small Group	1 Weekly 30
Annual Review	Classified		09	Special Class - Math	09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Counseling-Social Skills	09/12/2024 06/13/2025	Individual	1 Weekly 30
Annual Review	Classified		09	Special Class - Math	09/04/2024 06/13/2025 15:1	5 Weekly	40 Math Class	Parent Counseling and Training	09/12/2024 06/13/2025	Small Group	4 Yearly 60
Annual Review	Classified		09	Special Class - Science	09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Speech/Language Therapy	09/12/2024 06/13/2025	Individual	1 Weekly 30
Annual Review	Classified		09	Special Class - Science	09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly 30
Annual Review	Classified		09	Special Class - Science	09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Physical Therapy	09/12/2024 06/13/2025	Individual	1 Weekly 30
Annual Review	Classified		09	Special Class - Science	09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Occupational Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly 30
Annual Review	Classified		09	Special Class - Science	09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Counseling-Social Skills	09/12/2024 06/13/2025	Small Group	1 Weekly 30
Annual Review	Classified		09	Special Class - Science	09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Counseling-Social Skills	09/12/2024 06/13/2025	Individual	1 Weekly 30
Annual Review	Classified		09	Special Class - Science	09/04/2024 06/13/2025 15:1	5 Weekly	40 Science Class	Parent Counseling and Training	09/12/2024 06/13/2025	Small Group	4 Yearly 60
Annual Review	Classified		09	Special Class - Social Studies	09/04/2024 06/13/2025 15:1	5 Weekly	40 Social Studies Class	Speech/Language Therapy	09/12/2024 06/13/2025	Individual	1 Weekly 30
Annual Review	Classified		09	Special Class -	09/04/2024 06/13/2025 15:1	5 Weekly	40 Social Studies	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly 30

Annual Review	Classified	09	Social Studies Special Class - Social Studies	09/04/2024 06/13/2025 15:1	5 Weekly	40 Social Studies Class	Physical Therapy	09/12/2024 06/13/2025 Individual	1 Weekly	30			
Annual Review	Classified	09	Social Studies Special Class - Social Studies	09/04/2024 06/13/2025 15:1	5 Weekly	40 Social Studies Class	Occupational Therapy	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Annual Review	Classified	09	Social Studies Special Class - Social Studies	09/04/2024 06/13/2025 15:1	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Annual Review	Classified	09	Social Studies Special Class - Social Studies	09/04/2024 06/13/2025 15:1	5 Weekly	40 Social Studies Class	Counseling-Social Skills	09/12/2024 06/13/2025 Individual	1 Weekly	30			
Annual Review	Classified	09	Social Studies Special Class - Social Studies	09/04/2024 06/13/2025 15:1	5 Weekly	40 Social Studies Class	Parent Counseling and Training	09/12/2024 06/13/2025 Small Group	4 Yearly	60			
Annual Review	Classified	09	English Special Class - English	09/04/2024 06/13/2025 15:1	5 Weekly	40 English Class	Speech/Language Therapy	09/12/2024 06/13/2025 Individual	1 Weekly	30			
Annual Review	Classified	09	English Special Class - English	09/04/2024 06/13/2025 15:1	5 Weekly	40 English Class	Speech/Language Therapy	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Annual Review	Classified	09	English Special Class - English	09/04/2024 06/13/2025 15:1	5 Weekly	40 English Class	Physical Therapy	09/12/2024 06/13/2025 Individual	1 Weekly	30			
Annual Review	Classified	09	English Special Class - English	09/04/2024 06/13/2025 15:1	5 Weekly	40 English Class	Occupational Therapy	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Annual Review	Classified	09	English Special Class - English	09/04/2024 06/13/2025 15:1	5 Weekly	40 English Class	Counseling-Social Skills	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Annual Review	Classified	09	English Special Class - English	09/04/2024 06/13/2025 15:1	5 Weekly	40 English Class	Counseling-Social Skills	09/12/2024 06/13/2025 Individual	1 Weekly	30			
Annual Review	Classified	09	English Special Class - English	09/04/2024 06/13/2025 15:1	5 Weekly	40 English Class	Parent Counseling and Training	09/12/2024 06/13/2025 Small Group	4 Yearly	60			
Annual Review	Classified	09	Science Special Class	09/04/2024 06/13/2025 15:1	5 Every 2 weeks	40 Science Class	Speech/Language Therapy	09/12/2024 06/13/2025 Individual	1 Weekly	30			
Annual Review	Classified	09	Science Special Class	09/04/2024 06/13/2025 15:1	5 Every 2 weeks	40 Science Class	Speech/Language Therapy	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Annual Review	Classified	09	Science Special Class	09/04/2024 06/13/2025 15:1	5 Every 2 weeks	40 Science Class	Physical Therapy	09/12/2024 06/13/2025 Individual	1 Weekly	30			
Annual Review	Classified	09	Science Special Class	09/04/2024 06/13/2025 15:1	5 Every 2 weeks	40 Science Class	Occupational Therapy	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Annual Review	Classified	09	Science Special Class	09/04/2024 06/13/2025 15:1	5 Every 2 weeks	40 Science Class	Counseling-Social Skills	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Annual Review	Classified	09	Science Special Class	09/04/2024 06/13/2025 15:1	5 Every 2 weeks	40 Science Class	Counseling-Social Skills	09/12/2024 06/13/2025 Individual	1 Weekly	30			
Annual Review	Classified	09	Science Special Class	09/04/2024 06/13/2025 15:1	5 Every 2 weeks	40 Science Class	Parent Counseling and Training	09/12/2024 06/13/2025 Small Group	4 Yearly	60			
Annual Review	Classified	06/03/2024 03	Resource Room Program	09/04/2024 06/27/2025 5:1	5 Weekly	40 Resource Room	Occupational Therapy	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Parent Request	Classified	06/11/2024 12	English Special Class - English	09/04/2024 06/13/2025 15:1	5 Weekly	40 English / Language Arts Class							
Parent Request	Classified	12	Integrated Co-teaching Services	09/04/2024 06/13/2025	5 Weekly	40 Social Studies Class							
Parent Request	Classified	12	Resource Room Program	09/04/2024 06/13/2025 5:1	5 Weekly	40 Separate							
Amendment - Agreement No Meeting	Classified	06/12/2024 06	Integrated Co-teaching Services	09/05/2024 06/27/2025	25 Every 2 weeks	40 Humanities Class	Occupational Therapy	09/12/2024 06/13/2025 Small Group	1 Weekly	30			
Amendment - Agreement No Meeting	Classified	06	Integrated Co-teaching Services	09/05/2024 06/27/2025	25 Every 2 weeks	40 Humanities Class	Behavior Intervention Services	09/12/2024 06/13/2025 Individual	2 Monthly	30			
Amendment - Agreement No Meeting	Classified	06	Integrated Co-teaching	09/05/2024 06/27/2025	25 Every 2 weeks	40 Humanities Class	Parent Counseling and Training	09/12/2024 06/13/2025 Small Group	4 Yearly	60			

				Services							
Amendment - Agreement No Meeting	Classified	06		Integrated 09/05/2024 06/27/2025	5 Weekly	40 Math Class	Occupational Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Amendment - Agreement No Meeting	Classified	06		Integrated 09/05/2024 06/27/2025	5 Weekly	40 Math Class	Behavior Intervention Services	09/12/2024 06/13/2025	Individual	2 Monthly	30
Amendment - Agreement No Meeting	Classified	06		Integrated 09/05/2024 06/27/2025	5 Weekly	40 Math Class	Parent Counselling and Training	09/12/2024 06/13/2025	Small Group	4 Yearly	60
Amendment - Agreement No Meeting	Classified	06		Integrated 09/05/2024 06/27/2025	5 Weekly	40 Science Class	Occupational Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Amendment - Agreement No Meeting	Classified	06		Integrated 09/05/2024 06/27/2025	5 Weekly	40 Science Class	Behavior Intervention Services	09/12/2024 06/13/2025	Individual	2 Monthly	30
Amendment - Agreement No Meeting	Classified	06		Integrated 09/05/2024 06/27/2025	5 Weekly	40 Science Class	Parent Counselling and Training	09/12/2024 06/13/2025	Small Group	4 Yearly	60
Amendment - Agreement No Meeting	Classified	01		Special Class 09/04/2024 06/27/2025 12:1+1	6 Daily	40 Separate	Occupational Therapy	09/12/2024 06/13/2025	Individual	1 Weekly	30
Amendment - Agreement No Meeting	Classified	01		Special Class 09/04/2024 06/27/2025 12:1+1	6 Daily	40 Separate	Occupational Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Amendment - Agreement No Meeting	Classified	01		Special Class 09/04/2024 06/27/2025 12:1+1	6 Daily	40 Separate	Parent Counselling and Training	09/12/2024 06/13/2025	Small Group	4 Yearly	60
Amendment - Agreement No Meeting	Classified	01		Special Class 09/04/2024 06/27/2025 12:1+1	6 Daily	40 Separate	Behavior Intervention Services	09/12/2024 06/13/2025	Individual	2 Monthly	30
Amendment - Agreement No Meeting	Classified	01		Special Class 09/04/2024 06/27/2025 12:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/12/2024 06/13/2025	Individual	2 Weekly	30
Amendment - Agreement No Meeting	Classified	01		Special Class 09/04/2024 06/27/2025 12:1+1	6 Daily	40 Separate	Counseling-Social Skills	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Amendment - Agreement No Meeting	Classified	01		Special Class 09/04/2024 06/27/2025 12:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	2 Weekly	20
Amendment - Agreement No Meeting	Classified	06/14/2024 03		Special Class 09/04/2024 06/27/2025 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/12/2024 06/13/2025	Small Group	1 Weekly	30
Amendment - Agreement No Meeting	Classified	03		Special Class 09/04/2024 06/27/2025 15:1+1	6 Daily	40 Separate	Speech/Language Therapy	09/12/2024 06/13/2025	Individual	1 Weekly	30
Amendment - Agreement No Meeting	Classified	03		Special Class 09/04/2024 06/27/2025 15:1+1	6 Daily	40 Separate	Occupational Therapy	09/12/2024 06/13/2025	Small Group	2 Weekly	30
Reevaluation/Annual Review	Declassified Support Services	04/18/2024 06		Integrated 09/04/2024 06/27/2025	5 Weekly	40 Math Class					
Reevaluation/Annual Review	Declassified Support Services		06	Integrated 09/04/2024 06/27/2025	5 Weekly	40 Science Class					
Reevaluation/Annual Review	Declassified Support Services		06	Integrated 09/04/2024 06/27/2025	25 Every 2 weeks	40 Humanities Class					

CR Doc Committee Responsible Sub Total: 117

Total Records: 117
Total Students: 25

Interoffice Memorandum

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

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

DATE: *7/8/2024*

RE: *Board Action Sheets*

Below please find the schedule to be approved at the 7/8/2024 Board of Education meeting:

SCHEDULE- B 7/8/2024	
Date	Location
<i>4/11/2024</i>	<i>CPSE Committee</i>
<i>4/11/2024</i>	<i>CPSE/CSE Transition</i>
<i>4/17/2024</i>	<i>CPSE Committee</i>
<i>4/17/2024</i>	<i>CPSE/CSE Transition</i>
<i>5/7/2024</i>	<i>CPSE/CSE Transition</i>
<i>5/13/2024</i>	<i>CPSE Committee</i>
<i>5/14/2024</i>	<i>CPSE Committee</i>
<i>5/15/2024</i>	<i>CPSE/CSE Transition</i>
<i>5/16/2024</i>	<i>CPSE Committee</i>
<i>5/21/2024</i>	<i>CPSE Committee</i>
<i>5/23/2024</i>	<i>CPSE Committee</i>
<i>5/23/2024</i>	<i>CPSE/CSE Committee</i>
<i>5/30/2024</i>	<i>CPSE Committee</i>
<i>6/4/2024</i>	<i>CPSE Committee</i>
<i>6/11/2024</i>	<i>CPSE Committee</i>
<i>6/13/2024</i>	<i>CPSE Amendment</i>

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

BOE ACTION Summary DATE? DECISION?

CMA BOE Date	CR Doc Committee Responsible	CMA Reason	Decision/Status	CMA Date	CR Expected Grade	CR Next Recommended School (>2010-11 SY)	Program	Program Start	Program End	Program Ratio	Program Frequency	Program Period	Program Duration	Program Location	Related Service	RS Start	RS End	RS Ratio	RS Frequency	RS Period	RS Duration	
07/08/2024	CPSE	Reevaluation Review	Classified Preschool	05/21/2024	Preschool		Special Class	09/05/2023	06/26/2024	12:1+1	5	Weekly	240	Classroom	Speech/Language Therapy	09/05/2023	06/26/2024	Individual	3	Weekly	30	
		Reevaluation Review	Classified Preschool		Preschool	Special Class	09/05/2023	06/26/2024	12:1+1	5	Weekly	240	Classroom	Parent Counseling and Training	09/05/2023	06/26/2024	Individual	1	Monthly	60		
		Initial Eligibility Determination Meeting	Classified Preschool	Preschool											Speech/Language Therapy	05/27/2024	06/21/2024	Individual	1	Weekly	60	
		Initial Eligibility Determination Meeting	Classified Preschool/No Services	Continued EI	05/14/2024	Preschool		Special Class in an Integrated Setting	05/14/2024	06/21/2024	12:1+2	5	Weekly	300	Classroom	Speech/Language Therapy	05/14/2024	06/21/2024	Individual	3	Weekly	30
		Initial Eligibility Determination Meeting	Classified Preschool/No Services	Continued EI		Preschool		Special Class in an Integrated Setting	05/14/2024	06/21/2024	12:1+2	5	Weekly	300	Classroom	Parent Counseling and Training	05/14/2024	06/21/2024	Individual	1	Monthly	60
		Initial Eligibility Determination Meeting	Classified Preschool/No Services	Continued EI	06/04/2024	Preschool		Special Class	06/04/2024	06/21/2024	12:1+2	5	Weekly	300	Classroom	Speech/Language Therapy	06/04/2024	06/21/2024	Individual	3	Weekly	30
		Initial Eligibility Determination Meeting	Classified Preschool/No Services	Continued EI		Preschool		Special Class	06/04/2024	06/21/2024	12:1+2	5	Weekly	300	Classroom	Occupational Therapy	06/04/2024	06/21/2024	Individual	2	Weekly	30
		Initial Eligibility Determination Meeting	Classified Preschool/No Services	Continued EI		Preschool		Special Class	06/04/2024	06/21/2024	12:1+2	5	Weekly	300	Classroom	Parent Counseling and Training	06/04/2024	06/21/2024	Individual	1	Monthly	60
		Initial Eligibility Determination Meeting	Classified Preschool/No Services	Continued EI		Preschool		Special Class	06/04/2024	06/21/2024	12:1+2	5	Weekly	300	Classroom	Physical Therapy	06/04/2024	06/21/2024	Individual	1	Weekly	30
				Initial Eligibility Determination Meeting	Ineligible	05/21/2024	Preschool															

CR Doc Committee Responsible Sub Total: 10

Total Records: 10

Total Students: 5

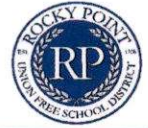
BOE ACTION Summary DATE? DECISION?

CMA BOE Date	CR Doc Committee Responsible	CMA Reason	Decision/Status	CMA Date	CR Expected Grade	CR Next Recommended School (>2010-11 SY)	Program	Program Start	Program End	Program Ratio	Program Frequency	Program Period	Program Duration	Program Location	Related Service	RS Start	RS End	RS Ratio	RS Frequency	RS Period	RS Duration
07/08/2024	CPSE	Annual Review	Classified Preschool	05/13/2024	Preschool		Special Education Itinerant Services	09/04/2024	06/27/2025	1:1	3 Weekly		60	Preschool	Speech/Language Therapy	09/04/2024	06/27/2025	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Education Itinerant Services	09/04/2024	06/27/2025	1:1	3 Weekly		60	Preschool	Occupational Therapy	09/04/2024	06/27/2025	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/04/2024	06/27/2025	Individual	2 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool	05/14/2024	Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Speech/Language Therapy	09/04/2024	06/27/2025	Individual	3 Weekly		30
		Initial Eligibility Determination Meeting	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Parent Counseling and Training	09/04/2024	06/27/2025	Individual	1 Monthly		60
		Annual Review	Classified Preschool	05/16/2024	Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Speech/Language Therapy	09/04/2024	06/27/2025	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Speech/Language Therapy	09/04/2024	06/27/2025	Small Group	1 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Occupational Therapy	09/04/2024	06/27/2025	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Speech/Language Therapy	09/04/2024	06/27/2025	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Parent Counseling and Training	09/04/2024	06/27/2025	Individual	1 Monthly		60
		Annual Review	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Speech/Language Therapy	09/04/2024	06/27/2025	Individual	1 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/04/2024	06/27/2025	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool										Speech/Language Therapy	09/04/2024	06/27/2025	Individual	2 Weekly		30
		Annual Review	Classified Preschool	05/21/2024	Preschool										Speech/Language Therapy	09/04/2024	06/27/2025	Individual	2 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Education Itinerant Services	09/04/2024	06/27/2025	1:1	3 Weekly		60	Preschool	Speech/Language Therapy	09/04/2024	06/27/2025	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Speech/Language Therapy	09/04/2024	06/27/2025	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Occupational Therapy	09/04/2024	06/27/2025	Individual	3 Weekly		30
		Annual Review	Classified Preschool		Preschool		Special Class in an Integrated Setting	09/04/2024	06/27/2025	12:1+2	5 Weekly		300	Classroom	Physical Therapy	09/04/2024	06/27/2025	Individual	2 Weekly		30

Annual Review	Classified Preschool	05/23/2024 Preschool	Integrated Setting Special Education Itinerant Services	09/04/2024 06/27/2025 1:1	5 Weekly	60 Home	Speech/Language Therapy	09/04/2024 06/27/2025 Individual	3 Weekly	30
Annual Review	Classified Preschool	Preschool	Special Class	09/03/2024 06/27/2025 12:1+1	5 Weekly	240 Classroom	Speech/Language Therapy	09/03/2024 06/27/2025 Individual	2 Weekly	30
Annual Review	Classified Preschool	Preschool	Special Class	09/03/2024 06/27/2025 12:1+1	5 Weekly	240 Classroom	Occupational Therapy	09/03/2024 06/27/2025 Individual	1 Weekly	30
Annual Review	Classified Preschool	Preschool	Special Class	09/03/2024 06/27/2025 12:1+1	5 Weekly	240 Classroom	Parent Counseling and Training	09/03/2024 06/27/2025 Individual	1 Monthly	60
Annual Review	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 6:1+3	5 Weekly	300 Classroom	Speech/Language Therapy	09/04/2024 06/27/2025 Individual	3 Weekly	30
Annual Review	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 6:1+3	5 Weekly	300 Classroom	Occupational Therapy	09/04/2024 06/27/2025 Individual	2 Weekly	30
Annual Review	Classified Preschool	Preschool								
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Annual Review	Classified Preschool	05/30/2024 Preschool					Speech/Language Therapy	09/04/2024 06/27/2025 Individual	3 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	06/04/2024 Preschool					Speech/Language Therapy	09/04/2024 06/27/2025 Individual	3 Weekly	30
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Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Occupational Therapy	09/04/2024 06/27/2025 Individual	2 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Physical Therapy	09/04/2024 06/27/2025 Individual	1 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Parent Counseling and Training	09/04/2024 06/27/2025 Individual	1 Monthly	60
Reevaluation Review	Classified Preschool	06/11/2024 Preschool	Special Class	09/03/2024 06/27/2025 12:1+1	5 Weekly	300 Classroom	Speech/Language Therapy	09/03/2024 06/27/2025 Individual	2 Weekly	30
Reevaluation Review	Classified Preschool	Preschool	Special Class	09/03/2024 06/27/2025 12:1+1	5 Weekly	300 Classroom	Occupational Therapy	09/03/2024 06/27/2025 Individual	2 Weekly	30
Reevaluation Review	Classified Preschool	Preschool	Special Class	09/03/2024 06/27/2025 12:1+1	5 Weekly	300 Classroom	Physical Therapy	09/03/2024 06/27/2025 Individual	3 Weekly	30
Reevaluation Review	Classified Preschool	Preschool	Special Class	09/03/2024 06/27/2025 12:1+1	5 Weekly	300 Classroom	Speech/Language Therapy	09/03/2024 06/27/2025 Small Group	1 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Speech/Language Therapy	09/04/2024 06/27/2025 Individual	3 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Occupational Therapy	09/04/2024 06/27/2025 Individual	2 Weekly	30
Initial Eligibility Determination Meeting	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Parent Counseling and Training	09/04/2024 06/27/2025 Individual	1 Monthly	60
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Reevaluation Review	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Speech/Language Therapy	09/04/2024 06/27/2025 Individual	3 Weekly	30
Reevaluation Review	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Parent Counseling and Training	09/04/2024 06/27/2025 Individual	1 Monthly	60
Reevaluation Review	Classified Preschool	Preschool	Special Class	09/04/2024 06/27/2025 12:1+2	5 Weekly	300 Classroom	Physical Therapy	09/04/2024 06/27/2025 Individual	2 Weekly	30
Amendment	Classified Preschool	06/13/2024 Preschool					Speech/Language Therapy	09/04/2024 06/27/2025 Individual	3 Weekly	30
Amendment	Classified Preschool	Preschool					Occupational Therapy	09/04/2024 06/27/2025 Individual	2 Weekly	30
Initial Eligibility Determination	Ineligible	06/04/2024 Preschool								

Total Records: 46
Total Students: 23

ROCKY POINT UFSD
ARP FEDERAL GRANT AMENDMENTS AS OF: 6/17/2024
2021-2024



Grant	SED #	Amend #	Submitted	Status	Reason	Account	Amount	Description
GEER	5896-21	1	11/2/2022	Approved	SMART Board Monitors	F 2630.450-04-5896	15,000	Original application did not include monitors: To ensure optimal performance of interactive boards, new computer monitors are needed.
						F 2630.450-04-5896	-15,000	
GEER	5896-21	2	3/10/2023	Approved	PPE Restocking	F 1620.450-04-5896	800	Restock PPE Inventories as per FEMA Less expended on computer monitors
						F 2630.450-04-5896	-800	
							0	Net Increase/Decrease

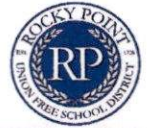
Grant	SED #	Amend #	Submitted	Status	Reason	Account	Amount	Description
CRRSA	5891-21	1	3/28/2022	Approved	HS Auditorium	F 2630.490-04-5891	-135,252	Remove Yr 3 CORE BTS staff Savings WiFi Turf Project Savings WiFi Turf Project Savings Teacher/student desk purchases HS Auditorium Seating Replacement/ADA
						F 2630.400-04-5891	-1,000	
						F 2630.450-04-5891	-1,275	
						F 1620.450-04-5891	-2,056	
						F 1620.300-04-5891	139,583	
CRRSA	5891-21	2	4/25/2022	Approved	JAE Outdoor Classroom	F 1620.160-01-5891	-16,875	COVID cleaner back to General Fund COVID cleaner back to General Fund COVID cleaner back to General Fund Reduce SEL; leaves \$83,350 (Yr 3) JAE Outdoor Classroom
						F 1620.160-02-5891	-16,875	
						F 1620.160-06-5891	-33,750	
						F 1620.400-04-5891	-17,400	
						F 1620.300-04-5891	84,900	
CRRSA	5891-21	3	8/15/2022	Approved	Tech Integration Specialists	F 2110.XXX-XX-5891	341,147	In-house salaries; not outsourcing to BOCES Associated pension costs Associated payroll taxes Associated medical costs Reclass above costs from BOCES code
						F 9020.800-04-5891	35,103	
						F 9030.800-04-5891	26,098	
						F 9060.800-04-5891	71,886	
						F 2630.490-04-5891	-474,234	
CRRSA	5891-21	3	8/15/2022	Approved	Staff Keynote Speaker	F 1620.400-04-5891	15,000	SEL focused message delivered to staff Same code; however revised use of funds
						F 1620.400-04-5891	-15,000	
CRRSA	5891-21	4	9/6/2022	Approved	Smaller Class Size	F 2110.XXX-XX-5891	132,109	FTE salary Associated pension costs Associated payroll taxes Partial medical costs Equipment costs less than submitted budget SEL costs less than submitted budget Counseling less than submitted budget Desks/tables less than submitted budget
						F 9020.800-04-5891	13,594	
						F 9030.800-04-5891	10,106	
						F 9060.800-04-5891	12,477	
						F 1620.200-04-5891	-10,843	
						F 1620.400-04-5891	-113,404	
						F 2825.400-04-5891	-43,605	
						F 1620.450-04-5891	-434	
CRRSA	5891-21	5	9/22/2022	Approved	Transportation Consultant	F 1620.400-04-5891	25,000	Bus routing for 9-period Day Sensory Room Budget not fully expended
						F 1620.300-04-5891	-25,000	
CRRSA	5891-21	6	12/13/2022	Approved	Sensory Room Equipment	F 1620.200-04-5891	7,509	Reclass from IT code to cover equipment Fewer than expected IT Tech Hours expended
						F 2630.490-04-5891	-7,509	
CRRSA	5891-21	7	1/11/2023	Approved	JAE STEAM Lab	F 1620.450-04-5891	28,000	Reclass from IT code to for creation of Lab Fewer than expected IT Tech Hours expended
						F 2630.490-04-5891	-28,000	
CRRSA	5891-21	8	1/11/2023	Approved	JAE TECH Lab	F 1620.200-04-5891	13,000	Reclass from IT code to for creation of Lab Reclass from IT code to for creation of Lab Fewer than expected IT Tech Hours expended
						F 1620.450-04-5891	16,000	
						F 2630.490-04-5891	-29,000	
CRRSA	5891-21	9	5/1/2023	Approved	HS/MS Tech Ed Expansion	F 1620.300-04-5891	-17,620	Less costs: Sensory Rms & JAE Outdoor Classrm Equipment for upgraded HS/MS Tech Lab
						F 1620.450-04-5891	17,620	
CRRSA	5891-21	10	5/1/2023	Approved	Reclass unused \$ to code IT Techs to grant	F 1620.200-04-5891	-720	Unused equipment \$ Sensory Rooms Unused \$ for Auditorium Seating project Unused supply money for Tech Lab Unused \$ from Network Closet cooling projects Code addtl CORE IT Tech hours to grant
						F 1620.300-04-5891	-250	
						F 1620.450-04-5891	-375	
						F 2630.300-04-5891	-580	
						F 2630.490-04-5891	1,925	
							0	Net Increase/Decrease

ROCKY POINT UFSD
ARP FEDERAL GRANT AMENDMENTS AS OF: 6/17/2024
2021-2024



Grant	SED #	Amend #	Submitted	Status	Reason	Account	Amount	Description
ARP 90%	5880-21	1	4/4/2022	Approved	Paper & SCOPE Programs	F 9020.800-02-ARPA	-63,943	Remove from grant; keep in General Fund
						F 9030.800-02-ARPA	-23,387	Remove from grant; keep in General Fund
						F 9060.800-02-ARPA	-87,518	Remove from grant; keep in General Fund
						F 2110.400-04-ARPA	40,200	To cover balance of Paper.Co for 2 years
						F 2110.400-04-ARPA	134,648	SCOPE Saturdays for 2022-23 & 2023-24
ARP 90%	5880-21	2	4/26/2022	Approved	Strategic Planning Phase I	F 2110.400-04-ARPA	-69,548	Reduce SEL; leaves \$6,219 (Yr 2)
						F 2110.400-04-ARPA	69,548	Reclass to add Educational Elements
						F 9030.800-02-ARPA	-26,527	Remove from grant; keep in General Fund
						F 2110.400-04-ARPA	26,527	Reclass to add Educational Elements
ARP 90%	5880-21	3	6/9/2022	Approved	Strategic Planning Phase I	F 2110.400-04-ARPA	-96,075	Reclass Educational Elements to BOCES code
						F 2110.490-04-ARPA	96,075	Reclassified from Contractual to BOCES code
ARP 90%	5880-21	4	9/30/2022	Approved	FJC Makerspace Room	F 2110.450-01-ARPA	21,050	Create Makerspace/STEAM learning lab
						F 2110.490-04-ARPA	-21,050	Model School Specialist under budget
ARP 90%	5880-21	5	12/7/2022	Approved	SEL Programming	F 2110.490-04-ARPA	-92,875	Reallocate funds from available BOCES code
						F 2110.400-04-ARPA	92,875	Revised Project Presence
ARP 90%	5880-21	6	4/20/2023	Approved	Strategic Planning Phase II	F 2110.490-04-ARPA	46,842	Phase II work with Education Elements
						F 2110.150-04-ARPA	-30,000	Lower participation resulted in lower costs
						F 2810.160-02-ARPA	-1,250	Lower participation resulted in lower costs
						F 2110.400-04-ARPA	-14,592	Lower than projected SCOPE program costs
						F 2110.450-02-ARPA	-1,000	Lower spend on summer supplies
ARP 90%	5880-21	7	6/9/2023	Approved	Salary Reclass & Software	F 2110.460-02-ARPA	728	SAVVAS Summer Software renewal
						F 2110.450-04-ARPA	-728	Credit Recovery Supplies
						F 2110.150-02-ARPA	64,453	K-5 Summer Program salaries (addtl days)
						F 2110.120-02-ARPA	-64,453	Reduce teacher salary & code to General Fund
ARP 90%	5880-21	8	9/29/2023	Approved	Clear negative balances	F 2110.150-04-ARPA	216	Summer program salary code reallocated
						F 2810.160-04-ARPA	1,802	Summer program salary code reallocated
						F 2110.450-04-ARPA	-2,018	Summer program supply code reallocated
ARP 90%	5880-21	9	10/18/2023	Approved	Student Behavioral Health	F 2110.490-04-ARPA	31,050	New program through PM Pediatrics
						F 2110.400-04-ARPA	-20,875	Less expended within contractual code on SEL
						F 2110.150-02-ARPA	-5,900	Less than budget for admin salaries
						F 2110.168.02-ARPA	-3,200	Less than budget for aide salaries
						F 2110.450-04-ARPA	-1,075	Lower spent on supplies than budget
						F 1620.163-04-ARPA	1,250	To clear negative balance in B&G salary code
F 2110.450-04-ARPA	-1,250	Lower spent on supplies than budget						
ARP 90%	5880-21	9	5/28/2024	Approved	Strategic Planning Stipend	F 2010.150-04-ARPA	30,000	Admin stipend to oversee Strategic Plan
						F 2110.490-04-ARPA	-30,000	PM Pediatrics (Student Behavioral Health) not used
							0	Net Increase/Decrease

ROCKY POINT UFSD
ARP FEDERAL GRANT AMENDMENTS AS OF: 6/17/2024
2021-2024



Grant	SED #	Amend #	Submitted	Status	Reason	Account	Amount	Description
ARP/SED	5883-21	Enrich #1	3/24/2022	Approved	Paper.Co Program	F 2110.130-04-ARPS	-109,920	Revise afterschool component
						F 2110.400-04-ARPS	109,920	Use of Paper.Co for afterschool tutoring
ARP/SED	5883-21	Enrich #2	4/4/2022	Approved	Grant Code Reclass	F 2110.490-04-ARPS	-30,000	Brookhaven Nat'l Lab not through BOCES
						F 2110.400-04-ARPS	30,000	BNL contracted directly
ARP/SED	5883-21	Enrich #3	1/24/2023	Approved	Grant Code Reclass	F 2110.490-04-ARPS	15,584	STEM program to be contracted through BOCES
						F 2110.400-04-ARPS	-15,584	Reclass from contractual code to BOCES code
ARP/SED	5883-21	Enrich #4	1/30/2023	Approved	Afterschool Enrichment	F 2110.490-04-ARPS	-30,000	Did not code BOCES program to grant in 2021-22
						F 2110.400-04-ARPS	30,000	LI Emporium Enrichment program
ARP/SED	5884-21	Learning Loss #1	4/24/2023	Approved	NSYC Counseling Services	F 2110.400-04-ARPS	289,016	Contract with NSYC for 3rd Year
						F 2110.490-04-ARPS	-289,016	Reduced BOCES allocation for Tech. Integration
ARP/SED	5882-21	Summer #0	6/8/2023	Approved	Increased Stiped	F 2110.160-03-ARPS	450	Increased stipend
						F 2810.160-04-ARPS	-450	Fewer Nurse hours than original budget
ARP/SED	5882-21	Summer #1	12/7/2023	Approved	Summer 2024	F 2110.150-03-ARPS	-8,574	Did not expend all Credit Recovery II salaries
						F 2110.450-03-ARPS	-8,000	Did not expend supply funds; reclass budget
						F 2110.450-04-ARPS	-2,907	Did not expend supply funds; reclass budget
						F 1620.163-03-ARPS	1,798	Increased 2023 summer program days
						F 1620.163-04-ARPS	556	Increased 2023 summer program days
						F 2110.150-04-ARPS	16,157	Increased 2023 summer program days
						F 2810.160-03-ARPS	970	Increased 2023 summer program days
						F 2110.150-03-ARPS	485	To reallocate Teacher salaries for summer 2024
F 2810.160-04-ARPS	-485	Did not expend all Nurse salary; reclass budget						
ARP/SED	5883-21	Enrich #5	12/4/2023	Approved	Afterschool Enrichment	F 2110.490-04-ARPS	8,084	iStem to be purchased from BOCES (reclass bud.)
						F 2110.400-04-ARPS	-8,084	iStem to be purchased from BOCES (reclass bud.)
ARP/SED	5884-21	Learning Loss #2	12/8/2023	Approved	Summer 2024	F 2110.120-01-ARPS	7,393	Salary increase due to Tchr Column Movement
						F 2110.151-03-ARPS	55,500	Teacher Salaries for 2024 credit recovery
						F 2810.161-04-ARPS	6,700	Nurse Salaries for 2024 credit recovery
						F 2110.401-04-ARPS	-64,724	Reallocating SEL budget to fund 2024 credit rec
						F 2110.491-04-ARPS	-9,780	Reallocating unused Model Schools budget
						F 2250.150-01-ARPS	4,911	Salary increase due to Tchr Column Movement
ARP/SED	5883-21	Enrich #6	3/1/2024	Approved	FJC Science Club and Movement & Music	F 2110.130-04-ARPS	645	1/2 Club stipend
						F 2110.400-04-ARPS	-645	BNL under budget
						F 2110.400-04-ARPS	-3,745	BNL under budget
						F 2110.490-04-ARPS	-8,200	iStem under budget
						F 2110.451-04-ARPS	8,200	Math & Movement program
						F 2110.451-04-ARPS	3,745	Science Club supplies
							0	Net Increase/Decrease

RFP Assessment Worksheet

School Years 2024-25 with options to renew for additional years

Project or Service Description

Armed Guards RFP#R25-02

Vendor Scoring (use additional worksheets if necessary)

Selection Criteria	Weight*	Arrow		Covert		Raw Score**	Weighted Score***	Raw Score	Weighted Score	Raw Score	Weighted Score
		Raw Score**	Weighted Score***	Raw Score**	Weighted Score***						
Completeness of Response	Pass/Fail	Pass	-	Pass	-		-		-		-
Debarment & Suspension	Pass/Fail	Pass	-	Pass	-		-		-		-
Total proposed price	20%	5.00	1.00	4.22	0.84		-		-		-
Relevant Successful Experience	30%	5.00	1.50	5.00	1.50		-		-		-
Understanding of Project	20%	5.00	1.00	5.00	1.00		-		-		-
Implementation Plan & Schedule	20%	5.00	1.00	5.00	1.00		-		-		-
References *	10%	4.00	0.40	5.00	0.50		-		-		-
Overall Ranking	100%		4.90		4.84				-		-

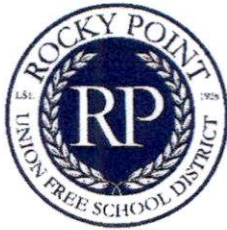
Vendor Selected:	Covert Investigations
Recommended to Purchasing Agent By:	C Van Cott
Title:	Asst. Superintendent for Business
Date:	6/11/2024

RFP Assessment Comments, if needed:

* District contacted provided references - Arrow did not receive a "5" due to feedback garnered when speaking with colleagues. Despite the lower score above, Covert Investigations has been selected by the Board of Education based on its long standing relationship with the District and an interview conducted on 6/10/2024. Both vendors were afforded the opportunity to present to the BOE in Executive Session. Following the interview, it was clear that Covert Investigations specializes in K-12 security. BOE and District Admin value that area of expertise and the vendor's access to active law enforcement personnel. The District's RFP stated that contract award would be based on the criteria above as well as the interview process.

Notes:
 * Percentage weights must add up to 100%. **Price must be weighted the heaviest.**
 ** Evaluated on a scale of 1 to 5: 1=worst, 5=best.
 *** Weight x Raw Score


 Christopher A. Van Cott



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

MEMORANDUM

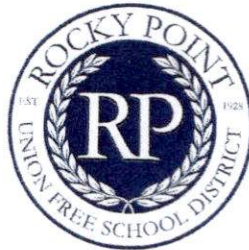
TO: Debra Hoffman, Purchasing Agent
FROM: Christopher A. Van Cott, Assistant Superintendent for Business
DATE: 6/13/2024
RE: RFP Award for Armed Guard Services – 7/8/2024 BOE resolution

The District received two proposals for Armed Guard Services. Due to the confidential nature of Rocky Point UFSD's security program, as well as proprietary materials provided by Arrow Security & Covert Investigations, only contract pricing will be submitted with the 7/8/2024 BOE resolution to award the selected contractor.



ARROW SECURITY

Customized Security Proposal for:



**ROCKY POINT UNION FREE SCHOOL
DISTRICT**

R25-02 - Armed Security Guard Services

Due: May 16, 2024, 12:00 PM



May 14, 2024

Debra Hoffman, Purchasing Agent
Rocky Point Union Free School District
Administrative Office
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778

Dear Debra,

Thank you for the opportunity to submit our proposal to provide armed security services for the Rocky Point Union Free School District Schools. We understand the importance and take seriously the responsibility of keeping your students, staff, schools, and visitors safe. In business for over 39 years, Arrow Security is one of the nation's largest privately held security Guard companies (~\$325M / year in revenue). As a true Super Regional Guarding company, we are large enough to provide you with the resources, technology, and supervision to deliver a superior security program while being nimble enough to react quickly and deliver an exceptional customer experience. It is our Service that sets us apart!

Arrow Security's corporate headquarters, Long Island Regional Office, and centralized 24 / 7 / 365 Command Center are situated on a spacious four-acre campus at 300 West Main Street in Smithtown, NY. Our location offers proximity to all Rocky Point Schools, ensuring quick response times to any security-related concerns.

To reinforce our commitment to Rocky Point UFSD, we have appointed a highly qualified, dedicated Vice President of Protective Services, Mike Mullady, a NAVY veteran, and retired NYPD Detective to manage your account. Mike, who grew up in Suffolk County, Long Island, resides in nearby Smithtown.

At Arrow Security, we recognize the importance of ensuring the safety and security of Rocky Point students, faculty, staff, and guests. As such, we are invested in providing top-tier security solutions to the community we serve. As you review the enclosed material, please keep in mind that:

- At Arrow Security, **"We Care" about our Security Officers**. We ensure that Officers are supported and appreciated. We make sure to take care of the people who take care of you
- Mike Mullady, Vice President of Arrow Protective Services, **will have complete oversight of the Rocky Point UFSD armed security contract**
- **Regional Vice President of Operations, Sean Walsh** will function as your dedicated point of contact for day to day 24 / 7 / 365 support, in collaboration with Mike Mullady

- We have created exciting **value-adds at no charge to enhance your security program**
- eHub and Lighthouse apps will be installed on all Officers' phones to ensure **highly accurate time and attendance records, create security program efficiencies, and increase productivity**
- Arrow Security will provide strong site supervision through **frequent and random, unannounced site inspections** to ensure Officers are performing at peak levels
- We **utilize our centralized Command Center to identify qualified replacement Officers** who can work all posts fully. Our Command Center leverages technology to schedule and identify available Officers for callouts, replacements, and surge staffing to ensure full post-coverage
- All Officers will **receive (3) hours per year of Arrow Academy online Professional Security Officer training** focused on topics such as Access Control, Critical Incident Response in the School Environment, Campus Awareness and Crime Prevention, Customer Service as a Security Function, and Behavioral Warning Signs of Active Shooters
- All Officers on site will be **Department of Homeland Security FEMA Active Shooter certified**
- We provide more than **9.0 million hours of Guard service per year** to some of the Northeast's most demanding clients
- Officers will participate in the Arrow Security "**Officer of the Month**" award to develop an esprit de corps among Officers on site. (Certificate and \$75 award once per month)

At Arrow Security, we are eager to establish a partnership with the Rocky Point UFSD. We are confident that our services provide the most comprehensive value for the Rocky Point Union Free School District, staff, students, and community. If you have any questions, please don't hesitate to contact me at 631-352-2250 or acar@arrowsecurity.com.

Sincerely,

Alex

Alexander Caro
Business Development Manager

ROCKY POINT UNION FREE SCHOOL DISTRICT

REQUEST FOR PROPOSALS
FOR ARMED SECURITY GUARD SERVICES

RFP #25-02

FORM OF PROPOSAL

DATE OF PROPOSAL: 5-9-24

NAME OF COMPANY: Aron Security Inc., DBA Arrow Security

ADDRESS: 300 West Main Street
Smithtown, New York 11787

PHONE NUMBER: 631-263-8561

EMAIL: SSturgess@arrowsecurity.com

NAME OF PROPOSER: Scott Sturgess

TITLE: Chief Revenue Officer

The Proposer mentioned above hereby declares and certifies:

That said proposer has carefully examined the written specifications for furnishing armed security guard services for the Rocky Point Union Free School District and that said proposer has examined and fully comprehends the entirety of the proposal specifications, including any Addendum, as well as any and all documents incorporated or otherwise referenced therein:

- First:** That said proposer is of lawful age and the only one interested in this proposal and that no one other than said proposer has any interest herein.
- Second:** That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
- Third:** That no member of the District's Board of Education nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the

supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.

- Fourth:** That said proposer has carefully examined all parts of the specifications, and all documents referenced therein, prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, services, or labor for which this proposal is made.
- Fifth:** That the prices quoted are exclusive of all federal, state, and municipal sales and excise taxes, unless otherwise required by law.
- Sixth:** The undersigned further declares that he/she has received and examined any Addenda issued.
- Seventh:** The proposer shall check here _____ if the proposal has been based upon equivalents in lieu of any kind, type, brand, or manufacturer of material other than those named in the specifications. If checked, the proposer shall submit a list of said equivalents with a detailed description of same. This item in no way prohibits the proposer from submitting equivalents after the award of the contract.
- Eighth:** The undersigned further understands and agrees that they are to furnish all labor, services, materials, and equipment, supplies, and other facilities and things necessary for the execution of the Agreement.

Where indicated below, proposer must provide for each cost item in figures and in words.

Regular rate of pay

Hourly rate of pay for an individual armed security guard for the 2024-2025 School Year:

\$ 43.43 (in figures)

forty-three dollars and forty-three cents dollars (in words)

Night-time Differential Rate

Please describe when exactly (i.e. what time of day?) an armed security guard is eligible for "nighttime differential", **if at all.**

Arrow Security will charge the overtime rate of 1.5x for all hours worked in excess of 40 hours per week (per Officer) when the overtime is at the express request of the client. Arrow also charges a special coverage rate of 1.5x when client requests additional coverage with less than 48 hours notice (if appropriate notice is given. Arrow will charge the straight time hourly rate.

What is the hourly rate of pay that an armed security guard earns while covered under night-time differential for the 2024-2025 School Year?

\$ 43.43 (in figures)

forty-three dollars and forty-three cents dollars (in words)

Overtime Rate

Please describe when exactly (i.e. after how many consecutive hours of work?) an armed security guard is eligible for "overtime" pay.

Arrow Security will charge the overtime rate of 1.5x for all hours worked in excess of 40 hours per week (per Officer) when the overtime is at the express request of the client. Arrow also charges a special coverage rate of 1.5x when client requests additional coverage with less than 48 hours notice (if appropriate notice is given, Arrow will charge the straight time hourly rate.

What is the hourly rate of pay that an armed security guard earns while receiving overtime pay for the 2024-2025 School Year?

\$ 65.15 (in figures)

sixty-five dollars and fifteen cents dollars (in words)

Holiday Rate

Please describe when exactly (i.e. working on a Federal holiday?) an armed security guard is eligible for a "holiday" rate of pay.

Arrow will charge 1.5x Holiday rate for work performed on Arrow recognized Holidays (8 holidays as follows: New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day)

What is the hourly rate of pay that an armed security guard earns while earning holiday pay for the 2024-2025 School Year?

\$ 65.15 (in figures)

sixty-five dollars and fifteen cents dollars (in words)

Breaks/Lunch during onsite work shifts

Please describe if guards will take breaks and/or lunch breaks during 8-hour work shift. If breaks are taken, how will you provide coverage during those times?

Officers will work an 8 hour shift and will eat meal on post.

If awarded, is Proposer interested in one-year extensions, up to a maximum of four renewals?

YES NO

If "yes", please complete the renewal chart below:

First Renewal (2025-2026 School Year)		
Hourly Rates of Pay	Amount in figures	Amount in words
Regular	\$ 44.12	forty-four dollars and twelve cents
Night-time Differential	\$ 44.12	forty-four dollars and twelve cents
Overtime	\$ 66.18	sixty-six dollars and eighteen cents.
Holiday	\$66.18	sixty-six dollars and eighteen cents.
Second Renewal (2026-2027 School Year)		
Hourly Rates of Pay	Amount in figures	Amount in words
Regular	\$ 44.81	forty-four dollars and eighty-one cents.
Night-time Differential	\$ 44.81	forty-four dollars and eighty-one cents.
Overtime	\$ 67.22	sixty-seven dollars and twenty-two cents.
Holiday	\$ 67.22	sixty-seven dollars and twenty-two cents.
Third Renewal (2027-2028) School Year		
Hourly Rates of Pay	Amount in figures	Amount in words
Regular	\$ 45.50	forty-five dollars and fifty cents.
Night-time Differential	\$ 45.50	forty-five dollars and fifty cents.
Overtime	\$68.25	sixty-eight dollars and twenty-five cents.
Holiday	\$ 68.25	sixty-eight dollars and twenty-five cents.
Fourth Renewal (2028-2029 School Year)		
Hourly Rates of Pay	Amount in figures	Amount in words
Regular	\$ 46.19	forty-six dollars and nineteen cents.
Night-time Differential	\$ 46.19	forty-six dollars and nineteen cents.
Overtime	\$ 69.29	sixty-nine dollars and twenty-nine cents.
Holiday	\$ 69.29	sixty-nine dollars and twenty-nine cents.

**ROCKY POINT UNION FREE SCHOOL DISTRICT
REQUEST FOR PROPOSAL
RFP# R25-02**

Armed Security Guard Services

PROPOSAL TO BE RECEIVED ON OR BEFORE

MAY 16TH, 2024

At

12:00 PM



**Covert Investigations Inc
1170 Lincoln Avenue
Holbrook, NY 11741
(631) 228-3300**

covertinvestigationinc.com



COVERT INVESTIGATIONS & SECURITY INC.

FROM: COVERT INVESTIGATIONS & SECURITY

SUBJECT: Vendor Overview

In February 2003, Covert Investigations Inc. was founded as a Security and Investigative Agency within the State of New York. The company is licensed, bonded, and insured by the State and operates under license #11000107825. The principal of the company, Donald R. Flynn, is a retired Detective Sergeant from the New York City Police Department. All employees of the company individually possess over 25 years of Emergency Management experience and combine both law enforcement and K-12 Administrative educational employment expertise.

We are a New York founded and based Educational Security & Investigative Company.

Throughout the last 20+ years Covert Investigations Inc. has specialized in providing services to K-12 school districts on Long Island including but not limited to the following.

- Security Management and Consulting
- Security Assessments
- Emergency Management - Preparedness and Planning
- Residency Investigations.

Currently the company provides consultation services for numerous school districts in New York and has worked extensively with one of the New York BOCES in conducting Security assessments and providing for the development for multi-year security plans and initiatives. **We are currently under contract with Eastern Suffolk BOCES to provide School Security assessments and Security Management Services (RPF# 24S-03-0615) and have performed Security management and training services through the BOCES contract for the previous ten years. The current BOCES contract has been renewed through August 31, 2024.**

Currently, we are responsible for the day-to-day security management of approximately 100,000+ students, 12,000+ staff, 100+ buildings and the oversight and training of approximately 500 active and retired law enforcement officers serving in the capacity of School Security Guards. We routinely conduct training sessions for faculty, staff, Administrators and are frequently called upon to present at PTA and Board of Education meetings.

For the 2023-2024 school year we have provided training to approximately 5000 staff and 6000 students. Training topics include:

- Emergency Management Preparedness
- Stop the Bleed
- First Aid for Severe Trauma
- Cardiopulmonary Resuscitation (CPR)
- Automated External Defibrillator (AED)

ROCKY POINT UNION FREE SCHOOL DISTRICT

REQUEST FOR PROPOSALS
FOR ARMED SECURITY GUARD SERVICES
RFP #25-02

FORM OF PROPOSAL

DATE OF PROPOSAL: MAY 16, 2024

NAME OF COMPANY: COVERT INVESTIGATIONS & SECURITY

ADDRESS: 1170 LINCOLN AVENUE, SUITE # 5
HOLBROOK, NEW YORK 11741

PHONE NUMBER: 631-228-3300

EMAIL: _____

NAME OF PROPOSER: DONALD R. FLYNN

TITLE: PRESIDENT/CEO

The Proposer mentioned above hereby declares and certifies:

That said proposer has carefully examined the written specifications for furnishing armed security guard services for the Rocky Point Union Free School District and that said proposer has examined and fully comprehends the entirety of the proposal specifications, including any Addendum, as well as any and all documents incorporated or otherwise referenced therein:

- First:** That said proposer is of lawful age and the only one interested in this proposal and that no one other than said proposer has any interest herein.
- Second:** That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
- Third:** That no member of the District's Board of Education nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the

supplies, materials, equipment, work or services to which it relates, or in any portion of the profits thereof.

- Fourth:** That said proposer has carefully examined all parts of the specifications, and all documents referenced therein, prepared under the direction of the Board of Education, and will, if successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, services, or labor for which this proposal is made.
- Fifth:** That the prices quoted are exclusive of all federal, state, and municipal sales and excise taxes, unless otherwise required by law.
- Sixth:** The undersigned further declares that he/she has received and examined any Addenda issued.
- Seventh:** The proposer shall check here _____ if the proposal has been based upon equivalents in lieu of any kind, type, brand, or manufacturer of material other than those named in the specifications. If checked, the proposer shall submit a list of said equivalents with a detailed description of same. This item in no way prohibits the proposer from submitting equivalents after the award of the contract.
- Eighth:** The undersigned further understands and agrees that they are to furnish all labor, services, materials, and equipment, supplies, and other facilities and things necessary for the execution of the Agreement.

Where indicated below, proposer must provide for each cost item in figures and in words.

Regular rate of pay

Hourly rate of pay for an individual armed security guard for the 2024-2025 School Year:

\$ 50.00 PER HOUR (in figures)

FIFTY DOLLAR PER HOUR dollars (in words)

Night-time Differential Rate

Please describe when exactly (i.e. what time of day?) an armed security guard is eligible for "nighttime differential", if at all.

RATE WILL REMAIN THE SAME AT FIFTY (\$50.00) DOLLARS PER HOUR

What is the hourly rate of pay that an armed security guard earns while covered under night-time differential for the 2024-2025 School Year?

\$ 50.00 PER HOUR (in figures)

FIFTY AND 00/100 dollars (in words)

These are billable rates-each guard rate would vary based upon- experience and time with the company

Overtime Rate

Please describe when exactly (i.e. after how many consecutive hours of work?) an armed security guard is eligible for "overtime" pay.

As per New York State Labor Law- Overtime would commence after 40 hours in a work week

These are billable rates-each guard rate would vary based upon- experience and time with the company

What is the hourly rate of pay that an armed security guard earns while receiving overtime pay for the 2024-2025 School Year?

\$ \$75.00 (in figures)

SEVENTY FIVE AND 00/100 dollars (in words)

These are billable rates-each guard rate would vary based upon- experience and time with the company

Holiday Rate

Please describe when exactly (i.e. working on a Federal holiday?) an armed security guard is eligible for a "holiday" rate of pay.

These are billable rates-each guard rate would vary based upon- experience and time with the company

What is the hourly rate of pay that an armed security guard earns while earning holiday pay for the 2024-2025 School Year?

\$ 50.00 (in figures)

FIFTY AND 00/100 dollars (in words)
These are billable rates-each guard rate would vary based upon- experience and time with the company

Breaks/Lunch during onsite work shifts

Please describe if guards will take breaks and/or lunch breaks during 8-hour work shift. If breaks are taken, how will you provide coverage during those times?

The company provides facilities for restroom breaks on property. Meal breaks are routinely also taken on property the company also has several supervisors available and visiting the properties during the day or for a necessary relief.

If awarded, is Proposer interested in one-year extensions, up to a maximum of four renewals?

YES NO

If "yes", please complete the renewal chart below:

First Renewal (2025-2026 School Year)		
Hourly Rates of Pay	Amount in figures	Amount in words
Regular	\$ 51.50	FIFTY ONE AND 50/100 DOLLARS
Night-time Differential	\$ 51.50	FIFTY ONE AND 50/100 DOLLARS
Overtime	\$ 77.25	SEVENTY SEVEN AND 25/100 DOLLARS
Holiday	\$ 51.50	FIFTY ONE AND 50/100 DOLLARS
Second Renewal (2026-2027 School Year)		
Hourly Rates of Pay	Amount in figures	Amount in words
Regular	\$ 53.05	FIFTY THREE AND 05/100 DOLLARS
Night-time Differential	\$ 53.05	FIFTY THREE AND 05/100 DOLLARS
Overtime	\$ 79.57	SEVENTY NINE AND 57/100 DOLLARS
Holiday	\$ 53.05	FIFTY THREE AND 05/100 DOLLARS
Third Renewal (2027-2028) School Year		
Hourly Rates of Pay	Amount in figures	Amount in words
Regular	\$ 54.64	FIFTY FOUR AND 64/100 DOLLARS
Night-time Differential	\$ 54.64	FIFTY FOUR AND 64/100 DOLLARS
Overtime	\$ 81.96	EIGHTY ONE 96/100 DOLLARS
Holiday	\$ 54.64	FIFTY FOUR AND 64/100 DOLLARS
Fourth Renewal (2028-2029 School Year)		
Hourly Rates of Pay	Amount in figures	Amount in words
Regular	\$ 56.28	FIFTY SIX AND 28/100 DOLLARS
Night-time Differential	\$ 56.28	FIFTY SIX AND 28/100 DOLLARS
Overtime	\$ 84.42	EIGHTY FOUR AND 42/100 DOLLARS
Holiday	\$ 56.28	FIFTY SIX AND 28/100 DOLLARS

Bid: #25-03 Open Cooling Tower & Closed Loop Chiller Water Treatment Programs **Date/Time: June 6, 2024 10:15am**

Vendor Name	A. Open Cooling Tower @ RP High School (Annual Cost)	B. Closed Loop Chiller @RP Middle School (Annual Cost)	C. Total Cost A + B
Garratt-Callahan	4,100.00	2,080.00	6,180.00

ROCKY POINT UNION FREE SCHOOL DISTRICT
Administrative Offices
90 Rocky Point-Yaphank Road
Rocky Point, NY 11778
BIDDERS PROPOSAL AND CERTIFICATION

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

Attn: Business Office

Gentlemen:

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

**Schedule No. : 25-03 Open Cooling Tower & Closed Loop Chiller
Water Treatment Programs**

Date/Time of Opening: June 6, 2024 @ 10:00am

Name of Bidder

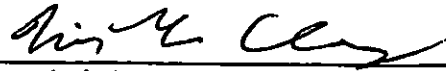
GARRETT-CALLAHAN COMPANY

Address

306 TALMADGE RD, EDISON NJ
07817-2300

Phone: 516-670-7733

Signed by



Name (Print)

MING YIU (PETER) CHENG

Title

SENIOR TM

Date 6/3/24

Note: All communication in connection with this bid should be addressed to the Purchasing Agent, Rocky Point Union Free School District, 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. Telephone number: 631-849-7563, debrahoffman@rockypoint.k12.ny.us



6/4/2024

Debra Hoffman
Rocky Point Union Free School District
Administrative Offices
90 Rocky Point - Yaphank Road
Rocky Point, NY 11778

Dear Debra Hoffman,

Garratt-Callahan Company will provide and meet all requirements set by the bid.

Thank you for the opportunity.

Very truly yours,

PETER CHENG
Senior Territory Manager
516-670-7733

Garratt-Callahan Company
306 Talmadge Road
Edison, NJ 08817-2300

COMMERCIAL PESTICIDE APPLICATOR



MING Y CHENG


is duly certified by the New York State
Department of Environmental Conservation

ID: C1883851

Expires: 09/21/2025

Categories/Subcategories of Certification:

7g



THIS DOES NOT CONFER NYS EMPLOYEE STATUS



ROCKY POINT UNION FREE SCHOOL DISTRICT

ADDITIONAL GENERAL CONDITIONS

GENERAL

Prices as quoted in this bid shall remain in effect without upward revision for the full period of contract.

PERIOD OF CONTRACT

The term of this contract shall be from 9/01/24 through 8/30/25.

SPECIAL

The services required to be performed by this bid must comply with any and all Federal, State, Municipal and Local Laws pertinent thereto, in addition to the rules and regulations of any Administrative Agency having jurisdiction thereof, together with any amendments to said laws, rules and regulations.

RESERVATION

The school district shall order the articles specified in this bid from the successful bidder/s, subject to the availability of appropriated funds, i.e. budget approved and passed by the voters of the district at an annual election held by the district for that purpose.

The contract may be canceled or annulled by the district upon non-performance of contract terms including but not limited to the quality of workmanship, availability of qualified employees and/or project durations; or failure of the Contractor to furnish performance surety within ten (10) days from date of request. Any unfulfilled deliveries against such contract may be purchased from other sources at the Contractor's expense. Upon termination, all obligations related to this contract shall cease, and the Contractor shall be entitled to reimbursement only for services satisfactorily rendered and completed as of the effective date of termination.

HOLD HARMLESS

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

ADDITIONAL GENERAL CONDITIONS

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

IRAN DIVESTMENT ACT

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

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

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

ADDITIONAL GENERAL CONDITIONS

INSURANCE REQUIREMENTS-CONTRACTOR

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

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

I. Commercial General Liability Insurance:

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

II. Comprehensive Automobile Liability Insurance:

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

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

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

ADDITIONAL GENERAL CONDITIONS

III. Workers' Compensation and Employers Liability:

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

INSPECTION AND INFORMATION

EXAMINATION OF THE SITE, CONTRACT DOCUMENTS AND OTHER RELEVANT MATERIAL:

Each bidder is encouraged to visit the site of the proposed work, to fully acquaint and familiarize himself with conditions as they fully exist and the character of the operations to be carried on under the proposed contract and make such investigations as he may see fit so that he may fully understand the facilities, difficulties and restrictions attending the execution of the work under this contract. The failure or omission of any bidder to receive or examine any form, instrument or document or any part of the contract documents or to visit the site and acquaint himself with conditions there existing, shall in no way relieve any bidder from any obligations with respect to this proposal, including that of furnishing the material and labor necessary to complete the performance of all the provisions of the proposed contract and the contemplated work therein. By submitting a proposal, the bidder represents and agrees that he has carefully examined and investigated the site and all other matters which in any way affect the work or performance of the contract. As a result of such examination he fully understands the intent and purpose thereof, and his obligations thereunder and that he will not make any claim for or have any right to damages because of any lack of information.

EXTENSION CLAUSE

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

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

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

18. All bids must be sealed. They may be submitted either in plain, opaque, envelopes or in those furnished by the school district. All bids must be addressed to:

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

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

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

SAMPLES

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

AWARD

26. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
27. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects, qualifications; irregularities; and omissions if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on State contract if such items can be obtained on the same terms, conditions, specifications and at a lower price.
28. The school district reserves the right to make awards within 60 days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within in a shorter specified time.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

29. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award bids on individual items or on total sums.
30. Each bid will be received with the understanding that the acceptance thereof in writing by the school district, approved by the board of education, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. Contract shall bind the school district on its part to order from such successful bidder (except in the case of emergency) and to pay for at the contract prices, all items ordered and delivered, within 10 (ten) per cent over or under the award quantity, unless otherwise specified.
31. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
32. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested, immediately or as directed by the school district, the school district may purchase from other sources to take the place of the items rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful bidder agrees to reimburse the school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.
33. A contract may be canceled at the successful bidder's expense upon non-performance of contract.
34. If the successful bidder fails to deliver as ordered, the school district reserves the right to cancel the contract and purchase the balance from other sources at the successful bidder's expense.
35. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
36. When materials, equipment or supplies are rejected, they must be removed by the successful bidder from the premises of the school district within five (5) days of notification. Rejected items left longer than five (5) days will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.
37. No items are to be shipped or delivered until receipt of an official order from the school district.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

38. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his right, title, or interest therein or his power to execute such contract, to any other person, company or corporation without the previous written consent of the school district.

INSTALLATION OF EQUIPMENT

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

GUARANTEES BY THE SUCCESSFUL BIDDER

44. The successful bidder guarantees:
- a. His products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
 - b. To furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
 - c. To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

- d. That all deliveries will be equal to the accepted bid sample.
- e. That the equipment or furniture offered is standard, new, latest model of regular stock product or as required by the specifications, with parts regularly used for the type of equipment or furniture offered; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the school district.

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

- 45. Delivery must be made as ordered and in accordance with the proposal and specification. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery (not to exceed 30 days). The decision of the school district as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the successful bidder. Failure to deliver because of delayed payments or for any other reason except that described in Paragraph 52 will be cause for open market purchase at the expense of the successful bidder.
- 46. The school district will not schedule any deliveries for Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where the delivery is an emergency, a replacement or is overdue, in which event the convenience of the school district shall govern.
- 47. Items shall be securely and properly packed for shipment, storage and stocking in new shipping containers and according to accepted commercial practice, without extra charge for packing case, bailing or sacks.
- 48. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.
- 49. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

50. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of equipment. Any cost incurred due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.
51. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered:

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

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

PAYMENTS

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

SAVING CLAUSE

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

LEGAL

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

**Open Cooling Tower & Closed Loop Chiller
Water Treatment Programs
Bid #25-03**

BID SPECIFICATIONS

SCOPE

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

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

CONTRACTOR QUALIFICATIONS

Service personnel shall have all the tools and testing equipment required to perform treatment to both open cooling tower and closed loop chiller systems.

Visits and inspections must be conducted by a degreed Engineer and must be a NYS licensed 7 G pesticide applicator, having a minimum of five (5) years' experience and be familiar with both cooling towers and closed loop chiller systems.

CONTRACT REQUIREMENTS

All water treatment service will be authorized directly by the Director of Facilities of the Rocky Point UFSD. The Contractor will receive a purchase order from the district verifying the acceptance/approval of the treatment program.

For any adjustments to code requirements, chemical substitution or upgrades (if applicable) the Contractor shall provide owner's manuals and instructions along with training for the Head Custodian of each building, for all newly installed equipment.

LABOR

For all regular work, the contractor must plan and schedule all work assignments to avoid impacting the instructional day and/or the students' and faculty health and safety.

For all non-emergency and emergency assignments authorized by the Director of Facilities, travel time to and from the job site is NOT billable under this contract. Payments will be made only for time on the job. Director of Facilities and/or his designee (Head Custodian) shall verify all workers and the amount of time used on each assignment by the sign-in sheets at each building that the contractor and its employees must sign before beginning work and after work is completed for each day.

Under this contract, sub-contracting shall not be permitted without prior approval of the District. In the event that approval is granted, the contractor will be allowed to add no more than 10% to the sub-contractor's invoice for handling. The invoice MUST be presented to the District at the time of submission of voucher for verification.

REQUIRED INSURANCES & DOCUMENTATION:

See General Conditions of Bid Proposal section for insurance requirements

BASIS OF AWARD

The district shall award and procure a contract with the lowest responsible bidder who is capable of meeting all of the contract requirements (in addition to the district's boilerplate requirements) and can furnish a price for each of the items defined in the Bid Response Sheet.

CONTRACT PERIOD AND CONTRACT EXTENSION

This contract shall cover the period from 9/01/24 through 8/31/25. The District may terminate the contract for any reason by giving thirty (30) days written notice.

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

CLEANUP

The Contractor shall at all times keep the areas free from accumulation of waste material and rubbish, and prior to completion of work, remove and dispose any rubbish at his expense from and about the premises. Upon completion of a working day, the Contractor shall leave work and premises in clean, neat and workmanlike conditions satisfactory to the Director of Facilities Administrator and its Duly Authorized Representative. At job end, all replaced parts/units/assemblies must be removed and disposed of by the vendor at their own expense.

INVOICING

The contractor shall submit properly completed invoices with supporting work orders attached prior to receiving payment in any form. All invoices with corresponding signed work orders shall be submitted to the Accounts Payable Dept. at 90 Rocky Point-Yaphank Road, Rocky Point, NY 11778 for payment.

TREATMENT PROGRAM SPECIFICATIONS

A. Rocky Point High School, 82 Rocky Point-Yaphank Rd, Rocky Point, NY 11778:

Cooling Tower: 36 Ton

Vendor will make periodic calls to our cooling tower location and will perform all pertinent analyses and make recommendations and provide a written report for chemical feed, blow down, and other necessary parameters in order to comply with 10 NYCRR Chapter 1 subpart 4 and all county, state and federal regulations.

Minimum requirements:

- Monthly onsite service visits by a NYS license 7 pesticide applicator
- Monthly Bacterial Dip-slide testing
- Cooling tower Controller Installation and replacement
- Provide three (3) double containment tanks with three (3) pumps with Installation
- One (1) oxidizing and one (1) non-oxidizing Biocide for biological control
- High Hardness inhibitor for scale prevention
- Emergency onsite assistance within 24 hours' notice
- All safety data sheets and product Data sheets for all products used onsite
- Disinfection per NY State Regulations
- Emergency spill service
- Visits shall be conducted by Degreed Engineer and have an Applicators license
- Quarterly Inspections by Degreed Engineer and have an Applicators license
- All chemicals cost to be included in the contract

Must meet the following specification:

The cooling tower system must be treated to control biological fouling, corrosion, and deposition.

Equipment:

Conductivity Controller – To control the cycles in the cooling tower, will also control the feed of the chemicals into the cooling tower.

- **Biocide control**-Timed feed of two biocides
- **Pre-bleed**-For the tower to bleed down a small predetermined amount prior to the biocide addition
- **Lockout**-To prevent tower blowdown during the time the biocide needs to stay in the tower at the specified dose to get an effective kill
- **pH control**-If necessary due to hard water area

Chemical Feed Pumps- To feed the chemical into the system, connected to the controller so chemicals can be fed automatically.

Any halogen products (bromine- or chlorine-based biocides) need a degasification head on the pump or it may become vapor locked.

All non-oxidizing biocide pumps should be sized in such a way that the entire dose can be fed into a one-hour timeframe.

Containment- Each chemical needs to have a secondary containment. If any chemical spills, it will be caught in the containment area. Please provide a double containment tank for each chemical used onsite.

Chemicals:

Biocide Program- The most important component in the treatment of cooling towers is the biocide program. Over 90% of failures in cooling systems are due to biologically-induced under deposit corrosion conditions. In addition, the lack of control of this aspect of the program can lead to the growth of the dangerous *Legionella* bacteria. This program must be controlled to keep total aerobic counts below 10,000 cells/ml at all times. The biocide program must be a dual alternating program where two effective biocides are employed.

Monthly Reports must indicate the following parameters:

- Bacteria levels
- Dissolved Iron
- Dissolved Copper
- Free Chlorine levels
- Total Chlorine levels
- Inhibitor levels
- Azole
- pH
- Conductivity

B. Rocky Point Middle School, 76 Rocky Point-Yaphank Rd, Rocky Point, NY 11778:

Closed Loops (Hot & Chill): Treatment to 2,500 gallons of water in system

Minimum requirements:

- Quarterly visits for both the Hot and Chilled Loop Systems
- Monthly visits if parameters are not within range or if chemicals were recently added
- Detailed report of each visit must be sent with recommendations
- Equipment installation
- Biocide Addition as needed

Equipment:

- Both Hot and Chilled closed loop systems will require a pot feeder installation. Manually chemical addition will not be allowed. If a pot feeder is installed, please use a filter feeder.
- A chemical dosing pump with double containment tank will be accepted as a replacement for pot feeder.

Chemicals:

Chill Loop Corrosion Inhibitor-SiO₂

- Conductivity- less than 3,000 MMHS
- pH-9.0-10.2
- Chilled Water System-60-80 ppm of SiO₂
- Azole-5+ ppm
- Biological counts below 1,000 cells/ml

Hot Loop Corrosion Inhibitor-SiO₂

- Conductivity-less than 4,000 MMHS
- pH-9.0-10.2
- Hot Water System- 80-100 ppm of SiO₂
- Azole-5+ ppm

Biocide Additions-If biological counts are above 1,000 cells/ml you need to add biocide.

- Non-oxidizing biocide-240 PPM isothiazoline to be performed at least once per year to the chill loop system
- Non-oxidizing biocide must be fed within a one-hour timeframe.

Quarterly or Monthly Reports must indicate the following parameters:

- Bacteria levels
- Dissolved Iron
- Dissolved Copper
- SiO₂
- Azole
- pH
- Conductivity

Contractor Name: GARRETT-CALLAHAN COMPANY

Authorized Signature: 

Printed Name and Title: Ming Yin (Peter) Cheng

SENIOR TERRITORY MANAGER

BID RESPONSE SHEET

Open Cooling Tower & Closed Loop Chiller Water Treatment Program

Bid #25-03

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

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

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

\$ 4,100.00

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

\$ 2,080.00

C. Total Annual Cost: A + B =

\$ 6,180.00

Name of Firm

GARRETT-CALLAHAN COMPANY

Contact Person

MING YU (PETER) CHENG

Address

306 TALMAGE RD
EDISON NJ 08817-2300

Office Phone:

516-670-7733

Cell Phone:

516-670-7733

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

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

The undersigned hereby certifies that:

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

Jim J. Con
Signature

SENIOR TERRITORY MANAGER
Title

RESOLUTION-for corporate bidders only

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

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

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

Seal of the Corporation

AFFIDAVIT OF COMPLIANCE

STATE OF New York

COUNTY OF NASSAU

MING YU CHENG, being duly sworn, deposes and says:

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

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

Ming Yu Cheng

Signed

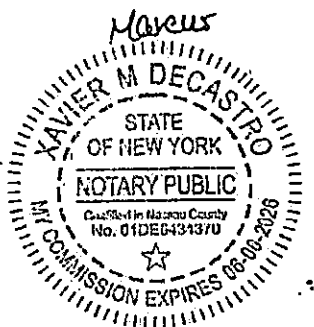
6/3/24

Date

Sworn to before me this 3rd
Day of June, 2024

XoDecat
Notary Public

Seal



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

REFERENCES

Company Name: BALDWIN HS
Address: 841 Ethel T. Kloberg Dr, Baldwin NY 11510
Contact Person: RUSS RANDAZZO
Telephone: () 516 - 434 - 6100
Dates of Contract(s) 5+ YEARS

Company Name: COMMACK HS
Address: 1 SCHOLAR LANE, COMMACK NY 11725
Contact Person: MARK ZUMPOL
Telephone: () 631 - 576 - 9035
Date of Contract(s) 2022 - PRESENT

Company Name: AMERICAN Drive-In CLEANERS
Address: 1345 Peninsula Blvd, Hewlett, NY 11557
Contact Person: HARRIS MOREIDA
Telephone: () 516 - 374 - 3900
Date of Contract(s) 30+ YEARS

Vendor Name: GARZATI - CALLAHAN COMPANY

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

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

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

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

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

I, MING YU CHENG, being duly sworn, deposes and says that he/she is the

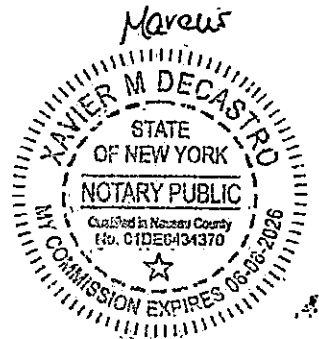
SENIOR TERRITORY MANAGER of the GARRETT-CULHAN COMPANY Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

Ming Yu Cheng
SIGNED

SWORN to before me this
3rd day of June

2024
Notary Public: *Xosee*



ROCKY POINT UNION FREE SCHOOL DISTRICT

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

BIDDERS PROPOSAL AND CERTIFICATION

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

Attn: Business Office

Gentlemen:

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

Schedule No.: 25-04 Closed Loop Heating System and Steam Boiler
Water Treatment Programs at FJC, JAE, and RPHS

Date/Time of Opening: June 6, 2024 @ 10:15am

Name of Bidder

GARRATT-CALLAHAN COMPANY

Address

306 TALMADGE RD EDISON NJ 08817
2300

Phone: 516-670-7733

Signed by


Name (Print)

MING YIV (PETAL) CHEN
Title

SENIOR TM
Date 6/3/24

Note: All communication in connection with this bid should be addressed to the Purchasing Agent, Rocky Point Union Free School District, 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. Telephone number: 631-849-7563, debrahoffman@rockypoint.k12.ny.us



6/4/2024

Debra Hoffman
Rocky Point Union Free School District
Administrative Offices
90 Rocky Point - Yaphank Road
Rocky Point, NY 11778

Dear Debra Hoffman,

Garratt-Callahan Company will provide and meet all requirements set by the bid.

Thank you for the opportunity.

Very truly yours,

PETER CHENG
Senior Territory Manager
516-670-7733

Garratt-Callahan Company
306 Talmadge Road
Edison, NJ 08817-2300

COMMERCIAL PESTICIDE APPLICATOR



MING Y CHENG

is duly certified by the New York State
Department of Environmental Conservation

ID: C1883851

Expires: 09/21/2025

Categories/Subcategories of Certification

7g

A handwritten signature in cursive script, appearing to read 'Ming Y Cheng'.

THIS DOES NOT CONFER NYS EMPLOYEE STATUS



ROCKY POINT UNION FREE SCHOOL DISTRICT
ADDITIONAL GENERAL CONDITIONS

GENERAL

Prices as quoted in this bid shall remain in effect without upward revision for the full period of contract.

PERIOD OF CONTRACT

The term of this contract shall be from 9/01/2024 through 8/31/2025.

SPECIAL

The services required to be performed by this bid must comply with any and all Federal, State, Municipal and Local Laws pertinent thereto, in addition to the rules and regulations of any Administrative Agency having jurisdiction thereof, together with any amendments to said laws, rules and regulations.

RESERVATION

The school district shall order the articles specified in this bid from the successful bidder/s, subject to the availability of appropriated funds, i.e. budget approved and passed by the voters of the district at an annual election held by the district for that purpose.

The contract may be canceled or annulled by the district upon non-performance of contract terms including but not limited to the quality of workmanship, availability of qualified employees and/or project durations; or failure of the Contractor to furnish performance surety within ten (10) days from date of request. Any unfulfilled deliveries against such contract may be purchased from other sources at the Contractor's expense. Upon termination, all obligations related to this contract shall cease, and the Contractor shall be entitled to reimbursement only for services satisfactorily rendered and completed as of the effective date of termination.

HOLD HARMLESS

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

ADDITIONAL GENERAL CONDITIONS

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

IRAN DIVESTMENT ACT

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

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

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

USE OF BID BY OTHER ENTITIES

Although this solicitation was issued, evaluated and awarded by the Rocky Point Union Free School District (RPUFSD), RPUFSD permits all municipal, not-for-profit and political subdivisions authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this solicitation in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between RPUFSD and the vendor. Any political subdivision utilizing this contract is responsible for all payments between that political subdivision and the awarded vendor(s). All political subdivisions are required to generate their own purchase orders (to the successful vendor) in accordance with the bid provisions and the schedule of award, and acquire and maintain all required documentation.

ADDITIONAL GENERAL CONDITIONS

INSURANCE REQUIREMENTS-CONTRACTOR

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

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

I. Commercial General Liability Insurance:

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

II. Comprehensive Automobile Liability Insurance:

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

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

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

ADDITIONAL GENERAL CONDITIONS

III. Workers' Compensation and Employers Liability:

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

INSPECTION AND INFORMATION

EXAMINATION OF THE SITE, CONTRACT DOCUMENTS AND OTHER RELEVANT MATERIAL:

Each bidder is encouraged to visit the site of the proposed work, to fully acquaint and familiarize himself with conditions as they fully exist and the character of the operations to be carried on under the proposed contract and make such investigations as he may see fit so that he may fully understand the facilities, difficulties and restrictions attending the execution of the work under this contract. The failure or omission of any bidder to receive or examine any form, instrument or document or any part of the contract documents or to visit the site and acquaint himself with conditions there existing, shall in no way relieve any bidder from any obligations with respect to this proposal, including that of furnishing the material and labor necessary to complete the performance of all the provisions of the proposed contract and the contemplated work therein. By submitting a proposal, the bidder represents and agrees that he has carefully examined and investigated the site and all other matters which in any way affect the work or performance of the contract. As a result of such examination he fully understands the intent and purpose thereof, and his obligations thereunder and that he will not make any claim for or have any right to damages because of any lack of information.

EXTENSION CLAUSE

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

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

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

18. All bids must be sealed. They may be submitted either in plain, opaque, envelopes or in those furnished by the school district. All bids must be addressed to:

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

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

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

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

SAMPLES

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

AWARD

26. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
27. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects, qualifications; irregularities; and omissions if in its judgment the best interests of the district will be served. Also reserved is the right to reject bids and to purchase items on State contract if such items can be obtained on the same terms, conditions, specifications and at a lower price.
28. The school district reserves the right to make awards within 60 days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid that acceptance thereof must be made within a shorter specified time.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

29. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award bids on individual items or on total sums.
30. Each bid will be received with the understanding that the acceptance thereof in writing by the school district, approved by the board of education, to furnish any or all of the items described therein shall constitute a contract between the successful bidder and the school district. Contract shall bind the successful bidder on his part to furnish and deliver at the prices and in accordance with the conditions of his bid. Contract shall bind the school district on its part to order from such successful bidder (except in the case of emergency) and to pay for at the contract prices, all items ordered and delivered, within 10 (ten) per cent over or under the award quantity, unless otherwise specified.
31. The placing in the mail of a notice of award or purchase order to a successful bidder, to the address given in his bid, will be considered sufficient notice of acceptance of contract.
32. If the successful bidder fails to deliver within the time specified, or within reasonable time as interpreted by the school district, or fails to make replacement of rejected articles, when so requested, immediately or as directed by the school district, the school district may purchase from other sources to take the place of the items rejected or not delivered. The school district reserves the right to authorize immediate purchase from other sources against rejections on any contract when necessary. On all such purchases the successful bidder agrees to reimburse the school district promptly for excess costs occasioned by such purchases. Should the cost be less, the successful bidder shall have no claim to the difference. Such purchases will be deducted from contract quantity.
33. A contract may be canceled at the successful bidder's expense upon non-performance of contract.
34. If the successful bidder fails to deliver as ordered, the school district reserves the right to cancel the contract and purchase the balance from other sources at the successful bidder's expense.
35. Cancellation of contract for any reason may result in removal of the successful bidder's name from mailing list for future proposals for an indeterminate period.
36. When materials, equipment or supplies are rejected, they must be removed by the successful bidder from the premises of the school district within five (5) days of notification. Rejected items left longer than five (5) days will be regarded as abandoned, and the school district shall have the right to dispose of them as its own property.
37. No items are to be shipped or delivered until receipt of an official order from the school district.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

38. It is mutually understood and agreed that the successful bidder shall not assign, transfer, convey, sublet or otherwise dispose of the contract or his right, title, or interest therein or his power to execute such contract, to any other person, company or corporation without the previous written consent of the school district.

INSTALLATION OF EQUIPMENT

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

GUARANTEES BY THE SUCCESSFUL BIDDER

44. The successful bidder guarantees:
- a. His products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
 - b. To furnish adequate protection from damage for all work and to repair damages of any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
 - c. To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

- d. That all deliveries will be equal to the accepted bid sample.
- e. That the equipment or furniture offered is standard, new, latest model of regular stock product or as required by the specifications, with parts regularly used for the type of equipment or furniture offered; also that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit or the part affected without cost to the school district.

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

- 45. Delivery must be made as ordered and in accordance with the proposal and specification. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery (not to exceed 30 days). The decision of the school district as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of order shall rest with the successful bidder. Failure to deliver because of delayed payments or for any other reason except that described in Paragraph 52 will be cause for open market purchase at the expense of the successful bidder.
- 46. The school district will not schedule any deliveries for Saturdays, Sundays or legal holidays, except commodities required for daily consumption or where the delivery is an emergency, a replacement or is overdue, in which event the convenience of the school district shall govern.
- 47. Items shall be securely and properly packed for shipment, storage and stocking in new shipping containers and according to accepted commercial practice, without extra charge for packing case, bailing or sacks.
- 48. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.
- 49. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.

ROCKY POINT UNION FREE SCHOOL DISTRICT

GENERAL CONDITIONS

50. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of equipment. Any cost incurred due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.
51. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered:

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

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

PAYMENTS

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

SAVING CLAUSE

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

LEGAL

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

**Closed Loop Heating System and Steam Boiler
Water Treatment Programs**

Bid #25-04

BID SPECIFICATIONS

SCOPE

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

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

CONTRACTOR QUALIFICATIONS

Service personnel shall have all the tools and testing equipment required to perform treatment to both steam boilers and closed loop heating systems.

Visits and inspections must be conducted by a degreed Engineer and must be a NYS licensed 7 G pesticide applicator, having a minimum of five (5) years' experience and be familiar with both steam boilers and closed loop heating systems.

CONTRACT REQUIREMENTS

All water treatment service will be authorized directly by the Director of Facilities of the Rocky Point UFSD. The Contractor will receive a purchase order from the district verifying the acceptance/approval of the treatment program.

For any adjustments to code requirements, chemical substitution or upgrades (if applicable) the Contractor shall provide owner's manuals and instructions along with training for the Head Custodian of each building, for all newly installed equipment.

LABOR

For all regular work, the contractor must plan and schedule all work assignments to avoid impacting the instructional day and/or the students' and faculty health and safety.

For all non-emergency and emergency assignments authorized by the Director of Facilities, **travel time to and from the job site is NOT billable under this contract.** Payments will be made only for time on the job. Director of Facilities and/or his designee (Head Custodian) shall verify all workers and the amount of time used on each assignment by the sign-in sheets at each building that the contractor and its employees must sign before beginning work and after work is completed for each day.

Under this contract, sub-contracting shall not be permitted without prior approval of the District. In the event that approval is granted, the contractor will be allowed to add **no more than 10%** to the sub-contractor's invoice for handling. The invoice MUST be presented to the District at the time of submission of voucher for verification.

REQUIRED INSURANCES & DOCUMENTATION:

See General Conditions of Bid Proposal section for insurance requirements

BASIS OF AWARD

The district shall award and procure a contract with the lowest responsible bidder who is capable of **meeting all of the contract requirements** (in addition to the district's boilerplate requirements) and can furnish a price for each of the items defined in the Bid Response Sheet.

CONTRACT PERIOD AND CONTRACT EXTENSION

The term of this contract shall be from 9/01/2024 through 8/31/2025. Any extensions that are agreed to by both parties shall be for one year each, commencing on 9/1/2025-8/31/2026.

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

The District may terminate the contract for any reason by giving thirty (30) days written notice.

CLEANUP

The Contractor shall at all times keep the areas free from accumulation of waste material and rubbish, and prior to completion of work, remove and dispose any rubbish at his expense from and about the premises. Upon completion of a working day, the Contractor shall leave work and premises in clean, neat and workmanlike conditions satisfactory to the Director of Facilities Administrator and its Duly Authorized Representative. At job end, all replaced parts/units/assemblies must be removed and disposed of by the vendor at their own expense.

INVOICING

The contractor shall submit properly completed invoices with supporting work orders attached prior to receiving payment in any form. All invoices with corresponding signed work orders shall be submitted to the Accounts Payable Dept. at 90 Rocky Point-Yaphank Road, Rocky Point, NY 11778 for payment.

TREATMENT PROGRAM SPECIFICATIONS

A. Frank J. Carasiti Elementary School, 90 Rocky Point-Yaphank Rd., Rocky Point, NY 11778

B. Rocky Point High School, 82 Rocky Point-Yaphank Rd., Rocky Point, NY 11778

Closed Loops (Hot): Treatment to 2,500 gallons of water in system

Minimum requirements:

- Quarterly visits for Hot Loop Systems
- Monthly visits if parameters are not within range or if chemicals were recently added
- Detailed report of each visit must be sent with recommendations
- Equipment installation
- Biocide Addition as needed

Equipment:

- Hot closed loop systems will require a pot feeder installation. Manually chemical addition will not be allowed. If a pot feeder is installed, please use a filter feeder.
- A chemical dosing pump with double containment tank will be accepted as a replacement for pot feeder.

Chemicals:

Hot Loop Corrosion Inhibitor-SiO₂

- Conductivity-less than 4,000 MMHS
- pH-9.0-10.2
- Hot Water System- 80-100 ppm of SiO₂
- Azole-5+ ppm

Biocide Additions-If biological counts are above 1,000 cells/ml you need to add biocide.

- Non-oxidizing biocide-240 PPM isothiazoline to be performed at least once per year to the chill loop system
- Non-oxidizing biocide must be fed within a one-hour timeframe.

Quarterly or Monthly Reports must indicate the following parameters:

- Bacteria levels
- Dissolved Iron
- Dissolved Copper
- SiO₂
- Azole
- pH
- Conductivity

TREATMENT PROGRAM SPECIFICATIONS (Continued)

C. Joseph A. Edgar Intermediate School, 525 Route 25A, Rocky Point, NY 11778:

Steam Boiler Plants

Minimum requirements:

- Monthly onsite service visits during operational months. (Oct -May)
- Monthly visits must test for all parameters below.
- Onsite Staff Training for proper blowdown and data logging.
- Logbooks for each boiler plant.
- Provide 2 softeners with installation and replacement (one for each boiler plant location)
- Provide 2 double containment tanks with 2 pumps with installation (one for each boiler plant location)
- Chemicals will be installed and introduced directly into the feedwater tanks
- All chemicals must include a combination of phosphate for precipitation of feedwater hardness, sulfite for oxygen scavenging, sludge conditioners to promote removal via blowdown, alkalinity and steam line treatment.
- Emergency onsite assistance within 24 hours' notice
- All safety data sheets and product Data sheets for all products used onsite
- Emergency spill service
- Visits shall be conducted by Degreed Engineer
- All chemicals cost to be included in the contract.

Water treatment program must meet the following specification:

The steam boiler systems must be treated to prevent buildup of scale, corrosion, oxygen pitting and improve the operation of the boiler systems.

Equipment:

Softener – This will control the hardness entering into the steam boiler plant.

Chemical Feed Pumps – Each liquid chemical fed to the steam boiler plant needs a pump to feed the chemical into the system on a daily basis. The pumps will be fed automatically on a daily basis.

Containment – Each chemical needs to have secondary containment. If any chemical spills it will be caught in the containment area. Please provide a double containment tank for each chemical used onsite.

Chemicals:

All chemicals must include a combination of phosphate for precipitation of feedwater hardness, sulfite for oxygen scavenging, sludge conditioners to promote removal via blowdown, alkalinity and steam line treatment.

- Monthly Reports must indicate the following parameters:
- Hardness, pH and Conductivity levels in city water
- Hardness, pH and Conductivity levels in each feedwater tank
- Hardness, pH and Conductivity levels in each softener
- Alkalinity level in each boiler
- Sulfite level in each boiler
- Phosphate level in each boiler
- Conductivity level in each boiler
- Corrected Conductivity level in each boiler
- Pounds of salt used since last visit in each boiler plant
- Review of all logs performed by onsite staff since the last visit in each boiler plant

Contractor Name: GARRATT - CALAHAN COMPANY

Authorized Signature: 

Printed Name and Title: MING YIU (PETER) CHENG SENIOR TERRITORY MANAGER

BID RESPONSE SHEET

Closed Loop Heating System and Steam Boiler Water Treatment Programs

Bid #25-04

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

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

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

A1. Annual Service Cost- (9/1/2024-8/31/2025) \$ 1,200

B: Closed Loop Heating System @ Rocky Point High School

B1. Annual Service Cost- (9/1/2024-8/31/2025) \$ 1,200

C: Steam Boiler @ Joseph A. Edgar Intermediate School

C. Annual Service Cost- (9/1/2024-8/31/2025) \$ 6,000

D: Total Annual Cost: A1 + B1 + C1 = \$ 8,400

Name of Firm GARRETT-CALLAHAN COMPANY

Contact Person MING YU (PEREZ) CHENG

Address 306 TALMADGE RD
EDISON NJ 08817-2300

Office Phone: 516-670-7733

Cell Phone: 516-670-7733

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

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

The undersigned hereby certifies that:

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



Signature

SENIOR TERRITORY MANAGER

Title

RESOLUTION-for corporate bidders only

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

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

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

Seal of the Corporation

AFFIDAVIT OF COMPLIANCE

STATE OF New York

COUNTY OF Nassau

MING YU CHENG, being duly sworn, deposes and says:

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

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

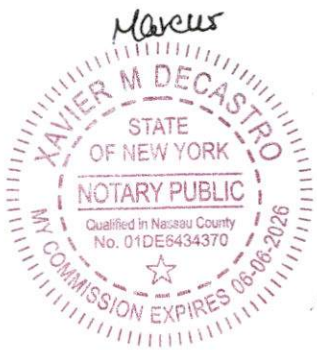
Ming Yu Cheng
Signed

6/3/24
Date

Sworn to before me this 3rd
Day of June, 2024

Xavier M Decastro
Notary Public

Seal



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

REFERENCES

Company Name: BALDWIN HS
Address: 841 Ethel T. Kloberg Dr, Baldwin NY 11510
Contact Person: RUSS RANDAZZO
Telephone: () 516-434-6100
Dates of Contract(s) 5+ YEARS

Company Name: COMMACK HS
Address: 1 SCHOLAR LANE, COMMACK NY 11725
Contact Person: MARK ZUMPOL
Telephone: () 631-576-9035
Date of Contract(s) 2022 - PRESENT

Company Name: AMERICAN DRIVE-IN CLEANERS
Address: 1345 Peninsula Blvd, Hewlett, NY 11557
Contact Person: HARRIS MOLLEIDA
Telephone: () 516-374-3900
Date of Contract(s) 30+ YEARS

Vendor Name: GARZATI - CALLAHAN COMPANY

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

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

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

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

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

I, MING YU CHENG, being duly sworn, deposes and says that he/she is the

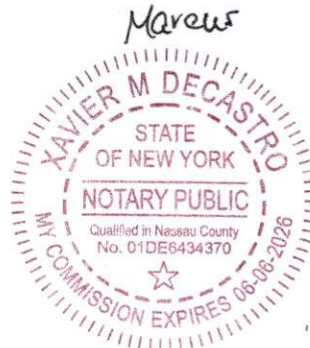
SENIOR TERRITORY MANAGER of the GARRATT - CALAHAN COMPANY Corporation and that neither the

Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

[Signature]
SIGNED

SWORN to before me this
3rd day of June

2024
Notary Public: Xasecat



**PRE-KINDERGARTEN SERVICE AGREEMENT BETWEEN
THE ROCKY POINT UNION FREE SCHOOL DISTRICT AND
STEP BY STEP EARLY LEARNING CENTER, INC.
ACADEMIC YEAR 2024-2025**

This is the record of an agreement ("this Agreement") between Rocky Point Union Free School District (the "District") located at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778, and Step by Step Early Learning Center Inc., with its principal place of business for purposes of this Agreement located at 138 Radio Avenue, Miller Place, NY 11764 ("Contractor").

Whereas, Chapter 436 of the Laws of 1997 and Section 3602-e of the Education Law of the State of New York established the New York State Universal Pre-Kindergarten Program which is open for application and participation of public school districts; and,

Whereas, the New York State Universal Pre-Kindergarten Program provides public school districts with an opportunity to obtain funding for four-year old children to participate in a qualified pre-kindergarten program; and,

Whereas, applications for funding that contain strong collaborative arrangements with local Pre-Kindergarten providers are given preference by the State; and,

Whereas, Contractor is a duly qualified Pre-Kindergarten provider, and,

Whereas, the application of the District was successful and included the placement of up to thirty (30) eligible District students ("Students") in the full-time Pre-Kindergarten Program ("Program") operated by the Contractor; and,

Now, therefore, it is agreed as follows:

1. Purpose

- (a) The purpose of this Agreement is to establish the terms and conditions of an agreement between the District and the Contractor to effectuate the placement of the Students in the Program operated by the Contractor and to comply with any requirements of the New York State Universal Pre-Kindergarten Program and/or other funding requirements.
- (b) This Agreement is entered into and authorized by Section 3602-e of the Education Law of the State of New York, and by Chapter 436 of the Laws of 1997.
- (c) Contractor and its agents are duly qualified to provide Pre-Kindergarten services ("Services") through its qualified Program for District students in all respects.
- (d) Contractor agrees that it will provide individuals who have the training, skills, experience, knowledge, qualifications, and competency to operate the Program and that such individuals are duly certified and/or qualified under applicable federal laws, the laws of the State of New York, the Commissioner's Regulations, and any other applicable law, rule, or regulation to operate the Program and/or

provide Services to Students.

- (e) Contractor agrees that the Program, its operation, and all Services performed within the Program will comply with all federal, state, or local laws, rules, regulations including but not limited to regulations of the Commissioner of Education, the Health Insurance Portability and Accountability Act of 1996, the Family Educational Rights and Privacy Act (“FERPA”), the No Child Left Behind Act of 2001 and any applicable such laws, rules, or regulations governing the operation of a pre-kindergarten/child care agency, including licensure by the New York State Department of Social Services.
- (f) Contractor agrees that all individuals who will have direct contact with Students will comply with all legally required criminal background and fingerprint clearance including but not limited to, requirements set forth in the New York Education Law. Necessary clearance with the Commissioner of Education must specifically identify the Rocky Point Union Free School District. Contractor must submit to the District proof of the appropriate background, fingerprinting, and other necessary clearance requirements *prior* to permitting any individual to provide Services in the Program. Proof of necessary clearance shall be sent to Human Resources located in the Rocky Point District Office.
- (g) Contractor affirmatively states that it is aware of, familiar with, and has carefully reviewed the Commissioner’s Regulations pertaining to Universal Pre-Kindergarten Programs and that its Program complies with all such regulations including but not limited to those contained in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12. To the extent that any provision in this Agreement may conflict with such regulations, the regulations shall govern and the requirements set forth in the regulations are specifically incorporated herein by reference.

2. Services and Program Requirements

- (a) Contractor agrees that the Program will comply with all requirements set forth in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12 and other applicable Commissioner Regulations.
- (b) Registration. All students referred for placement in the Program must have registered with the District in the Rocky Point District Office, Registration Office.
- (c) Attendance. The Contractor shall maintain a daily record of student attendance and forward attendance information to the District each month.
 - (i) The Contractor must notify the District’s Universal Pre-Kindergarten Program Coordinator (“Coordinator”) of all students who do not attend on a regular basis and/or who are regularly late to the Program.
 - (ii) Upon a determination by the Contractor or the District that attendance is deficient, a meeting with the parent shall be promptly held by the Contractor to determine the reasons for the attendance problem and to identify steps to resolve the attendance problem. Inability to resolve the

problem, after documented interventions, must be referred in writing to the Coordinator.

- (iii) Children who do not attend class or are late for two consecutive weeks (or cumulatively absence for twenty-five days) without an appropriate medical excuse or other reasonable explanation shall be removed from the roster by the Contractor or at the discretion of the District. The Coordinator shall be promptly notified in writing that such action has been taken.
- (d) **Calendar.** Contractor must operate on a similar school calendar as the District. Students are required to attend the Program five days per week for five hours per day.
- (e) **Discipline**
 - (i) Students shall be suspended for attendance reasons only after notice to the Coordinator, and following the application of appropriate due process procedures which shall include, but may not be limited to, notice to the child's parent(s) or person in parental relation, and an opportunity for the child and his/her parent(s) or person in parental relation to be heard.
 - (ii) In order to suspend a student for behavioral reasons, such reasons must be documented in writing and shall be preceded by application of appropriate non-suspension interventions, parent input and involvement, and involvement of special needs personnel, if appropriate.
 - (iii) Notwithstanding any provision to the contrary, the Contractor may not suspend any student, for any reason, without the prior written approval of the Coordinator.
- (f) **Cumulative Folders.** The Contractor shall maintain cumulative folders for each Student that must contain, at minimum, notification of parent-teacher conferences/contacts and other reasonably related information applicable to the student. The cumulative folders shall be provided to the District at the end of the 2024/25 school year. Contractor must also make cumulative folders available for inspection or copying at the request of the District.
- (g) **Curriculum.** The Contractor shall follow the appropriate Pre-Kindergarten Curriculum and the Creative Curriculum, as approved by NYSED.
- (h) **Assessment records.** Assessment records must be maintained for each student and a copy thereof shall remain on file in the student cumulative folder. Assessment records are to be used in the Creative Curriculum Developmental Continuum and all of its related components.
 - (i) **Annual Assessment.** The Contractor shall provide the District with a year-end assessment of its participation in the District Universal Pre-Kindergarten Program to determine the extent that goals and objectives

have been met. Said assessment shall be submitted on or before July 5, 2025.

- (j) Facilities, Supplies, and Equipment. The Contractor shall maintain appropriate and necessary equipment, supplies, and materials for all Students. Nothing herein contained shall diminish the responsibility of the Contractor to comply with the facilities” requirement set forth in 8 N.Y.C.R.R. § 151-10. Any materials provided by the District must be returned to the District upon termination of this Agreement.
- (k) Contractor shall not disclose student education records except upon parental consent, upon forms prepared by the District, or as otherwise authorized by FERPA. Contractor shall further maintain the confidentiality of all medical, psychological, and student records of all Students in compliance with federal and state laws as well as the Commissioner’s Regulations.

3. **Insurance**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Agency hereby agrees to effectuate the naming of the District as an additional insured on the Agency's insurance policies.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in
 - a. New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage
 - a. for the District its Board, employees and volunteers.
 - c. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the District’s request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The Agency agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
 - b. **Excess Insurance**
\$1,000,000 each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.

c. Workers' Compensation

Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

d. Automobile Liability

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

5. Agency acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The Agency is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

4. Independent Contractor; Indemnification

- (a) The relationship of the parties is that of independent contractor and any and all Services performed by Contractor and its employees or agents under this Agreement shall be performed in such capacity. None of the Contractor's employees, consultants, or agents shall hold him/herself out as, nor claim to be, an officer or employee of the District, not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the District including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. Contractor shall not have, or hold itself out as having, the authority or power to bind or create liability for the District by its acts or omissions.
- (b) Contractor shall defend with competent counsel of the District's choosing, indemnify, and hold harmless the District, including its trustee, directors, officers, employees, representatives, and agents with respect to all claims, liabilities, injuries, losses, expenses, and/or damages as a result of, arising from or in connection with its performance and/or non-performance under this Agreement including but not limited to reasonable attorneys' fees and litigation expenses.
- (c) Subsection 4(b) shall survive any expiration, termination, or non-renewal of this Agreement.
- (d) Nothing in this Agreement shall restrict Contractor from providing Services or otherwise engaging in business with, any other person or entity.
- (e) It is agreed by Contractor and the District that neither federal, state or local income taxes nor payroll taxes of any kind, including, but not limited to F.I.C.A. or F.U.T.A., will be withheld or paid by the District on behalf of any Contractor employee, consultant, or agent. Said payments are to be made by Contractor in compliance with all federal, state, and local laws, rules or regulations. Contractor agrees to pay all applicable taxes, including income taxes, workers' compensation insurance, unemployment insurance payment, disability insurance payment, and/or any other payments that may be required under the laws, rules, or

regulations of any government agency having jurisdiction over Contractor or its relationship with the District. Contractor further agrees to indemnify and hold the District harmless against any claim, cost, penalty, damage, or expense (including reasonable attorneys' fees) related to either parties' nonpayment and/or underpayment of any such taxes or payments.

- (f) The District acknowledges that it shall have no ability to control the manner, means, details or methods by which Contractor performs its services under this Agreement except as provided herein and as required by federal, state, or local laws, rules, and regulations.

5. Fire Safety Requirements

Building and classrooms operated by Contractor on behalf of the District shall meet the New York State Uniform Fire Prevention and Building Code (9 N.Y.C.R.R. Parts 600 through 1250), 8 N.Y.C.R.R. §§ 151-2.7 and 155.7 or its equivalent (notwithstanding the exemption for schools in cities with populations over 125,000 persons) and Part 418 of the Regulations of the Department of Social Services (18 N.Y.C.R.R. Part 418).

6. Fees

- (a) The District has allocated up to six-thousand and nine hundred and twenty-seven dollars (\$6,927.00) per student, not to exceed the total amount for all students of up to two hundred and seven thousand and eight hundred and ten dollars \$207,810.00 for the 2024/25 school year for the placement of children in the Program operated by Contractor and all Services provided in the Program. Under no circumstances shall Contractor be entitled to more than \$207,810.00 for any and all Services rendered under this Agreement.
- (b) The District will make payment to Contractor at the end of each month in the amount of \$692.70 for each enrolled student. The District reserves the right, based upon non-attendance, to fill slots if they should become available throughout the school year. All calendars are due to the District at the end of each month. These calendars can be mailed to Dr. Aaron Factor, at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. It is expressly understood and acknowledged by Contractor that the funds for the pre-kindergarten placements contemplated hereunder are appropriated by a grant through the State of New York. In the event of diminution or cessation of then current appropriates by the State, the District reserves the right to cancel any existing placements with the Contractor and/or to terminate this Agreement in all respects with no recourse by Contractor.

7. Staffing and Staff Development

- (a) The Contractor shall provide the District with information relative to individuals who are responsible for the instructional program for the Students.
- (b) Contractor shall provide the District with the following information as soon as possible: description of the qualifications for all individuals providing instruction in the Program; stability of staff in relation to average duration of employment; rate of turnover; and its ability to fill vacancies in a timely manner. At minimum,

this information must include certification documents, educational background and training of all teachers and paraprofessional staff who will be directly involved with providing Services to the Students.

- (c) Within two (2) days of receipt of a written notice that the District objects to the continued use of a certain individual to provide Services to Students, Contractor shall remove said individual from any and all contact with the District students. The District reserves the right, at all times, to determine in its sole discretion whether any individual is qualified to provide Services.
- (d) Contractor agrees that all teachers shall be New York State certified.
- (e) Pursuant to the Commissioner's Regulations regarding staff qualifications (8 N.Y.C.R.R. § 151-1.5) a pre-kindergarten teaching assistant providing support in a pre-kindergarten classroom shall have a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Commissioner's Regulations, and for those assistants in programs for limited English proficient (LEP) children, shall have bilingual proficiency in the children's native language. Contractor shall comply with the aforesaid requirements.
- (f) Contractor shall be responsible for complying with all staff qualification
- (g) Requirements for Pre-Kindergarten Programs as set forth in 8 N.Y.C.R.R. § 151-1.5.

8. Supervision of Program

- (a) As required by the 8 N.Y.C.R.R. § 151-1.11, the Coordinator, or other designated District administrator, will supervise Program implementation and compliance with this Agreement. All issues related to this Agreement shall be first directed to the Coordinator.
- (b) The Coordinator may conduct at least one formal annual evaluation of the Program. In addition, information random visitations may take place throughout the school year. The Coordinator shall have access to all elements of the Pre-Kindergarten Program including classroom visits, teacher observations, records and documents as deemed necessary by the District.

9. Term, Renewal, and Termination

- (a) Term. This Agreement shall become effective upon the signing of this Agreement by both parties (the "Effective Date") and upon ratification by the Board of Education and shall remain in effect until June 30, 2025.
- (b) Renewal. This Agreement may be reviewed annually by the parties and renewed if appropriate. Any such renewal shall be in a writing duly executed the parties.
- (c) Termination For Cause. Any party may terminate this Agreement effective immediately by providing written notice of termination for cause. "For cause"

shall mean:

- (i) Any material breach of this Agreement; or
 - (ii) Any act exposing the other party to liability to others for personal injury or property damage; or
 - (iii) Any act of fraud, theft or dishonesty in the course of performing services under this Agreement; or
 - (iv) Failure of the Contractor to comply with any requirement for a Pre-Kindergarten Program as set forth in the Regulations of the Commissioner of Education; or,
 - (v) The reduction and/or elimination of applicable funding for District participation in the Program.
- (d) Without Cause. Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party.
 - (e) All rights and obligations under this Agreement shall immediately cease upon termination of the Agreement unless otherwise provided herein.
 - (f) The parties shall deal with each other in good faith during the notice of termination without cause period and continue to perform all obligations under this Agreement until the expiration of the notice period.

10. Notices

Unless otherwise stated, all notices and communications under this Agreement shall be in writing and shall be given by personal delivery, overnight delivery service, or certified mail, return receipt requested. Notice by the District to the Contractor shall be delivered to 138 Radio Avenue, Miller Place, NY 11764. Notice by the Contractor to the District shall be delivered to the Assistant Superintendent for Curriculum and Instruction at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778.

11. Assignment

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

12. Entire Agreement; Amendment

This Agreement represents the entire understanding of the parties with respect to its subject matter, and it supersedes all prior agreements, understandings, or representations, whether oral or written, by either party. This Agreement may only be amended by a further written document signed by the parties.

13. Severability

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

14. Waiver

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

15. Governing Law

This Agreement shall be governed by, and construed in accordance with, the domestic laws of the State of New York, without regard to its choice of law principles. In the event of any controversy between the parties relating to this Agreement, the controversy shall be resolved in a court of appropriate subject matter jurisdiction located in Suffolk County, New York, unless the parties shall otherwise agree in writing. The parties consent to the personal jurisdiction of such court over them.

16. Ratification

This Agreement shall not become effective unless and until ratified by the Board of Education.

17. Headings

The headings set forth herein have been inserted for convenience only and are not to be considered when construing the provisions of this Agreement.

Dated: _____

Step By Step Early Learning Center Inc.

By: _____
Judy Salmon, Director/Owner

Dated: _____

Rocky Point Union Free School District

By: _____
Jessica Ward
President, Board of Education

**PRE-KINDERGARTEN SERVICE AGREEMENT BETWEEN
THE ROCKY POINT UNION FREE SCHOOL DISTRICT AND
LITTLE RASCALS CHILD CARE LEARNING CENTER
ACADEMIC YEAR 2024-2025**

This is the record of an agreement ("this Agreement") between Rocky Point Union Free School District (the "District") located at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778, and Little Rascals Child Care Learning Center, with its principal place of business for purposes of this Agreement located at 187 Miller Place-Yaphank Rd, Miller Place, NY 11764 ("Contractor").

Whereas, Chapter 436 of the Laws of 1997 and Section 3602-e of the Education Law of the State of New York established the New York State Universal Pre-Kindergarten Program which is open for application and participation of public school districts; and,

Whereas, the New York State Universal Pre-Kindergarten Program provides public school districts with an opportunity to obtain funding for four-year old children to participate in a qualified pre-kindergarten program; and,

Whereas, applications for funding that contain strong collaborative arrangements with local Pre-Kindergarten providers are given preference by the State; and,

Whereas, Contractor is a duly qualified Pre-Kindergarten provider, and,

Whereas, the application of the District was successful and included the placement of up to thirty-six (36) eligible District students ("Students") in the full-time Pre-Kindergarten Program ("Program") operated by the Contractor; and,

Now, therefore, it is agreed as follows:

1. Purpose

- (a) The purpose of this Agreement is to establish the terms and conditions of an agreement between the District and the Contractor to effectuate the placement of the Students in the Program operated by the Contractor and to comply with any requirements of the New York State Universal Pre-Kindergarten Program and/or other funding requirements.
- (b) This Agreement is entered into and authorized by Section 3602-e of the Education Law of the State of New York, and by Chapter 436 of the Laws of 1997.
- (c) Contractor and its agents are duly qualified to provide Pre-Kindergarten services ("Services") through its qualified Program for District students in all respects.
- (d) Contractor agrees that it will provide individuals who have the training, skills, experience, knowledge, qualifications, and competency to operate the Program and that such individuals are duly certified and/or qualified under applicable federal laws, the laws of the State of New York, the Commissioner's Regulations, and any other applicable law, rule, or regulation to operate the Program and/or

provide Services to Students.

- (e) Contractor agrees that the Program, its operation, and all Services performed within the Program will comply with all federal, state, or local laws, rules, regulations including but not limited to regulations of the Commissioner of Education, the Health Insurance Portability and Accountability Act of 1996, the Family Educational Rights and Privacy Act (“FERPA”), the No Child Left Behind Act of 2001 and any applicable such laws, rules, or regulations governing the operation of a pre-kindergarten/child care agency, including licensure by the New York State Department of Social Services.
- (f) Contractor agrees that all individuals who will have direct contact with Students will comply with all legally required criminal background and fingerprint clearance including but not limited to, requirements set forth in the New York Education Law. Necessary clearance with the Commissioner of Education must specifically identify the Rocky Point Union Free School District. Contractor must submit to the District proof of the appropriate background, fingerprinting, and other necessary clearance requirements *prior* to permitting any individual to provide Services in the Program. Proof of necessary clearance shall be sent to Human Resources located in the Rocky Point District Office.
- (g) Contractor affirmatively states that it is aware of, familiar with, and has carefully reviewed the Commissioner’s Regulations pertaining to Universal Pre-Kindergarten Programs and that its Program complies with all such regulations including but not limited to those contained in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12. To the extent that any provision in this Agreement may conflict with such regulations, the regulations shall govern and the requirements set forth in the regulations are specifically incorporated herein by reference.

2. Services and Program Requirements

- (a) Contractor agrees that the Program will comply with all requirements set forth in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12 and other applicable Commissioner Regulations.
- (b) Registration. All students referred for placement in the Program must have registered with the District in the Rocky Point District Office, Registration Office.
- (c) Attendance. The Contractor shall maintain a daily record of student attendance and forward attendance information to the District each month.
 - (i) The Contractor must notify the District’s Universal Pre-Kindergarten Program Coordinator (“Coordinator”) of all students who do not attend on a regular basis and/or who are regularly late to the Program.
 - (ii) Upon a determination by the Contractor or the District that attendance is deficient, a meeting with the parent shall be promptly held by the Contractor to determine the reasons for the attendance problem and to identify steps to resolve the attendance problem. Inability to resolve the

problem, after documented interventions, must be referred in writing to the Coordinator.

- (iii) Children who do not attend class or are late for two consecutive weeks (or cumulatively absence for twenty-five days) without an appropriate medical excuse or other reasonable explanation shall be removed from the roster by the Contractor or at the discretion of the District. The Coordinator shall be promptly notified in writing that such action has been taken.
- (d) **Calendar.** Contractor must operate on a similar school calendar as the District. Students are required to attend the Program five days per week for five hours per day.
- (e) **Discipline**
 - (i) Students shall be suspended for attendance reasons only after notice to the Coordinator, and following the application of appropriate due process procedures which shall include, but may not be limited to, notice to the child's parent(s) or person in parental relation, and an opportunity for the child and his/her parent(s) or person in parental relation to be heard.
 - (ii) In order to suspend a student for behavioral reasons, such reasons must be documented in writing and shall be preceded by application of appropriate non-suspension interventions, parent input and involvement, and involvement of special needs personnel, if appropriate.
 - (iii) Notwithstanding any provision to the contrary, the Contractor may not suspend any student, for any reason, without the prior written approval of the Coordinator.
- (f) **Cumulative Folders.** The Contractor shall maintain cumulative folders for each Student that must contain, at minimum, notification of parent-teacher conferences/contacts and other reasonably related information applicable to the student. The cumulative folders shall be provided to the District at the end of the 2024/24 school year. Contractor must also make cumulative folders available for inspection or copying at the request of the District.
- (g) **Curriculum.** The Contractor shall follow the appropriate Pre-Kindergarten Curriculum and the Creative Curriculum, as approved by NYSED.
- (h) **Assessment records.** Assessment records must be maintained for each student and a copy thereof shall remain on file in the student cumulative folder. Assessment records are to be used in the Creative Curriculum Developmental Continuum and all of its related components.
 - (i) **Annual Assessment.** The Contractor shall provide the District with a year-end assessment of its participation in the District Universal Pre-Kindergarten Program to determine the extent that goals and objectives

have been met. Said assessment shall be submitted on or before July 5, 2025.

- (j) Facilities, Supplies, and Equipment. The Contractor shall maintain appropriate and necessary equipment, supplies, and materials for all Students. Nothing herein contained shall diminish the responsibility of the Contractor to comply with the facilities” requirement set forth in 8 N.Y.C.R.R. § 151-10. Any materials provided by the District must be returned to the District upon termination of this Agreement.
- (k) Contractor shall not disclose student education records except upon parental consent, upon forms prepared by the District, or as otherwise authorized by FERPA. Contractor shall further maintain the confidentiality of all medical, psychological, and student records of all Students in compliance with federal and state laws as well as the Commissioner’s Regulations.

3. **Insurance**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Agency hereby agrees to effectuate the naming of the District as an additional insured on the Agency's insurance policies.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in
 - a. New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage
 - a. for the District its Board, employees and volunteers.
 - c. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the District’s request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The Agency agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
 - b. **Excess Insurance**
\$1,000,000 each Occurrence and Aggregate. Excess coverage shall be on a follow-form

basis.

c. Workers' Compensation

Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

d. Automobile Liability

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

5. Agency acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The Agency is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

4. Independent Contractor; Indemnification

- (a) The relationship of the parties is that of independent contractor and any and all Services performed by Contractor and its employees or agents under this Agreement shall be performed in such capacity. None of the Contractor's employees, consultants, or agents shall hold him/herself out as, nor claim to be, an officer or employee of the District, not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the District including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. Contractor shall not have, or hold itself out as having, the authority or power to bind or create liability for the District by its acts or omissions.
- (b) Contractor shall defend with competent counsel of the District's choosing, indemnify, and hold harmless the District, including its trustee, directors, officers, employees, representatives, and agents with respect to all claims, liabilities, injuries, losses, expenses, and/or damages as a result of, arising from or in connection with its performance and/or non-performance under this Agreement including but not limited to reasonable attorneys' fees and litigation expenses.
- (c) Subsection 4(b) shall survive any expiration, termination, or non-renewal of this Agreement.
- (d) Nothing in this Agreement shall restrict Contractor from providing Services or otherwise engaging in business with, any other person or entity.
- (e) It is agreed by Contractor and the District that neither federal, state or local income taxes nor payroll taxes of any kind, including, but not limited to F.I.C.A. or F.U.T.A., will be withheld or paid by the District on behalf of any Contractor employee, consultant, or agent. Said payments are to be made by Contractor in compliance with all federal, state, and local laws, rules or regulations. Contractor agrees to pay all applicable taxes, including income taxes, workers' compensation insurance, unemployment insurance payment, disability insurance payment,

and/or any other payments that may be required under the laws, rules, or regulations of any government agency having jurisdiction over Contractor or its relationship with the District. Contractor further agrees to indemnify and hold the District harmless against any claim, cost, penalty, damage, or expense (including reasonable attorneys' fees) related to either parties' nonpayment and/or underpayment of any such taxes or payments.

- (f) The District acknowledges that it shall have no ability to control the manner, means, details or methods by which Contractor performs its services under this Agreement except as provided herein and as required by federal, state, or local laws, rules, and regulations.

5. Fire Safety Requirements

Building and classrooms operated by Contractor on behalf of the District shall meet the New York State Uniform Fire Prevention and Building Code (9 N.Y.C.R.R. Parts 600 through 1250), 8 N.Y.C.R.R. §§ 151-2.7 and 155.7 or its equivalent (notwithstanding the exemption for schools in cities with populations over 125,000 persons) and Part 418 of the Regulations of the Department of Social Services (18 N.Y.C.R.R. Part 418).

6. Fees

- (a) The District has allocated up to six-thousand and nine hundred and twenty-seven dollars (\$6,927.00) per student, not to exceed the total amount for all students of up to one hundred and seventy-three thousand and one hundred and seventy-five dollars \$249,372.00 for the 2024/25 school year for the placement of children in the Program operated by Contractor and all Services provided in the Program. Under no circumstances shall Contractor be entitled to more than \$249,372.00 for any and all Services rendered under this Agreement.
- (b) The District will make payment to Contractor at the end of each month in the amount of \$692.70 for each enrolled student. The District reserves the right, based upon non-attendance, to fill slots if they should become available throughout the school year. All calendars are due to the District at the end of each month. These calendars can be mailed to Dr. Aaron Factor, at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. It is expressly understood and acknowledged by Contractor that the funds for the pre-kindergarten placements contemplated hereunder are appropriated by a grant through the State of New York. In the event of diminution or cessation of then current appropriates by the State, the District reserves the right to cancel any existing placements with the Contractor and/or to terminate this Agreement in all respects with no recourse by Contractor.

7. Staffing and Staff Development

- (a) The Contractor shall provide the District with information relative to individuals who are responsible for the instructional program for the Students.
- (b) Contractor shall provide the District with the following information as soon as possible: description of the qualifications for all individuals providing instruction in the Program; stability of staff in relation to average duration of employment;

rate of turnover; and its ability to fill vacancies in a timely manner. At minimum, this information must include certification documents, educational background and training of all teachers and paraprofessional staff who will be directly involved with providing Services to the Students.

- (c) Within two (2) days of receipt of a written notice that the District objects to the continued use of a certain individual to provide Services to Students, Contractor shall remove said individual from any and all contact with the District students. The District reserves the right, at all times, to determine in its sole discretion whether any individual is qualified to provide Services.
- (d) Contractor agrees that all teachers shall be New York State certified.
- (e) Pursuant to the Commissioner's Regulations regarding staff qualifications (8 N.Y.C.R.R. § 151-1.5) a pre-kindergarten teaching assistant providing support in a pre-kindergarten classroom shall have a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Commissioner's Regulations, and for those assistants in programs for limited English proficient (LEP) children, shall have bilingual proficiency in the children's native language. Contractor shall comply with the aforesaid requirements.
- (f) Contractor shall be responsible for complying with all staff qualification
- (g) Requirements for Pre-Kindergarten Programs as set forth in 8 N.Y.C.R.R. § 151-1.5.

8. Supervision of Program

- (a) As required by the 8 N.Y.C.R.R. § 151-1.11, the Coordinator, or other designated District administrator, will supervise Program implementation and compliance with this Agreement. All issues related to this Agreement shall be first directed to the Coordinator.
- (b) The Coordinator may conduct at least one formal annual evaluation of the Program. In addition, information random visitations may take place throughout the school year. The Coordinator shall have access to all elements of the Pre-Kindergarten Program including classroom visits, teacher observations, records and documents as deemed necessary by the District.

9. Term, Renewal, and Termination

- (a) Term. This Agreement shall become effective upon the signing of this Agreement by both parties (the "Effective Date") and upon ratification by the Board of Education and shall remain in effect until June 30, 2025.
- (b) Renewal. This Agreement may be reviewed annually by the parties and renewed if appropriate. Any such renewal shall be in a writing duly executed the parties.
- (c) Termination For Cause. Any party may terminate this Agreement effective

immediately by providing written notice of termination for cause. "For cause" shall mean:

- (i) Any material breach of this Agreement; or
 - (ii) Any act exposing the other party to liability to others for personal injury or property damage; or
 - (iii) Any act of fraud, theft or dishonesty in the course of performing services under this Agreement; or
 - (iv) Failure of the Contractor to comply with any requirement for a Pre-Kindergarten Program as set forth in the Regulations of the Commissioner of Education; or,
 - (v) The reduction and/or elimination of applicable funding for District participation in the Program.
- (d) Without Cause. Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party.
- (e) All rights and obligations under this Agreement shall immediately cease upon termination of the Agreement unless otherwise provided herein.
- (f) The parties shall deal with each other in good faith during the notice of termination without cause period and continue to perform all obligations under this Agreement until the expiration of the notice period.

10. Notices

Unless otherwise stated, all notices and communications under this Agreement shall be in writing and shall be given by personal delivery, overnight delivery service, or certified mail, return receipt requested. Notice by the District to the Contractor shall be delivered to 187 Miller Place-Yaphank Rd, Miller Place, NY 11764. Notice by the Contractor to the District shall be delivered to the Assistant Superintendent for Curriculum and Instruction at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778.

11. Assignment

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

12. Entire Agreement; Amendment

This Agreement represents the entire understanding of the parties with respect to its subject matter, and it supersedes all prior agreements, understandings, or representations, whether oral or written, by either party. This Agreement may only be amended by a further written document signed by the parties.

13. Severability

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

14. Waiver

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

15. Governing Law

This Agreement shall be governed by, and construed in accordance with, the domestic laws of the State of New York, without regard to its choice of law principles. In the event of any controversy between the parties relating to this Agreement, the controversy shall be resolved in a court of appropriate subject matter jurisdiction located in Suffolk County, New York, unless the parties shall otherwise agree in writing. The parties consent to the personal jurisdiction of such court over them.

16. Ratification

This Agreement shall not become effective unless and until ratified by the Board of Education.

17. Headings

The headings set forth herein have been inserted for convenience only and are not to be considered when construing the provisions of this Agreement.

Dated: _____

Little Rascals Child Care Learning Center

By: _____
Margo Abrams, Director/Owner

Dated: _____

Rocky Point Union Free School District

By: _____
Jessica Ward
President, Board of Education

**PRE-KINDERGARTEN SERVICE AGREEMENT BETWEEN
THE ROCKY POINT UNION FREE SCHOOL DISTRICT AND
TRINITY LUTHERAN NURSERY SCHOOL
ACADEMIC YEAR 2024-2025**

This is the record of an agreement ("this Agreement") between Rocky Point Union Free School District (the "District") located at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778, and Trinity Lutheran Nursery School, with its principal place of business for purposes of this Agreement located at 716 Route 25A, Rocky Point , NY 11778 ("Contractor").

Whereas, Chapter 436 of the Laws of 1997 and Section 3602-e of the Education Law of the State of New York established the New York State Universal Pre-Kindergarten Program which is open for application and participation of public school districts; and,

Whereas, the New York State Universal Pre-Kindergarten Program provides public school districts with an opportunity to obtain funding for four-year old children to participate in a qualified pre-kindergarten program; and,

Whereas, applications for funding that contain strong collaborative arrangements with local Pre-Kindergarten providers are given preference by the State; and,

Whereas, Contractor is a duly qualified Pre-Kindergarten provider, and,

Whereas, the application of the District was successful and included the placement of up to sixty-six (66) eligible District students ("Students") in the Pre-Kindergarten Program ("Program") operated by the Contractor; and,

Now, therefore, it is agreed as follows:

1. Purpose

- (a) The purpose of this Agreement is to establish the terms and conditions of an agreement between the District and the Contractor to effectuate the placement of the Students in the Program operated by the Contractor and to comply with any requirements of the New York State Universal Pre-Kindergarten Program and/or other funding requirements.
- (b) This Agreement is entered into and authorized by Section 3602-e of the Education Law of the State of New York, and by Chapter 436 of the Laws of 1997.
- (c) Contractor and its agents are duly qualified to provide Pre-Kindergarten services ("Services") through its qualified Program for District students in all respects.
- (d) Contractor agrees that it will provide individuals who have the training, skills, experience, knowledge, qualifications, and competency to operate the Program and that such individuals are duly certified and/or qualified under applicable federal laws, the laws of the State of New York, the Commissioner's Regulations, and any other applicable law, rule, or regulation to operate the Program and/or provide Services to Students.

- (e) Contractor agrees that the Program, its operation, and all Services performed within the Program will comply with all federal, state, or local laws, rules, regulations including but not limited to regulations of the Commissioner of Education, the Health Insurance Portability and Accountability Act of 1996, the Family Educational Rights and Privacy Act (“FERPA”), the No Child Left Behind Act of 2001 and any applicable such laws, rules, or regulations governing the operation of a pre-kindergarten/child care agency, including licensure by the New York State Department of Social Services.
- (f) Contractor agrees that all individuals who will have direct contact with Students will comply with all legally required criminal background and fingerprint clearance including but not limited to, requirements set forth in the New York Education Law. Necessary clearance with the Commissioner of Education must specifically identify the Rocky Point Union Free School District. Contractor must submit to the District proof of the appropriate background, fingerprinting, and other necessary clearance requirements *prior* to permitting any individual to provide Services in the Program. Proof of necessary clearance shall be sent to Human Resources located in the Rocky Point District Office.
- (g) Contractor affirmatively states that it is aware of, familiar with, and has carefully reviewed the Commissioner’s Regulations pertaining to Universal Pre-Kindergarten Programs and that its Program complies with all such regulations including but not limited to those contained in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12. To the extent that any provision in this Agreement may conflict with such regulations, the regulations shall govern and the requirements set forth in the regulations are specifically incorporated herein by reference.

2. Services and Program Requirements

- (a) Contractor agrees that the Program will comply with all requirements set forth in 8 N.Y.C.R.R. Subparts 151-1.1 through 151-1.12 and other applicable Commissioner Regulations.
- (b) Registration. All students referred for placement in the Program must have registered with the District in the Rocky Point District Office, Registration Office.
- (c) Attendance. The Contractor shall maintain a daily record of student attendance and forward attendance information to the District each month.
 - (i) The Contractor must notify the District’s Universal Pre-Kindergarten Program Coordinator (“Coordinator”) of all students who do not attend on a regular basis and/or who are regularly late to the Program.
 - (ii) Upon a determination by the Contractor or the District that attendance is deficient, a meeting with the parent shall be promptly held by the Contractor to determine the reasons for the attendance problem and to identify steps to resolve the attendance problem. Inability to resolve the problem, after documented interventions, must be referred in writing to the Coordinator.

- (iii) Children who do not attend class or are late for two consecutive weeks (or cumulatively absence for twenty-five days) without an appropriate medical excuse or other reasonable explanation shall be removed from the roster by the Contractor or at the discretion of the District. The Coordinator shall be promptly notified in writing that such action has been taken.
- (d) **Calendar.** Contractor must operate on a similar school calendar as the District. Students are required to attend the Program five days per week for two-and-a-half hours per day.
- (e) **Discipline**
 - (i) Students shall be suspended for attendance reasons only after notice to the Coordinator, and following the application of appropriate due process procedures which shall include, but may not be limited to, notice to the child's parent(s) or person in parental relation, and an opportunity for the child and his/her parent(s) or person in parental relation to be heard.
 - (ii) In order to suspend a student for behavioral reasons, such reasons must be documented in writing and shall be preceded by application of appropriate non-suspension interventions, parent input and involvement, and involvement of special needs personnel, if appropriate.
 - (iii) Notwithstanding any provision to the contrary, the Contractor may not suspend any student, for any reason, without the prior written approval of the Coordinator.
- (f) **Cumulative Folders.** The Contractor shall maintain cumulative folders for each Student that must contain, at minimum, notification of parent-teacher conferences/contacts and other reasonably related information applicable to the student. The cumulative folders shall be provided to the District at the end of the 2024/25 school year. Contractor must also make cumulative folders available for inspection or copying at the request of the District.
- (g) **Curriculum.** The Contractor shall follow the appropriate Pre-Kindergarten Curriculum and the Creative Curriculum, as approved by NYSED.
- (h) **Assessment records.** Assessment records must be maintained for each student and a copy thereof shall remain on file in the student cumulative folder. Assessment records are to be used in the Creative Curriculum Developmental Continuum and all of its related components.
 - (i) **Annual Assessment.** The Contractor shall provide the District with a year-end assessment of its participation in the District Universal Pre-Kindergarten Program to determine the extent that goals and objectives have been met. Said assessment shall be submitted on or before July 5, 2025.

- (j) Facilities, Supplies, and Equipment. The Contractor shall maintain appropriate and necessary equipment, supplies, and materials for all Students. Nothing herein contained shall diminish the responsibility of the Contractor to comply with the facilities” requirement set forth in 8 N.Y.C.R.R. § 151-10. Any materials provided by the District must be returned to the District upon termination of this Agreement.
- (k) Contractor shall not disclose student education records except upon parental consent, upon forms prepared by the District, or as otherwise authorized by FERPA. Contractor shall further maintain the confidentiality of all medical, psychological, and student records of all Students in compliance with federal and state laws as well as the Commissioner’s Regulations.

3. **Insurance**

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the Agency hereby agrees to effectuate the naming of the District as an additional insured on the Agency's insurance policies.
2. The policy naming the District as an additional insured shall:
 - a. Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in
 - a. New York State.
 - b. State that the organization's coverage shall be primary and non-contributory coverage
 - a. for the District its Board, employees and volunteers.
 - c. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with the District. A completed copy of the endorsement must be attached to the certificate of insurance.
 - d. At the District’s request, the organization shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the organization will provide a copy of the policy endorsements and forms.
3. The Agency agrees to indemnify the District for any applicable deductibles and self-insured retentions.
4. Required Insurance:
 - a. **Commercial General Liability Insurance**
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with no exclusions for athletic participants.
 - b. **Excess Insurance**
\$1,000,000 each Occurrence and Aggregate. Excess coverage shall be on a follow-form basis.
 - c. **Workers' Compensation**
Statutory Workers' Compensation and Employers' Liability Insurance for all employees.

d. Automobile Liability

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

5. Agency acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The Agency is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities.

4. Independent Contractor; Indemnification

- (a) The relationship of the parties is that of independent contractor and any and all Services performed by Contractor and its employees or agents under this Agreement shall be performed in such capacity. None of the Contractor's employees, consultants, or agents shall hold him/herself out as, nor claim to be, an officer or employee of the District, not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the District including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. Contractor shall not have, or hold itself out as having, the authority or power to bind or create liability for the District by its acts or omissions.
- (b) Contractor shall defend with competent counsel of the District's choosing, indemnify, and hold harmless the District, including its trustee, directors, officers, employees, representatives, and agents with respect to all claims, liabilities, injuries, losses, expenses, and/or damages as a result of, arising from or in connection with its performance and/or non-performance under this Agreement including but not limited to reasonable attorneys' fees and litigation expenses.
- (c) Subsection 4(b) shall survive any expiration, termination, or non-renewal of this Agreement.
- (d) Nothing in this Agreement shall restrict Contractor from providing Services or otherwise engaging in business with, any other person or entity.
- (e) It is agreed by Contractor and the District that neither federal, state or local income taxes nor payroll taxes of any kind, including, but not limited to F.I.C.A. or F.U.T.A., will be withheld or paid by the District on behalf of any Contractor employee, consultant, or agent. Said payments are to be made by Contractor in compliance with all federal, state, and local laws, rules or regulations. Contractor agrees to pay all applicable taxes, including income taxes, workers' compensation insurance, unemployment insurance payment, disability insurance payment, and/or any other payments that may be required under the laws, rules, or regulations of any government agency having jurisdiction over Contractor or its relationship with the District. Contractor further agrees to indemnify and hold the District harmless against any claim, cost, penalty, damage, or expense (including

reasonable attorneys' fees) related to either parties' nonpayment and/or underpayment of any such taxes or payments.

- (f) The District acknowledges that it shall have no ability to control the manner, means, details or methods by which Contractor performs its services under this Agreement except as provided herein and as required by federal, state, or local laws, rules, and regulations.

5. Fire Safety Requirements

Building and classrooms operated by Contractor on behalf of the District shall meet the New York State Uniform Fire Prevention and Building Code (9 N.Y.C.R.R. Parts 600 through 1250), 8 N.Y.C.R.R. §§ 151-2.7 and 155.7 or its equivalent (notwithstanding the exemption for schools in cities with populations over 125,000 persons) and Part 418 of the Regulations of the Department of Social Services (18 N.Y.C.R.R. Part 418).

6. Fees

- (a) The District has allocated up to three-thousand and four hundred and twenty dollars (\$3,420.00) per student, not to exceed the total amount for all students of up to two hundred and twenty-five thousand and seven hundred and twenty dollars (\$225,720.00) for the 2024/25 school year for the placement of children in the Program operated by Contractor and all Services provided in the Program. Under no circumstances shall Contractor be entitled to more than \$225,720.00 for any and all Services rendered under this Agreement.
- (b) The District will make payment to Contractor at the end of each month in the amount of \$342.00 for each enrolled student. The District reserves the right, based upon non-attendance, to fill slots if they should become available throughout the school year. All calendars are due to the District at the end of each month. These calendars can be mailed to Dr. Aaron Factor, at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778. It is expressly understood and acknowledged by Contractor that the funds for the pre-kindergarten placements contemplated hereunder are appropriated by a grant through the State of New York. In the event of diminution or cessation of then current appropriations by the State, the District reserves the right to cancel any existing placements with the Contractor and/or to terminate this Agreement in all respects with no recourse by Contractor.

7. Staffing and Staff Development

- (a) The Contractor shall provide the District with information relative to individuals who are responsible for the instructional program for the Students.
- (b) Contractor shall provide the District with the following information as soon as possible: description of the qualifications for all individuals providing instruction in the Program; stability of staff in relation to average duration of employment; rate of turnover; and its ability to fill vacancies in a timely manner. At minimum, this information must include certification documents, educational background and training of all teachers and paraprofessional staff who will be directly involved with providing Services to the Students.

- (c) Within two (2) days of receipt of a written notice that the District objects to the continued use of a certain individual to provide Services to Students, Contractor shall remove said individual from any and all contact with the District students. The District reserves the right, at all times, to determine in its sole discretion whether any individual is qualified to provide Services.
- (d) Contractor agrees that all teachers shall be New York State certified.
- (e) Pursuant to the Commissioner's Regulations regarding staff qualifications (8 N.Y.C.R.R. § 151-1.5) a pre-kindergarten teaching assistant providing support in a pre-kindergarten classroom shall have a teaching license or certificate valid for service in the early childhood grades pursuant to Part 80 of the Commissioner's Regulations, and for those assistants in programs for limited English proficient (LEP) children, shall have bilingual proficiency in the children's native language. Contractor shall comply with the aforesaid requirements.
- (f) Contractor shall be responsible for complying with all staff qualification
- (g) Requirements for Pre-Kindergarten Programs as set forth in 8 N.Y.C.R.R. § 151-1.5.

8. Supervision of Program

- (a) As required by the 8 N.Y.C.R.R. § 151-1.11, the Coordinator, or other designated District administrator, will supervise Program implementation and compliance with this Agreement. All issues related to this Agreement shall be first directed to the Coordinator.
- (b) The Coordinator may conduct at least one formal annual evaluation of the Program. In addition, information random visitations may take place throughout the school year. The Coordinator shall have access to all elements of the Pre-Kindergarten Program including classroom visits, teacher observations, records and documents as deemed necessary by the District.

9. Term, Renewal, and Termination

- (a) Term. This Agreement shall become effective upon the signing of this Agreement by both parties (the "Effective Date") and upon ratification by the Board of Education and shall remain in effect until June 30, 2025.
- (b) Renewal. This Agreement may be reviewed annually by the parties and renewed if appropriate. Any such renewal shall be in a writing duly executed the parties.
- (c) Termination For Cause. Any party may terminate this Agreement effective immediately by providing written notice of termination for cause. "For cause" shall mean:
 - (i) Any material breach of this Agreement; or

- (ii) Any act exposing the other party to liability to others for personal injury or property damage; or
 - (iii) Any act of fraud, theft or dishonesty in the course of performing services under this Agreement; or
 - (iv) Failure of the Contractor to comply with any requirement for a Pre-Kindergarten Program as set forth in the Regulations of the Commissioner of Education; or,
 - (v) The reduction and/or elimination of applicable funding for District participation in the Program.
- (d) Without Cause. Either party may terminate this Agreement without cause upon sixty (60) days written notice to the other party.
 - (e) All rights and obligations under this Agreement shall immediately cease upon termination of the Agreement unless otherwise provided herein.
 - (f) The parties shall deal with each other in good faith during the notice of termination without cause period and continue to perform all obligations under this Agreement until the expiration of the notice period.

10. Notices

Unless otherwise stated, all notices and communications under this Agreement shall be in writing and shall be given by personal delivery, overnight delivery service, or certified mail, return receipt requested. Notice by the District to the Contractor shall be delivered to 716 Route 25A, Rocky Point, NY 11778. Notice by the Contractor to the District shall be delivered to the Assistant Superintendent for Curriculum and Instruction at 90 Rocky Point-Yaphank Road, Rocky Point, New York 11778.

11. Assignment

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

12. Entire Agreement; Amendment

This Agreement represents the entire understanding of the parties with respect to its subject matter, and it supersedes all prior agreements, understandings, or representations, whether oral or written, by either party. This Agreement may only be amended by a further written document signed by the parties.

13. Severability

Should any provision of this Agreement be finally determined by any court of competent jurisdiction or any government agency with jurisdiction over this Agreement to be invalid or

unenforceable for any reason, the invalidity or unenforceability of such provision shall not affect the validity of the remaining provisions of this Agreement, unless such invalidity or unenforceability would defeat an essential purpose of this Agreement, in which case the Agreement shall be terminated.

14. Waiver

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

15. Governing Law

This Agreement shall be governed by, and construed in accordance with, the domestic laws of the State of New York, without regard to its choice of law principles. In the event of any controversy between the parties relating to this Agreement, the controversy shall be resolved in a court of appropriate subject matter jurisdiction located in Suffolk County, New York, unless the parties shall otherwise agree in writing. The parties consent to the personal jurisdiction of such court over them.

16. Ratification

This Agreement shall not become effective unless and until ratified by the Board of Education.

17. Headings

The headings set forth herein have been inserted for convenience only and are not to be considered when construing the provisions of this Agreement.

Dated: _____

Trinity Lutheran Nursery School

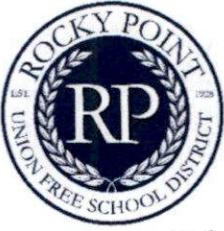
By: _____
Mary Moore, Director

Dated: _____

Rocky Point Union Free School District

By: _____
Jessica Ward
President, Board of Education

EQUIPMENT MUNICIPAL LEASE PURCHASE



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

Advisory Intra-agency Communication for the Benefit of the Superintendent of Schools
Draft Proposed Resolution for Inclusion on the July 8, 2024 Board of Education Agenda

To: Dr. Scott O'Brien

From: Christopher A. Van Cott, Asst. Superintendent for Business

Date: June 17, 2024

Proposed Resolution Title for BOE Agenda: Terraces on the Sound Property Associate Private Road Transportation Agreement 2024-2025

Proposed resolution:

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the Assistant Superintendent for Business to enter into an Agreement with Terraces on the Sound Property Association for District pupil transportation services on private roads within the community, as per the attached.

Rationale supporting proposed resolution:

This Agreement enables the District to transport students on private roads within the community.

Submitted by:  Date: 6/17/24
Christopher Van Cott, Asst. Superintendent for Business

Approval to forward draft proposed resolution to the District Clerk:

 Date: 6/17/24
Scott O'Brien, Ed.D., Superintendent of Schools

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

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

1. That in consideration for the terms and conditions contained herein, the District will provide pupil transportation services, as deemed appropriate by the District and pursuant to law, for students residing within the Owner's community boundaries that are within the District for the school year 2024-25;
2. That the parties acknowledge and recognize that during the aforementioned school year, District and Transportation Contractor buses will be required to travel on private roads owned and/or maintained by the Owner, or which are located within the Owner's community boundaries, in order to pick up and drop off resident students. The Owner hereby gives the District and Transportation Contractor permission to operate buses on such private roads. The bus stop(s) shall be on the following roads (unless changed by the bus company in its discretion): Long View Avenue, Oakwood Road, Wildwood Road, Ferndale Road, Greenleaf Road, Spring Garden Road, Albion Road, Crestwood Road, Cedar Hill Road, Sylvan Road, Glenwood Road, and Chestnut Hill Road;
3. That the Owner acknowledges and agrees that such buses must be given unobstructed access to the aforementioned Owner community roads, which in some cases may be narrow and/or a single lane. The Owner, therefore, hereby guarantees such unobstructed access and that residents will be instructed, and such instruction shall be enforced by the Owner, to the effect that buses will not be required by oncoming traffic on such roads to be operated in reverse for any reason; and that such oncoming traffic will be directed by the Owner to yield the right of way to oncoming buses;
4. That the Owner shall have the responsibility for maintaining and/or repairing such roads and/or to remove any such obstructions to the travel of the aforementioned buses including but not limited to snow and ice removal;
5. That the Owner hereby indemnifies, holds harmless and will defend the District and the District designated transportation company from any claim of any kind including but not limited to claims of personal injuries and property damages proximately caused by the condition of the aforementioned roadways and appurtenances, and/or by obstructions or other conditions on or about the land existing and within the Owner's community, upon Owner owned property. In addition to the Owner's duty to defend the District, the Owner also agrees to pay any and all reasonable attorney's fees and court costs incurred by the District in connection with any such claims;
6. The Owner shall maintain general liability, premises liability, and automobile liability insurance coverage (and any other insurance coverage reasonably necessary to protect the

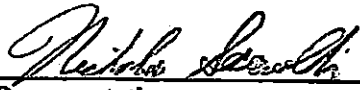
**Rocky Point Union Free School District
Agreement to Provide Transportation on Private Roads**

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

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

Christopher A. Van Cott
Asst. Superintendent for Business
Rocky Point Union Free School District

Date



Representative
Terraces on the Sound Property Association
Nicholas Scavelli - President


Print Name and Title
6/17/2024

Date

This form is to be used by districts for requesting BOCES services from BOCES other than the local BOCES.

CROSS CONTRACT FOR BOCES SERVICES

PART I: To be completed by district requesting cross contract

School District Requesting Service: Rocky Point U.F.S.D. School Year of Service: 2024/25
Address: 90 Rocky Point - Yaphank Rd, Rocky Point, NY Zip: 11778
Name of Service Requested: 23/24-022 Computer Hardware, Software, Supplies + Parts
Potential BOCES Provider: Nassau BOCES Estimated Cost: \$1,200 and
 Date: 7/8/2024
School Superintendent Signature

Forward to local BOCES District Superintendent

Supplemental #23/24-058

PART II: To be completed by local BOCES District Superintendent

It is requested that cross-contract arrangements be made with _____ BOCES to provide the service listed above.

Local BOCES District Superintendent Signature Date: _____
Local BOCES name and address _____

Zip: _____

Forward to District Superintendent of BOCES requested to provide service.

PART III: To be completed by BOCES District Superintendent providing cross-contracted service.

Service Title: _____ CO-SER #: _____
Activity Code #: _____ Estimated Charge: _____

District Superintendent Signature of providing BOCES Date: _____

After approval, distribute completed and signed copies of this form to:
WHITE - Providing BOCES
PINK - Requesting School District
CANARY YELLOW - Providing BOCES Program Administration
GOLDENROD - Local BOCES

GENERAL RESOLUTION
FOR THE PURPOSE OF
PARTICIPATING IN A COOPERATIVE BID COORDINATED BY
THE BOARD OF COOPERATIVE EDUCATION SERVICES OF NASSAU
COUNTY

FOR

Various Commodities and/or Services
As Listed on Pages 1-3 of This Resolution

WHEREAS, the Board of Education, Rocky Point School District of New York State (the "School District") wishes to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Nassau County ("Nassau BOCES") for the purchase of various commodities and/or services as authorized by and in accordance with the Education Law and General Municipal Law, Section 119-o; and

WHEREAS, the District, more particularly, wishes to participate in the joint cooperative bids as listed and checked below (check "yes" or "no"):

<u>CORE GROUP:</u>	<u>PARTICIPATION</u>	
	<u>YES</u>	<u>NO</u>
<i>(NASSAU BOCES PER BID RATE)</i>		
ABATEMENT AND DISPOSAL OF ASBESTOS & LEAD MATERIALS	---	---
ARTS & CRAFT SUPPLIES	---	---
ASPHALTIC & CEMENT CONCRETE PAVING REPAIR & MAINTENANCE	---	---
ATHLETIC UNIFORMS	---	---
AUDIO VISUAL EQUIPMENT	---	---
AUDIO VISUAL SUPPLIES	---	---
AUTO BODY SUPPLIES	---	---
AUTO MECHANIC SUPPLIES	---	---
AUTOMOBILES – PASSENGER CARS/VANS/TRUCKS	---	---
AUTOMOTIVE AIR CONDITIONING REPAIRS	---	---
BOILER, DUCT & KITCHEN EXHAUST CLEANING	---	---
BUS,VANS AND AUTO PARTS SUPPLIES	---	---
BUILDINGS & GROUNDS EQUIPMENT	---	---
CALCULATORS	---	---
CARPENTRY, CABINETS & BUILDING SUPPLIES	---	---

CARPETING & INSTALLATION	—	—
CESSPOOL MAINTENANCE SERVICES	—	—
CHAIN LINK FENCING	—	—
COMPUTER HARDWARE, SOFTWARE, NETWORKING AND SUPPLIES	X	—
CUSTODIAL AND GREEN CUSTODIAL SUPPLIES	—	—
DOORS: HOLLOW METAL, FRAMES & HARDWARE	—	—
FAX & PHOTOCOPY EQUIPMENT, SUPPLIES AND MAINTENANCE	—	—
FINANCING & LEASING OF CAPITAL EQUIPMENT	—	—
FIRE EXTINGUISHERS & SERVICE	—	—
FITNESS EQUIPMENT	—	—
FLOOR TILES & INSTALLATION	—	—
FOOD & BEVERAGE SUPPLIES	—	—
FOOD PREPARATION: PAPER & PLASTIC SUPPLIES	—	—
FOOD SERVICE EQUIPMENT	—	—
FUEL OIL	—	—
FURNITURE: CLASSROOM & OFFICE	—	—
GENERAL SAFETY SUPPLIES	—	—
GENERAL SCHOOL & OFFICE SUPPLIES	—	—
GLAZING SERVICES & SUPPLIES	—	—
GYMNASIUM FLOOR REFINISHING	—	—
GUARD SERVICE (LICENSED, UNIFORMED, UNARMED)	—	—
HAZARDOUS MATERIALS: HANDLING, REMOVAL, TRANSPORTATION & DISPOSAL	—	—
HEALTH OFFICE SUPPLIES	—	—
HVAC EQUIPMENT	—	—
HVAC MAINTENANCE & INSTALLATION	—	—
INDUSTRIAL ARTS & WELDING SUPPLIES	—	—
INTERSCHOLASTIC ATHLETIC SUPPLIES	—	—
IRRIGATION SYSTEMS – REPAIR & MAINTENANCE	—	—
LIBRARY SUPPLIES	—	—
MEDICAL & DENTAL SUPPLIES	—	—
MUSICAL INSTRUMENTS & SUPPLIES	—	—
MUSICAL INSTRUMENT RENTALS	—	—
MUSICAL INSTRUMENT REPAIRS	—	—
OIL & GAS BURNER SERVICE	—	—
PAINT & PAINTING SUPPLIES	—	—
PAPER: XEROGRAPHIC, FAX & COPIER	—	—
PHOTOGRAPHY SUPPLIES	—	—
PHYSICAL EDUCATION SUPPLIES	—	—
PLUMBING & HEATING SUPPLIES	—	—
PLUMBING SERVICES	—	—
RECONDITIONING OF ATHLETIC EQUIPMENT	—	—
REFRIGERATION & AIR CONDITIONING SUPPLIES	—	—
ROOF MAINTENANCE & REPAIR	—	—

**SCHOOL BUS AIR CONDITIONING INSTALLATION,
MAINTENANCE & REPAIRS**

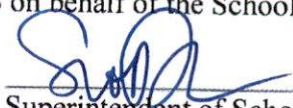
SCHOOL BUS & AUTO PARTS	_____	_____
SCIENCE SUPPLIES	_____	_____
SMART BOARDS	_____	_____
SNACK VENDING SERVICE	_____	_____
SUBSCRIPTION SERVICES	_____	_____
TEACHING AIDS	_____	_____
TOOLS: POWER & HAND	_____	_____
TREE MAINTENANCE	_____	_____
UNIFORMS – GENERAL	_____	_____
VEHICLE REPAIRS	_____	_____
VENETIAN BLINDS & SHADES	_____	_____

NOW THEREFORE, BE IT RESOLVED that the School District hereby appoints Nassau BOCES as its representative and agent in all matters related to the Cooperative Bidding Program, including but not limited to responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the School District and making recommendations thereon, and

BE IT FURTHER RESOLVED that Nassau BOCES is hereby authorized to award cooperative bids on behalf of the School District to the bidder deemed to be the lowest responsible bidder meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts and to enter into contracts for the purchase of the commodities and/or services as authorized herein, and

BE IT FURTHER RESOLVED, that the School District hereby authorizes its School Business Administrator or his/her designee on behalf of the School District to participate in cooperative bidding conducted by Nassau BOCES and if requested to furnish Nassau BOCES an estimated minimum number of units that will be purchased and such other documents and information which may be reasonably necessary or useful in conducting the Cooperative Bidding Program, and

BE IT FURTHER RESOLVED, that the School District agrees to assume its equitable share of the administrative costs of the cooperative bidding program and all of its obligations and responsibilities pursuant to any contract that may be awarded by Nassau BOCES on behalf of the School District.



Superintendent of Schools

7/8/2024
Date

Rocky Point UFSD
School District Name

LETTER OF INTENT
FOR THE PURPOSE OF
PARTICIPATING IN A COOPERATIVE BID COORDINATED BY
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF NASSAU
COUNTY
FOR
Various Commodities and/or Services

BE IT KNOWN, that by this Letter of Intent that the School District indicated below plans to participate in the comprehensive cooperative bids conducted by the Board of Cooperative Educational Services of Nassau County, in accordance with the terms of the General Resolution.

The executed General Resolution will be forwarded subsequent to the Board approval, as required by New York State General Municipal Law (Section 119.0).



Superintendent of Schools

7/8/2024
Date

Rocky Point VFSO
School District Name

Board of Cooperative Educational Services

of Nassau County

Please fill out the information below and return this form to the attention of
Mr. Michael Perina, Nassau BOCES Administrative Center
71 Clinton Road, Garden City, New York 11530
(516) 396-2240

COMMODITY: 23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES & PARTS

ANTICIPATED AWARD DATE: / /

Applicable Fee: 1200.00

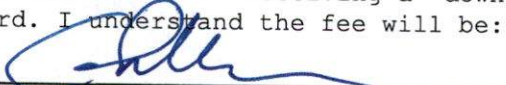
Please Check:

Yes No

I wish to participate. A General Resolution will be forwarded under separate cover after Board approval.

I am interested in receiving a 'download' file of the bid award. I understand the fee will be: \$75.00

SIGNATURE:


Assistant Superintendent for Business

Christopher Van Cott
Please Print Name

Asst. Superintendent for Business
Title

Rocky Point U.F.S.D.
Agency/School District

DATE:

7/8/24

- Please indicate:**
- Microcomputer Support (MCS)/NASTECH
 - Health & Safety Member
 - Health Office Member

Phone: (631)849-7563 3250
Fax: (631)209-0627
5627

ROCKY POINT SD/CROSS CONTRACT EASTERN
DEBRA HOFFMAN
90 ROCKY POINT-YAPANK RD

ROCKY POINT, NY 11778-
Att'n: DEBRA HOFFMAN

DISTRICTS: NEW REQUIREMENT

In order to obtain accurate district usage please provide the following information:

Projected Annual Expenditure level for

COMPUTER HARDWARE, SOFTWARE,

is approximately: \$ 30,000

You may base this information on historical or anticipated allocations.

~ Thank you.

USER DEVELOPED
STANDARDIZED
SUPPLY LIST



**Cooperative Bidding
Program**

**COMPUTER HARDWARE/SOFTWARE/
SUPPLIES AND PARTS**

Bid #23/24-022

BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF NASSAU COUNTY
Nassau BOCES Administrative Center
71 Clinton Road
Garden City, NY 11530-9195

COOPERATIVE BIDDING PROGRAM

COMPUTER HARDWARE/ SOFTWARE/ SUPPLIES AND PARTS

BLANKET PURCHASE AGREEMENTS (BPAs)

NOTICE OF CONTRACT AWARD AND USER'S SOURCE DOCUMENT

AUTHORITY: Published Sealed Bid # 23/24-022

AWARDED: October 12, 2023

PERIOD: 10/21/23 thru 10/20/24

May be extended, by mutual consent, for two (2) additional one-year periods, at the same prices, terms and conditions.

For information contact:



Michael R. Perina
Purchasing Agent
Telephone (516) 396-2240

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
OF NASSAU COUNTY**

COMPUTER HARDWARE, SOFTWARE & SUPPLIES

BLANKET PURCHASE AGREEMENTS BPAS

AUTHORITY: Published Sealed Bid #23/24-022

APPROVED: October 12, 2023

SUBJECT: Modification #1

DATE: November 16, 2022

Due to an error during analysis the following lines have been re-awarded, effective immediately:

LINE	ITEM DESCRIPTION	VENDOR	DISCOUNT
2	Hardware: Acer Chromebook	Atlaz Computers	-5.4%
3	Hardware Maintenance: Acer Chromebook	Atlaz Computers	-5.4%
810	Supplies and Consumables: C2G	Atlaz Computers	-44.5%

Kindly adjust your records accordingly.

Sincerely,



Michael R. Perina

Purchasing Agent

MRP/EM

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
OF NASSAU COUNTY**

COMPUTER HARDWARE, SOFTWARE & SUPPLIES

BLANKET PURCHASE AGREEMENTS BPAS

AUTHORITY: Published Sealed Bid #23/24-022

APPROVED: October 12, 2023

SUBJECT: Modification #2

DATE: November 16, 2022

Due to a printing error the following award line numbers were incorrect or omitted from the original bid book. Corrections follow below, effective immediately:

OLD LINE	NEW LINE	ITEM DESCRIPTION	VENDOR	DISCOUNT
239	243	SOFTWARE SINGLEWIRE	CORE BTS	-13.00
240	244	SOFTWARE MAINTENANCE SINGLEWIE	CORE BTS	-5.00

LINE	ITEM DESCRIPTION	VENDOR	DISCOUNT
773	HARDWARE ONLY LOGITECH	CDWG, LLC.	-12.1

Kindly adjust your records accordingly.

Sincerely,



Michael R. Perina

Purchasing Agent

MRP/EM

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
OF NASSAU COUNTY**

COMPUTER HARDWARE, SOFTWARE & SUPPLIES

BLANKET PURCHASE AGREEMENTS BPAS

AUTHORITY: Published Sealed Bid #23/24-022

APPROVED: October 12, 2023

SUBJECT: Modification #3

DATE: December 8, 2022

Effective immediately the following lines have been re-awarded:

LINE	ITEM DESCRIPTION	VENDOR	DISCOUNT
2	Hardware: Acer Chromebook	CDWG, LLC.	-5.3%
3	Hardware Maintenance: Acer Chromebook	CDWG, LLC.	-5.3%

Kindly adjust your records accordingly.

Sincerely,



Michael R. Perina

Purchasing Agent

MRP/EM

NASTECH Members Quick Contact List

District	Name	Phone	E-Mail Address
Baldwin UFSD	Darren Faccifonga	377-9307	
Bellmore UFSD	Robin Lufrano	679-2904	
Bellmore-Merrick CHSD	Joseph Innaco	992-1057	
Bethpage UFSD	Andrew Chol	644-4067	
Carle Place UFSD	Jennifer Bambino	622-6576	
East Meadow UFSD	Joanne Naccarato	478-5761	
East Rockaway UFSD	Bonnie McClelland	887-8300 x441	
East Rockaway UFSD	Petra Schoen	887-8300 x226	
East Williston UFSD	Ed Kemnitzer	333-4588	
East Williston UFSD	Stacey Weinberg	333-4588	
Elmont UFSD	Fernando De Bartolo	434-2011	
Farmingdale UFSD	Marisa Bel	434-5190	
Floral Park-Bellerose UFS	Taylor Patwell	434-2745	
Floral Park-Bellerose UFS	Dan Cunneely	434-2745	
Franklin Square UFSD	Casey Hauptman	481-4100 x3165	
Freeport UFSD	Michael Fink	867-8900	
Freeport UFSD	Nicole Pecora	867-5306	
Garden City UFSD	Lauren McGuire	478-1060	
Glen Cove CSD	Corey Kindelmann	801-7085	
Glen Cove CSD	Vincenzo Iannelli	801-7086	
Great Neck UFSD	Justin Lander	441-4088	
Hempstead UFSD	Ryan Fisk		
Hempstead UFSD	Rich Clements	434-4101	
Herricks UFSD	Chris G. Connors	305-8720	
Hewlett Woodmere UFSD	Amanda Kavanagh	792-4894	
Hicksville UFSD	Dan Friedman	733-2171	
Island Park UFSD	Offeman-Celentano	424-2600	
Island Park UFSD	Michael Giardino	424-2682	
Island Trees UFSD	John Rezek	520-0992/91	
Jericho UFSD	Patrick Fogarty	203-3600 x3412	
Lawrence UFSD	Nicole Quinn	295-7158	

District	Name	Phone	E-Mail Address
Levittown UFSD	Todd Connell	520-8300 X620	
Locust Valley CSD	David Dutra	277-5081	
Locust Valley CSD	AnnMarie Buonasпина	277-5081	
Long Beach CSD	Dennis Pettas	897-2129	
Lynbrook UFSD	Neil MacDermott	612-5447	
Malverne UFSD	Craig Vella	887-6412	
Manhasset UFSD	Rich Sevilla	267-7531	
Massapequa UFSD	Bryan Piotrowski	308-5090	
Merrick UFSD	Salvatore Dossena	992-7293	
Mineola UFSD	Whitney Smith	237-2091	
Nassau BOCES	Laura Pollak	832-2796	
Nassau BOCES	Barbara Deal	832-2871	
New Hyde Park-Garden C	Jennifer Scamell	434-2323	
North Bellmore UFSD	Jason Fischetti	992-3041	
North Merrick UFSD	Christine Talbot	282-1801	
North Shore CSD	Elliot Kaye	277-7050	
Oceanside UFSD	Melissa O'Geary	678-8554	
Oceanside UFSD	Suzanne Dwyer	678-8571	
Oyster Bay-East Norwich	Jackie Gibbons	624-6544	
Plainedge UFSD	Edward A. Salina, Jr.	992-7455	
Plainedge UFSD	Michael Larkin	992-7496	
Plainview-Old Bethpage C	Alex Goldberg	434-3090	
Plainview-Old Bethpage C	Ben Wiley	434-3014	
Port Washington UFSD	Ryan Meloni	767-5455	
Rockville Centre	Mike Anderson	255-8822	
Roosevelt UFSD	Steven Paladino	345-7264	
Roslyn UFSD	Michelle Passi	801-5089	
Roslyn UFSD	Jason Lopez	801-5089	
Seaford UFSD	Debbie Langone	592-4390	
Sewanhaka CHSD	Brian Messinger	488-9816	
Sewanhaka CHSD	Eric Rizzo	488-9829	
Syosset CSD	Christine Payne	8378960	
Uniondale UFSD	Mohammad Taufique E	560-8871	

District	Name	Phone	E-Mail Address
Uniondale UFSD	Ana M. Ritter	918-8872	
Valley Stream CHSD	Steve Caruso	872-5647	
Valley Stream CHSD	Christian Bowen	872-5664	
Valley Stream UFSD 13	Andrea DiMango	568-6640	
Valley Stream UFSD 24	Mark Onorato	434-2845	
Valley Stream UFSD 30	Kerri Croco	434-3637	
Wantagh UFSD	Penny Curry	679-6382	
West Hempstead UFSD	Katie DiGregorio	390-3193	
Westbury UFSD	Scott VanKurin	874-1847	

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
53	Software ABSOLUTE	CDWG; LLC.	DSC	-2.00
54	Software Maintenance ABSOLUTE	CDWG; LLC.	DSC	-2.00
59	Software AmplifiedIT	CDWG; LLC.	DSC	0.00
60	Software Maintenance AmplifiedIT	CDWG; LLC.	DSC	0.00
75	Software Cisco Collaboration Flex	Contemporary Computer Services Inc.	DSC	-34.00
76	Software Maintenance Cisco Collaboration Flex	Contemporary Computer Services Inc.	DSC	-7.00
77	Software Cisco Duo	Core BTS	DSC	-25.10
78	Software Maintenance Cisco Duo	Core BTS	DSC	-25.10
91	Software Crowdstrike	CDWG; LLC.	DSC	-18.70
92	Software Maintenance Crowdstrike	CDWG; LLC.	DSC	-18.70
97	Software DATACORE SOFTWARE	CSDNET	DSC	-20.00
98	Software Maintenance DATACORE SOFTWARE	CSDNET	DSC	-3.00
125	Software FILEBOUND	Biels document Management	DSC	-11.00
126	Software Maintenance FILEBOUND	Biels document Management	DSC	-11.00
133	Software Gaggle	Gaggle.Net; Inc.	DSC	-6.20
134	Software Maintenance Gaggle	Gaggle.Net; Inc.	DSC	0.00
141	Software Go Guardian	CDWG; LLC.	DSC	-5.50
142	Software Maintenance Go Guardian	CDWG; LLC.	DSC	-5.50
143	Software Goverlan	PC University Distributors; Inc.	DSC	-0.50
144	Software Maintenance Goverlan	PC University Distributors; Inc.	DSC	-0.50
145	Software Hapara	Hapara	DSC	-15.00
146	Software Maintenance Hapara	Hapara	DSC	0.00
157	Software Incident IQ	BLUUM	DSC	-0.50
158	Software Maintenance Incident IQ	BLUUM	DSC	-0.50
179	Software LIGHTSPEED SYSTEMS	CDWG; LLC.	DSC	-11.70

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
180	Software Maintenance LIGHTSPEED SYSTEMS	CDWG; LLC.	DSC	-11.70
181	Software Linewize	Filterednet	DSC	-10.00
182	Software Maintenance Linewize	Filterednet	DSC	-10.00
187	Software Malwarebytes	CDWG; LLC.	DSC	-10.90
188	Software Maintenance Malwarebytes	CDWG; LLC.	DSC	-10.90
211	Software NETSUPPORT	CSDNET	DSC	-8.50
212	Software Maintenance NETSUPPORT	CSDNET	DSC	-8.50
221	Software Paessler	CSDNET	DSC	-15.00
222	Software Maintenance Paessler	CSDNET	DSC	-15.00
235	Software Sennheiser	BLUUM	DSC	-3.20
236	Software Maintenance Sennheiser	BLUUM	DSC	-1.00
237	Software Sergeant Laboratories	AristotleK12	DSC	-10.00
238	Software Maintenance Sergeant Laboratories	AristotleK12	DSC	-10.00
239	Software Singlewire	Core BTS	DSC	-13.00
240	Software Maintenance Singlewire	Core BTS	DSC	-5.00
251	Software SP Controls	Adwar Video	DSC	-5.20
252	Software Maintenance SP Controls	Adwar Video	DSC	-5.20
261	Software Tecnec	Adwar Video	DSC	-5.10
262	Software Maintenance Tecnec	Adwar Video	DSC	-5.10
263	Software Tenable	CDWG; LLC.	DSC	-8.90
264	Software Maintenance Tenable	CDWG; LLC.	DSC	-8.90
277	Software Trend Micro	CDWG; LLC.	DSC	-17.90
278	Software Maintenance Trend Micro	CDWG; LLC.	DSC	-17.90
279	Software Unify	Switch Technologies Inc.	DSC	-5.00
280	Software Maintenance Unify	Switch Technologies Inc.	DSC	-5.00
285	Software VEEAM virtualization SOFTWARE	CDWG; LLC.	DSC	-17.60

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
286	Software Maintenance VEEAM virtualization SOFTWARE	CDWG; LLC.	DSC	-17.60
287	Software Veritas	ATLAZ COMPUTERS	DSC	-2.80
288	Software Maintenance Veritas	ATLAZ COMPUTERS	DSC	-2.80
304	Hardware ACER	CDWG; LLC.	DSC	-5.30
305	Hardware Maintenance ACER	CDWG; LLC.	DSC	-5.30
306	Software ACER	CDWG; LLC.	DSC	-5.30
307	Software Maintenance ACER	CDWG; LLC.	DSC	-5.30
312	Hardware AIRTAME	PC University Distributors; Inc.	DSC	-10.50
313	Hardware Maintenance AIRTAME	PC University Distributors; Inc.	DSC	-6.50
314	Software AIRTAME	PC University Distributors; Inc.	DSC	-5.50
315	Software Maintenance AIRTAME	PC University Distributors; Inc.	DSC	-5.50
324	Hardware Anatomage Inc.	Anatamage; INC.	DSC	0.00
325	Hardware Maintenance Anatomage Inc.	Anatamage; INC.	DSC	0.00
326	Software Anatomage Inc.	Anatamage; INC.	DSC	0.00
327	Software Maintenance Anatomage Inc.	Anatamage; INC.	DSC	0.00
328	Hardware APC by Schneider Electric	CDWG; LLC.	DSC	-39.10
329	Hardware Maintenance APC by Schneider Electric	CDWG; LLC.	DSC	-39.10
330	Software APC by Schneider Electric	CDWG; LLC.	DSC	-39.10
331	Software Maintenance APC by Schneider Electric	CDWG; LLC.	DSC	-39.10
332	Hardware ARUBA Networks	LANRover Network Services	DSC	-61.90
333	Hardware Maintenance ARUBA Networks	LANRover Network Services	DSC	-16.60
334	Software ARUBA Networks	LANRover Network Services	DSC	-61.90
335	Software Maintenance ARUBA Networks	LANRover Network Services	DSC	-16.60
336	Hardware Arxys	CDWG; LLC.	DSC	-6.30
337	Hardware Maintenance Arxys	CDWG; LLC.	DSC	-6.30
338	Software Arxys	CDWG; LLC.	DSC	-6.30
339	Software Maintenance Arxys	CDWG; LLC.	DSC	-6.30
340	Hardware Avermedia	CDWG; LLC.	DSC	-27.90

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
341	Hardware Maintenance Avermedia	CDWG; LLC.	DSC	-27.90
342	Software Avermedia	CDWG; LLC.	DSC	-27.90
343	Software Maintenance Avermedia	CDWG; LLC.	DSC	-27.90
344	Hardware AVID	BLUUM	DSC	-15.20
345	Hardware Maintenance AVID	BLUUM	DSC	-1.00
346	Software AVID	BLUUM	DSC	-0.50
347	Software Maintenance AVID	BLUUM	DSC	-0.50
348	Hardware AXIS COMMUNICATIONS	CSDNET	DSC	-25.00
349	Hardware Maintenance AXIS COMMUNICATIONS	CSDNET	DSC	-25.00
350	Software AXIS COMMUNICATIONS	CSDNET	DSC	-25.00
351	Software Maintenance AXIS COMMUNICATIONS	CSDNET	DSC	-25.00
352	Hardware BARRACUDA Networks	CDWG; LLC.	DSC	-42.40
353	Hardware Maintenance BARRACUDA Networks	CDWG; LLC.	DSC	-22.40
354	Software BARRACUDA Networks	CDWG; LLC.	DSC	-42.40
355	Software Maintenance BARRACUDA Networks	CDWG; LLC.	DSC	-22.40
360	Hardware Boxlight	BLUUM	DSC	-40.00
361	Hardware Maintenance Boxlight	BLUUM	DSC	-30.00
362	Software Boxlight	BLUUM	DSC	-40.00
363	Software Maintenance Boxlight	BLUUM	DSC	-30.00
364	Hardware Brightsign	Adwar Video	DSC	-8.40
365	Hardware Maintenance Brightsign	Adwar Video	DSC	-8.40
366	Software Brightsign	Adwar Video	DSC	-8.40
367	Software Maintenance Brightsign	Adwar Video	DSC	-8.40
372	Hardware BUFFALO TECHNOLOGY	Switch Technologies Inc.	DSC	-12.00
373	Hardware Maintenance BUFFALO TECHNOLOGY	Switch Technologies Inc.	DSC	-20.00
374	Software BUFFALO TECHNOLOGY	Switch Technologies Inc.	DSC	-20.00
375	Software Maintenance BUFFALO TECHNOLOGY	Switch Technologies Inc.	DSC	-20.00
380	Hardware Carehawk	Adwar Video	DSC	-18.10
381	Hardware Maintenance Carehawk	Adwar Video	DSC	-18.10

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
382	Software Carehawk	Adwar Video	DSC	-18.10
383	Software Maintenance Carehawk	Adwar Video	DSC	-18.10
384	Hardware CISCO Corp.	CDWG; LLC.	DSC	-56.10
385	Hardware Maintenance CISCO Corp.	CDWG; LLC.	DSC	-34.10
386	Software CISCO Corp.	CDWG; LLC.	DSC	-56.10
387	Software Maintenance CISCO Corp.	CDWG; LLC.	DSC	-34.10
388	Hardware Commscope	CDWG; LLC.	DSC	-30.00
389	Hardware Maintenance Commscope	CDWG; LLC.	DSC	-15.00
390	Software Commscope	CDWG; LLC.	DSC	-30.00
391	Software Maintenance Commscope	CDWG; LLC.	DSC	-15.00
400	Hardware DATAMATION SYSTEMS	PC University Distributors; Inc.	DSC	-10.50
401	Hardware Maintenance DATAMATION SYSTEMS	PC University Distributors; Inc.	DSC	-35.00
402	Software DATAMATION SYSTEMS	PC University Distributors; Inc.	DSC	-25.00
403	Software Maintenance DATAMATION SYSTEMS	PC University Distributors; Inc.	DSC	-25.00
408	Hardware DELL	CDWG; LLC.	DSC	-37.50
409	Hardware Maintenance DELL	CDWG; LLC.	DSC	-26.10
410	Software DELL	CDWG; LLC.	DSC	-25.30
411	Software Maintenance DELL	CDWG; LLC.	DSC	-25.20
436	Hardware Eaton Corporation	LANRover Network Services	DSC	-25.00
437	Hardware Maintenance Eaton Corporation	LANRover Network Services	DSC	-25.00
438	Software Eaton Corporation	LANRover Network Services	DSC	-25.00
439	Software Maintenance Eaton Corporation	LANRover Network Services	DSC	-25.00
452	Hardware Extreme Networks; Inc.	Switch Technologies Inc.	DSC	-58.00
453	Hardware Maintenance Extreme Networks; Inc.	Switch Technologies Inc.	DSC	-15.00
454	Software Extreme Networks; Inc.	Switch Technologies Inc.	DSC	-51.50
455	Software Maintenance Extreme Networks; Inc.	Switch Technologies Inc.	DSC	-32.50
460	Hardware FORTINET	Vandis; Inc.	DSC	-40.80
461	Hardware Maintenance FORTINET	Vandis; Inc.	DSC	-26.20
462	Software FORTINET	Vandis; Inc.	DSC	-39.00

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
463	Software Maintenance FORTINET	Vandis; Inc.	DSC	-26.20
468	Hardware Genetec	CSDNET	DSC	-27.50
469	Hardware Maintenance Genetec	CSDNET	DSC	-27.50
470	Software Genetec	CSDNET	DSC	-27.50
471	Software Maintenance Genetec	CSDNET	DSC	-27.50
472	Hardware GOOGLE	CDWG; LLC.	DSC	-13.00
473	Hardware Maintenance GOOGLE	CDWG; LLC.	DSC	-31.00
474	Software GOOGLE	CDWG; LLC.	DSC	-22.30
475	Software Maintenance GOOGLE	CDWG; LLC.	DSC	-22.30
476	Hardware Hewlett Packard Enterprise	LANRover Network Services	DSC	-61.90
477	Hardware Maintenance Hewlett Packard Enterprise	LANRover Network Services	DSC	-16.60
478	Software Hewlett Packard Enterprise	LANRover Network Services	DSC	-61.90
479	Software Maintenance Hewlett Packard Enterprise	LANRover Network Services	DSC	-16.60
484	Hardware hp Inc.	CDWG; LLC.	DSC	-17.40
485	Hardware Maintenance hp Inc.	CDWG; LLC.	DSC	-26.50
486	Software hp Inc.	CDWG; LLC.	DSC	-31.50
487	Software Maintenance hp Inc.	CDWG; LLC.	DSC	-31.50
488	Hardware I3 Technologies	PC University Distributors; Inc.	DSC	-30.50
489	Hardware Maintenance I3 Technologies	PC University Distributors; Inc.	DSC	-30.50
490	Software I3 Technologies	PC University Distributors; Inc.	DSC	-30.50
491	Software Maintenance I3 Technologies	PC University Distributors; Inc.	DSC	-30.50
496	Hardware IP VIDEO CORP	A+ Technology & Security Solutions Inc.	DSC	-5.00
497	Hardware Maintenance IP VIDEO CORP	A+ Technology & Security Solutions Inc.	DSC	-5.00
498	Software IP VIDEO CORP	A+ Technology & Security Solutions Inc.	DSC	-5.00
499	Software Maintenance IP VIDEO CORP	A+ Technology & Security Solutions Inc.	DSC	-5.00
500	Hardware IPEVO INC.	PC University Distributors; Inc.	DSC	-1.00
501	Hardware Maintenance IPEVO INC.	PC University Distributors; Inc.	DSC	-1.00
502	Software IPEVO INC.	PC University Distributors; Inc.	DSC	-55.00
503	Software Maintenance IPEVO INC.	PC University Distributors; Inc.	DSC	-55.00

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
504	Hardware Isonas	A+ Technology & Security Solutions Inc.	DSC	-30.00
505	Hardware Maintenance Isonas	A+ Technology & Security Solutions Inc.	DSC	-30.00
506	Software Isonas	A+ Technology & Security Solutions Inc.	DSC	-30.00
507	Software Maintenance Isonas	A+ Technology & Security Solutions Inc.	DSC	-30.00
512	Hardware Juniper Networks	CDWG; LLC.	DSC	-53.90
513	Hardware Maintenance Juniper Networks	CDWG; LLC.	DSC	-11.10
514	Software Juniper Networks	CDWG; LLC.	DSC	-28.10
515	Software Maintenance Juniper Networks	CDWG; LLC.	DSC	-11.10
532	Hardware LENOVO	CDWG; LLC.	DSC	-10.70
533	Hardware Maintenance LENOVO	CDWG; LLC.	DSC	-5.70
534	Software LENOVO	CDWG; LLC.	DSC	-10.70
535	Software Maintenance LENOVO	CDWG; LLC.	DSC	-5.70
536	Hardware Lexmark International Inc.	PC University Distributors; Inc.	DSC	-47.00
537	Hardware Maintenance Lexmark International Inc.	PC University Distributors; Inc.	DSC	-18.50
538	Software Lexmark International Inc.	PC University Distributors; Inc.	DSC	-19.00
539	Software Maintenance Lexmark International Inc.	PC University Distributors; Inc.	DSC	-38.00
544	Hardware Lu Interactive	Trafera; LLC	DSC	-5.60
545	Hardware Maintenance Lu Interactive	Trafera; LLC	DSC	-5.60
546	Software Lu Interactive	Trafera; LLC	DSC	-5.60
547	Software Maintenance Lu Interactive	Trafera; LLC	DSC	-5.60
560	Hardware MICROSOFT Corporation	CDWG; LLC.	DSC	-12.90
561	Hardware Maintenance MICROSOFT Corporation	CDWG; LLC.	DSC	-12.90
562	Software MICROSOFT Corporation	CDWG; LLC.	DSC	-9.90
563	Software Maintenance MICROSOFT Corporation	CDWG; LLC.	DSC	-9.90
564	Hardware Milestone	CDWG; LLC.	DSC	-22.30
565	Hardware Maintenance Milestone	CDWG; LLC.	DSC	-22.30
566	Software Milestone	CDWG; LLC.	DSC	-22.30
567	Software Maintenance Milestone	CDWG; LLC.	DSC	-22.30
572	Hardware MVIX	Adwar Video	DSC	-2.00

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
573	Hardware Maintenance MVIX	Adwar Video	DSC	-2.00
574	Software MVIX	Adwar Video	DSC	-2.00
575	Software Maintenance MVIX	Adwar Video	DSC	-2.00
576	Hardware NEC	PC University Distributors; Inc.	DSC	-33.00
577	Hardware Maintenance NEC	PC University Distributors; Inc.	DSC	-48.00
578	Software NEC	PC University Distributors; Inc.	DSC	-48.00
579	Software Maintenance NEC	PC University Distributors; Inc.	DSC	-48.00
584	Hardware Newline Interactive	PC University Distributors; Inc.	DSC	-83.00
585	Hardware Maintenance Newline Interactive	PC University Distributors; Inc.	DSC	-88.00
586	Software Newline Interactive	PC University Distributors; Inc.	DSC	-88.00
587	Software Maintenance Newline Interactive	PC University Distributors; Inc.	DSC	-88.00
596	Hardware Palo Alto Networks	Vandis; Inc.	DSC	-32.10
597	Hardware Maintenance Palo Alto Networks	Vandis; Inc.	DSC	-7.70
598	Software Palo Alto Networks	Vandis; Inc.	DSC	-27.10
599	Software Maintenance Palo Alto Networks	Vandis; Inc.	DSC	-7.70
600	Hardware PANASONIC	Adwar Video	DSC	-15.10
601	Hardware Maintenance PANASONIC	Adwar Video	DSC	-10.10
602	Software PANASONIC	Adwar Video	DSC	-10.10
603	Software Maintenance PANASONIC	Adwar Video	DSC	-10.10
608	Hardware Polycom Inc.	LANRover Network Services	DSC	-20.20
609	Hardware Maintenance Polycom Inc.	LANRover Network Services	DSC	-20.20
610	Software Polycom Inc.	LANRover Network Services	DSC	-20.20
611	Software Maintenance Polycom Inc.	LANRover Network Services	DSC	-20.20
612	Hardware Promethean Ltd.	CDWG; LLC.	DSC	-27.70
613	Hardware Maintenance Promethean Ltd.	CDWG; LLC.	DSC	-27.70
614	Software Promethean Ltd.	CDWG; LLC.	DSC	-27.70
615	Software Maintenance Promethean Ltd.	CDWG; LLC.	DSC	-27.70
616	Hardware Pure Storage	Contemporary Computer Services Inc.	DSC	-43.00
617	Hardware Maintenance Pure Storage	Contemporary Computer Services Inc.	DSC	-3.00

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Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
618	Software Pure Storage	Contemporary Computer Services Inc.	DSC	-43.00
619	Software Maintenance Pure Storage	Contemporary Computer Services Inc.	DSC	-3.00
620	Hardware QOMO	BLUUM	DSC	-25.00
621	Hardware Maintenance QOMO	BLUUM	DSC	-11.00
622	Software QOMO	BLUUM	DSC	-5.00
623	Software Maintenance QOMO	BLUUM	DSC	-3.50
636	Hardware Samsung	PC University Distributors; Inc.	DSC	-6.00
637	Hardware Maintenance Samsung	PC University Distributors; Inc.	DSC	-6.00
638	Software Samsung	PC University Distributors; Inc.	DSC	-6.00
639	Software Maintenance Samsung	PC University Distributors; Inc.	DSC	-6.00
644	Hardware SCREENBEAM	BLUUM	DSC	-5.00
645	Hardware Maintenance SCREENBEAM	BLUUM	DSC	-5.00
646	Software SCREENBEAM	BLUUM	DSC	-5.00
647	Software Maintenance SCREENBEAM	BLUUM	DSC	-5.00
648	Hardware SentinelOne	LANRover Network Services	DSC	-25.00
649	Hardware Maintenance SentinelOne	LANRover Network Services	DSC	-20.00
650	Software SentinelOne	LANRover Network Services	DSC	-25.00
651	Software Maintenance SentinelOne	LANRover Network Services	DSC	-20.00
652	Hardware SHARP ELECTRONICS CORPORATION	PC University Distributors; Inc.	DSC	-33.00
653	Hardware Maintenance SHARP ELECTRONICS CORPORATION	PC University Distributors; Inc.	DSC	-48.00
654	Software SHARP ELECTRONICS CORPORATION	PC University Distributors; Inc.	DSC	-48.00
655	Software Maintenance SHARP ELECTRONICS CORPORATION	PC University Distributors; Inc.	DSC	-48.00
664	Hardware SonicWall	CSDNET	DSC	-34.50
665	Hardware Maintenance SonicWall	CSDNET	DSC	-34.50
666	Software SonicWall	CSDNET	DSC	-34.50
667	Software Maintenance SonicWall	CSDNET	DSC	-34.50
668	Hardware SOPHOS	CDWG; LLC.	DSC	-3.20
669	Hardware Maintenance SOPHOS	CDWG; LLC.	DSC	-3.20

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Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
670	Software SOPHOS	CDWG; LLC.	DSC	-3.20
671	Software Maintenance SOPHOS	CDWG; LLC.	DSC	-3.20
680	Hardware Tanium	CDWG; LLC.	DSC	-3.30
681	Hardware Maintenance Tanium	CDWG; LLC.	DSC	-3.30
682	Software Tanium	CDWG; LLC.	DSC	-3.30
683	Software Maintenance Tanium	CDWG; LLC.	DSC	-3.30
700	Hardware Unitrends	CDWG; LLC.	DSC	-5.10
701	Hardware Maintenance Unitrends	CDWG; LLC.	DSC	-5.10
702	Software Unitrends	CDWG; LLC.	DSC	-5.10
703	Software Maintenance Unitrends	CDWG; LLC.	DSC	-5.10
704	Hardware VALCOM	CSDNET	DSC	-35.00
705	Hardware Maintenance VALCOM	CSDNET	DSC	-35.00
706	Software VALCOM	CSDNET	DSC	-35.00
707	Software Maintenance VALCOM	CSDNET	DSC	-35.00
708	Hardware Vertiv	CDWG; LLC.	DSC	-42.00
709	Hardware Maintenance Vertiv	CDWG; LLC.	DSC	-26.00
710	Software Vertiv	CDWG; LLC.	DSC	-26.00
711	Software Maintenance Vertiv	CDWG; LLC.	DSC	-26.00
720	Hardware vmware	CDWG; LLC.	DSC	-3.00
721	Hardware Maintenance vmware	CDWG; LLC.	DSC	-3.00
722	Software vmware	CDWG; LLC.	DSC	-3.00
723	Software Maintenance vmware	CDWG; LLC.	DSC	-3.00
724	Hardware Wahsega	LANRover Network Services	DSC	-5.00
725	Hardware Maintenance Wahsega	LANRover Network Services	DSC	-5.00
726	Software Wahsega	LANRover Network Services	DSC	-5.00
727	Software Maintenance Wahsega	LANRover Network Services	DSC	-5.00
732	Hardware Xerox Corporation	CDWG; LLC.	DSC	-2.00
733	Hardware Maintenance Xerox Corporation	CDWG; LLC.	DSC	-2.00
734	Software Xerox Corporation	CDWG; LLC.	DSC	-2.00

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23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
735	Software Maintenance Xerox Corporation	CDWG; LLC.	DSC	-2.00
746	Hardware Only Advanced Network Devices	LANRover Network Services	DSC	-25.00
747	Hardware Only Anywhere Cart	CDWG; LLC.	DSC	-9.60
749	Hardware Only Audlocodes	LANRover Network Services	DSC	-30.00
750	Hardware Only Aver	Trafera; LLC	DSC	-30.00
751	Hardware Only BELKIN	PC University Distributors; Inc.	DSC	-37.50
752	Hardware Only BRETTFORD Inc.	CDWG; LLC.	DSC	-52.10
754	Hardware Only CHIEF	PC University Distributors; Inc.	DSC	-27.50
755	Hardware Only Copernicus Educational Products	BLUUM	DSC	-22.20
757	Hardware Only Crestron Electronics; Inc	Adwar Video	DSC	-30.10
759	Hardware Only EARTHWALK	EarthWalk Communications; Inc.	DSC	-57.00
760	Hardware Only Eaton TrippLite	Switch Technologies Inc.	DSC	-30.50
761	Hardware Only Elo Touch Solutions	CDWG; LLC.	DSC	-10.10
762	Hardware Only Ergotron	ATLAZ COMPUTERS	DSC	-21.50
763	Hardware Only Extron Electronics	Adwar Video	DSC	-23.10
764	Hardware Only HOVERCAM	PC University Distributors; Inc.	DSC	-15.30
765	Hardware Only INFOCUS	ATLAZ COMPUTERS	DSC	-10.50
768	Hardware Only KENSINGTON	PC University Distributors; Inc.	DSC	-34.00
770	Hardware Only Lightspeed Technologies	CDWG; LLC.	DSC	-26.40
772	Hardware Only LocknCharge	CDWG; LLC.	DSC	-16.90
776	Hardware Only Oberon Inc.	Vandis; Inc.	DSC	-12.30

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Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
779	Hardware Only Peerless	ATLAZ COMPUTERS	DSC	-38.50
780	Hardware Only POWERGISTICS	ATLAZ COMPUTERS	DSC	-13.50
782	Hardware Only Screenbeam	BLUUM	DSC	-5.00
783	Hardware Only Shure	Adwar Video	DSC	-20.10
784	Hardware Only SPECTRUM PRODUCTS	CDWG; LLC.	DSC	-53.20
785	Hardware Only StarTech	PC University Distributors; Inc.	DSC	-35.50
791	Hardware Only ViewSonic	BLUUM	DSC	-40.90
793	Hardware Only Yealink	LANRover Network Services	DSC	-20.20
799	Supplies and Consumables Acer	CDWG; LLC.	DSC	-5.30
802	Supplies and Consumables Avaya	Dice Communications	DSC	-55.00
805	Supplies and Consumables BELKIN	PC University Distributors; Inc.	DSC	-37.50
807	Supplies and Consumables BrandAdvantage; Inc.	BrandAdvantage	DSC	-5.00
808	Supplies and Consumables Brenthaven	CDWG; LLC.	DSC	-19.90
809	Supplies and Consumables BROTHER	ATLAZ COMPUTERS	DSC	-23.10
810	Supplies and Consumables C2G	CDWG; LLC.	DSC	-42.20
817	Supplies and Consumables DATACOMM CABLES; INC.	PC University Distributors; Inc.	DSC	-16.50
821	Supplies and Consumables Eaton Corp.	CDWG; LLC.	DSC	-22.30
822	Supplies and Consumables Epson America; Inc.	CDWG; LLC.	DSC	-15.50
831	Supplies and Consumables Gumdrop	CDWG; LLC.	DSC	-4.40
832	Supplies and Consumables Hewlett-Packard Enterprise	ATLAZ COMPUTERS	DSC	-26.50
833	Supplies and Consumables Higher ground	CDWG; LLC.	DSC	-6.80

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23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
834	Supplies and Consumables HP Inc.	PC University Distributors; Inc.	DSC	-44.00
840	Supplies and Consumables Legrand	PC University Distributors; Inc.	DSC	-19.00
841	Supplies and Consumables LENOVO	ATLAZ COMPUTERS	DSC	-5.50
843	Supplies and Consumables Lexmark International Inc.	PC University Distributors; Inc.	DSC	-47.00
844	Supplies and Consumables Liberty	Adwar Video	DSC	-5.00
845	Supplies and Consumables Logitech	CDWG; LLC.	DSC	-12.10
850	Supplies and Consumables Middle Atlantic Products	Adwar Video	DSC	-35.60
851	Supplies and Consumables MONOPRICE	PC University Distributors; Inc.	DSC	14.50
852	Supplies and Consumables Oberon; Inc.	Vandis; Inc.	DSC	-12.30
854	Supplies and Consumables OTTERBOX	ATLAZ COMPUTERS	DSC	-50.80
856	Supplies and Consumables Peerless	ATLAZ COMPUTERS	DSC	-38.50
857	Supplies and Consumables Plantronics	ATLAZ COMPUTERS	DSC	-28.80
859	Supplies and Consumables SAMSUNG	BLUUM	DSC	-1.00
865	Supplies and Consumables StarTech	PC University Distributors; Inc.	DSC	-35.50
869	Supplies and Consumables Targus Inc.	PC University Distributors; Inc.	DSC	-31.60
871	Supplies and Consumables Track Technology Systems	PC University Distributors; Inc.	DSC	-29.20
872	Supplies and Consumables TrippLite	ATLAZ COMPUTERS	DSC	-46.50
877	Supplies and Consumables Wiremold	PC University Distributors; Inc.	DSC	-27.50
881	Parts Acer	CDWG; LLC.	DSC	-5.30
884	Parts Cisco Corp.	Core BTS	DSC	-55.00
886	Parts Epson America; Inc.	CDWG; LLC.	DSC	-15.50

Nassau BOCES

Contract Information
23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS
Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
889	Parts HP Inc.	BLUUM	DSC	-1.50
896	Parts SAMSUNG	CDWG; LLC.	DSC	-5.50
898	Parts Tripplite	Switch Technologies Inc.	DSC	-30.50
901	Telecommunications Systems Alcatel-Lucent	LANRover Network Services	DSC	-43.00
902	Telecommunications Systems Aruba Networks	LANRover Network Services	DSC	-61.90
903	Telecommunications Systems AVAYA; INC.	Dice Communications	DSC	-55.00
904	Telecommunications Systems BIAMP	Adwar Video	DSC	-25.20
906	Telecommunications Systems Carehawk	Adwar Video	DSC	-18.10
907	Telecommunications Systems Cisco Corp.	Core BTS	DSC	-55.00
909	Telecommunications Systems Extreme Networks; Inc.	Switch Technologies Inc.	DSC	-54.00
913	Telecommunications Systems MITEL	LANRover Network Services	DSC	-35.00
920	Telecommunications Systems Unify	Switch Technologies Inc.	DSC	-20.00
922	Telecommunications Hardware and Software Maintenance Alcatel-Lucent	Dice Communications	DSC	-19.00
923	Telecommunications Hardware and Software Maintenance Aruba Networks	LANRover Network Services	DSC	-16.60
924	Telecommunications Hardware and Software Maintenance AVAYA; INC.	CDWG; LLC.	DSC	-46.10
925	Telecommunications Hardware and Software Maintenance BIAMP	Adwar Video	DSC	-25.20
927	Telecommunications Hardware and Software Maintenance Carehawk	Adwar Video	DSC	-18.10
928	Telecommunications Hardware and Software Maintenance Cisco Corp.	CDWG; LLC.	DSC	-34.10
930	Telecommunications Hardware and Software Maintenance Extreme Networks; Inc.	Switch Technologies Inc.	DSC	-12.00

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23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
935	Telecommunications Hardware and Software Maintenance MITEL	LANRover Network Services	DSC	-25.00
944	Telecommunications Hardware and Software Maintenance Unify	Switch Technologies Inc.	DSC	-5.00

July 7, 2023

ADDENDUM # 1

**BID 23/24-022 – COMPUTER HARDWARE SOFTWARE & SUPPLIES
ORIGINAL OPENING DATE: JULY 27, 2023, AT 12 PM
NEW OPENING DATE: AUGUST 10, 2023, AT 12 PM**

TO ALL PROSPECTIVE BIDDERS - PLEASE NOTE THE FOLLOWING:

Addendum 1:

The opening date of this bid has changed. The new bid opening date is August 10, 2023, at 12 PM.

Addendum #1 has been added to the bid. This form is required to be submitted with all paper bids and electronic bids previously submitted. This can be printed out from online or call for a copy.

If you have already submitted electronically, you must also submit a paper Addendum #1 form under separate cover in a sealed envelope sent to the Purchasing Department of Nassau BOCES with the Bid #, title and date of bid opening on the outside of the envelope. If you have not submitted electronically yet, Attribute 12 is now the required Addendum #1, and you would not have to submit a paper Addendum.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Please acknowledge receipt of this notification by signing below and attach this page to your bid. **This form is required to be submitted with the bid.**

Company Name: _____

Acknowledged by: _____

If you have any questions, please do not hesitate to contact me.

Sincerely,



Michael R. Perina,
Purchasing Agent

MRP/EM

July 7, 2023

ADDENDUM # 2

**BID 23/24-022 – COMPUTER HARDWARE SOFTWARE & SUPPLIES
OPENING DATE: AUGUST 10, 2023, AT 12 PM**

TO ALL PROSPECTIVE BIDDERS - PLEASE NOTE THE FOLLOWING:

Addendum 2:

The Manufacturer's Certification Attribute number has been corrected and is now listed as Attribute #4. Please only use this updated document.

Addendum #2 has been added to the bid. This form is required to be submitted with all paper bids and electronic bids previously submitted. This can be printed out from online or call for a copy.

If you have already submitted electronically, you must also submit a paper Addendum #2 form under separate cover in a sealed envelope sent to the Purchasing Department of Nassau BOCES with the Bid #, title and date of bid opening on the outside of the envelope. If you have not submitted electronically yet, Attribute 13 is now the required Addendum #2, and you would not have to submit a paper Addendum.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

Please acknowledge receipt of this notification by signing below and attach this page to your bid. **This form is required to be submitted with the bid.**

Company Name: _____

Acknowledged by: _____

If you have any questions, please do not hesitate to contact me.

Sincerely,



Michael R. Périna,
Purchasing Agent

MRP/EM

INFORMATION FOR BIDDERS

GENERAL STATEMENT:

This "Information for Bidders" describes the conditions and specifications that must be met by any person or firm receiving a contract as a result of this bid. All bidders must be prepared to comply with all instructions, conditions, stipulations, specifications and regulations in the Range and Scope, Form of Proposal and all addenda issued prior to the opening of bids.

PROPOSALS:

All bids must be submitted via electronic submission by authorized users of the Nassau BOCES online bid and response system located at <https://nboces.ionwave.net> or in sealed envelopes, which are included with the paper documents, for your use, bearing on the outside the name and address of the bidder.

All prices and information required must be legible. Illegible or vague bids may be rejected. **Prices MUST be inserted with TYPEWRITER OR INK. Entries with WHITE-OUT, CROSS-OUTS OR LIFT-OFF TAPE MUST BE INITIALED or that entry will be disqualified.**

An electronic submission by authorized users of the Nassau BOCES online bid and response system will constitute an acceptable electronic signature as described in NYS Best Practice Guideline #G04-001. All signatures on paper bid submissions must be written. Facsimile, printed, or typewritten signatures are not acceptable.

All paper bid proposals shall be signed in ink, in longhand (by the principal officer if a corporation or, if an individual owner, by that person). Bids that are incomplete, conditional, vague, or unclear may be rejected as not being a formal bid. No oral or telephone bid will be considered.

Bids shall be viable for a period of forty-five (45) from the date of opening.

All electronic submissions must be submitted, no later than the date and time indicated on the page entitled "Invitation to Bid", at which time they will be publicly opened. The official time for electronic submission is displayed in the upper right-hand corner of the Nassau BOCES online bid and response system. It is understood that upon award all prices, bid terms and conditions as represented in this Public Sealed Bid and all addenda thereto shall become part and parcel of the awarded contract.

All sealed paper bids on the bid form and in envelopes marked as instructed above are to be in the hands of the Purchasing and Materials Program, BOCES of Nassau County, 71 Clinton Road, Garden City, NY 11530, no later than the date and time indicated on the page entitled "Invitation to Bid", at which time they will be publicly opened. It is understood that upon award, all prices, bid terms and conditions as represented in this Public Sealed Bid and all addenda thereto shall become part and parcel of the awarded contract.

To be considered for award, a bid must comply in all material respects with all terms, conditions, and provisions as listed in the bid plus all attachments and amendments. In order to arrive at an equitable evaluation of bids received, all bidders must stand on equal footing. Bidders who choose to enter qualifying statements or paragraphs contrary to the terms of this bid or Nassau BOCES policy are cautioned that their bids may be rejected as non-responsive.

RANGE AND SCOPE

SCOPE:

The purpose of this bid is to establish a price structure against which orders may be issued for immediate purchases by Nassau BOCES and members of this Cooperative agreement for COMPUTER HARDWARE and Hardware Maintenance combined, SOFTWARE and Software Maintenance combined, Hardware, Hardware Maintenance, Software, Software Maintenance combined, Hardware only, PARTS, SUPPLIES and CONSUMABLES and TELECOMMUNICATIONS lines and associated products listed herein, for purchases during the current school year by Nassau BOCES and the participating Cooperative members. Toward that end, **the BOCES proposes to award to the responsible bidders offering the most favorable (+ or -) discount based on the current, unaltered, manufacturers' suggested retail prices using a weighted average of the required responses for a category.** There will be one winner per Manufacturer. We will require that you provide a discount for each item in a category. For Example, you must enter a discount for Software AND Software Maintenance. If you do not provide both, you will be disqualified from that category. Single Line categories will be awarded to the responsible bidders offering the most favorable (+/-) discount based on the current, unaltered, manufacturers' suggested retail prices.

LABOR AND PROFESSIONAL SERVICES ARE NOT INCLUDED IN THE SCOPE OF THIS BID.

Bidders **MUST show the catalog number and date.**

BID STRUCTURE:

Bidders shall submit a **single figure** representing a discount based on the manufacturer's most recently published list prices, currently in effect, for the specified product lines they wish to provide. **PLEASE NOTE THAT ONLY ONE (1) DISCOUNT ENTRY WILL BE PERMITTED FOR EACH LINE ITEM. MULTIPLE PERCENTAGES WILL NOT BE RECOGNIZED OR ALLOWED.** Bidders are cautioned they **must** be authorized representatives of the product lines they wish to submit bids upon and provide evidence of such authorization. **The discount rate shall remain firm throughout the award period.** **Published Manufacturer updates to price lists must be forwarded immediately upon issuance to the Nassau BOCES Purchasing Agent and all listed district Participants. Failure to provide updated price lists prior to the effective date shall result in a disallowance of price change.**

PERIOD COVERED:

Shall be for an initial period not to exceed one (1) year from the date of award and may be extended by mutual agreement for two (2) additional one-year periods or until such time as re-bid and re-awarded.

ESTIMATED EXPENDITURES:

The total amount of generated business shall be in accordance with student enrollment and BOCES needs. BOCES and its Cooperative members reserve the right to order only those commodities for which a genuine need exists and for which funds are available. Conversely, additional amounts may be ordered at the bid price as needs dictate for the term of the agreement.

PARTICIPATION BY OTHER BOCES, SCHOOL DISTRICTS AND POLITICAL ENTITIES WITHIN THE METROPOLITAN AREA:

Nassau County BOCES, the 56 component school districts in Nassau County and local political entities may participate in the result of this solicitation once they have filed the appropriate resolutions with Nassau BOCES. Participation by other political entities outside of the Metropolitan area may participate upon mutual consent of the awarded Contractor. Currently, all the organizations listed below have been invited to participate. At the time of award, the list of registered Participants will be available at the Nassau BOCES Purchasing Office, George Farber Administrative Center, 71 Clinton Road, Garden City, NY 11530. The Participant listing will be amended from time to time as additional resolutions are filed with Nassau BOCES.

Baldwin	Bellmore	Bellmore-Merrick
Bethpage	Carle Place	East Meadow
East Rockaway	East Williston	Elmont
Farmingdale	Floral Park-Bellerose	Franklin Square
Freeport	Garden City	Glen Cove
Great Neck	Hempstead	Herricks
Hewlett-Woodmere	Hicksville	Island Park
Island Trees	Jericho	Lawrence
Levittown	Locust Valley	Long Beach
Lynbrook	Malverne	Manhasset
Massapequa	Merrick	Mineola
New Hyde Park	North Bellmore	North Merrick
North Shore	Oceanside	Oyster Bay
Plainedge	Plainview	Port Washington
Rockville Centre	Roosevelt	Roslyn
Seaford	Sewanhaka	Syosset
Uniondale	Valley Stream CHSD	Valley Stream#13
Valley Stream # 24	Valley Stream # 30	Wantagh
Westbury	West Hempstead	

After the awards are final, a schedule of awards will be published, containing the firm name(s) of the successful bidder(s), including all relevant contractual information. This schedule will also include the names of Participants. The Participants of this Cooperative agreement shall issue their own Purchase Orders and shall accept full responsibility for any payments due the vendor for their purchases hereunder.

PRICING:

Discounts will be firm for a period of one (1) year from the date of award of the bid and no changes to the discount rate will be allowed. If manufacturers' margins in general are changed, the vendor must apply to the Purchasing Agent of the Purchasing and Materials program of BOCES for permission to change the price list effective date upon which the discount shall be applied. The request will be considered only if accompanied by documentary evidence (manufacturer's price change notice) of the necessity for such change. If the Purchasing Agent accepts the request, the Blanket Purchase Agreement will be amended accordingly, and written notices will be distributed to the members involved. Vendors shall be required to provide all Cooperative Participants with the updated price lists upon approval.

BAIT AND SWITCH:

The practice of bait and switch or substitution (witting or unwitting) of prices and/or products is not acceptable. Evidence that a vendor engages in such a practice will be met with remedies available to BOCES as previously stated in this bid and/or provided for under the Uniform Commercial Code of this State. Vendors who have a history of bait and switch, poor delivery, or failure to comply with the general intent of bids generated by the BOCES may be precluded from future bid participation.

DELIVERY REQUIREMENTS AND PAYMENTS

MINIMUM ORDERS:

A minimum order amount of \$50.00 is established in recognition of the added overhead involved in processing small quantity orders on the part of the vendor. The vendor may, at its discretion, refuse orders below the minimum order amount.

SHIPPING AND HANDLING CHARGES:

To Cooperative Members:

In order to qualify for free freight terms as specified herein, (FOB Destination) orders to a single destination must meet a \$150.00 minimum order quantity. Orders being sent to multiple delivery points must meet a \$150.00 per delivery point minimum to qualify for FOB Destination freight terms.

Orders that do not meet the \$150.00 minimum may be delivered FOB shipping point with fair and reasonable freight, handling or delivery charges allowed.

All Cooperative members are encouraged to make every effort to order in sufficient quantity to avoid additional freight and delivery charges.

To the Bidder:

Orders for delivery to a single destination which meet or exceed a \$150.00 minimum must be delivered FOB Destination with no additional freight, handling or delivery charges allowed. Any additional freight costs the bidder may anticipate must be factored into its bid price.

In cases where the vendor delivers multiple orders simultaneously to the same destination and the aggregate sum of the orders exceeds \$150.00, there will be no freight or delivery allowance, however the vendor will not delay the delivery of any order in an effort to so consolidate the deliveries, unless at the specific written request of the ordering Cooperative member.

Orders that do not meet the \$150.00 minimum may be delivered FOB shipping point with fair and reasonable freight, handling or delivery charges allowed.

All shipping, handling or delivery charges must appear as a separate item on the vendor's invoice.

QUANTITIES:

Although no quantities appear adjacent to the product lines specified, it is understood that quantities purchased will be based upon the combined student enrollment, and total breadth of the program at a specific or multiple locations. Therefore, when an award is made the BOCES, or members of the Cooperative may order any quantity and/or product line they deem appropriate for their program.

DELIVERY:

Delivery shall be made within 15 business days after receipt of a Purchase Order issued to the successful bidder. Delivery must be made as ordered and in accordance with the proposal and the bid. Purchase Order forms will indicate the destination address. **Inside delivery is required on all shipments.** Delivery dates will be strictly enforced. The BOCES and participating members will not schedule deliveries for Saturdays, Sundays or legal holidays, except at the convenience of the school districts and through mutual agreement with the vendor. Vendor will be permitted an extension of the delivery period when conditions beyond its control exist. However, documentary evidence will be required to support this condition. Failure to deliver for any reason may be cause for open market purchase at the expense of the successful bidder.

BILLING:

Billing shall be made from invoice to the individual using member utilizing this Cooperative Blanket Purchase Agreement upon completion of deliveries against applicable Purchase Orders. **NO PARTIAL PAYMENTS WILL BE PAID EXCEPT WHEN DETERMINED THAT THIS PRACTICE WILL BE IN THE BEST INTEREST OF THE USING MEMBER OF THIS COOPERATIVE AGREEMENT.** All deliveries shall be accompanied by a delivery ticket or packing slip in duplicate, which shall contain the following information:

1. Name of vendor
2. Blanket Purchase Agreement number **(23/24-022)** – for example: **#23/24-022**.
3. Purchase Order number.
4. Itemized list of supplies furnished **with corresponding bid line-item number** – for example: **line item #6**.
5. Quantity and extension.
6. Date of delivery or shipment.

The vendor shall submit an individual invoice and duplicate to the appropriate Accounts Payable department of the ordering Cooperative member for deliveries made during the billing period, identifying the delivery tickets covered therein and stating the total dollar value. Invoices must contain the assigned Blanket Agreement Number.

PAYMENT TERMS FOR SATISFACTORY DELIVERY:

Payment terms are 30 days after the receipt of the vendor's invoice and confirmation of satisfactory delivery. Payment will be made only to the extent that the invoice is not subject to BOCES' good faith dispute. Prompt payment goes hand in hand with good service. In fairness, one must go with the other. Accordingly, we are asking both vendors and users to cooperate in a mutually beneficial practice.

DISPUTES, DEFAULT AND ADDITIONAL CONDITIONS

DISPUTES:

1. Except as otherwise provided in this document, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Purchasing Agent of Nassau BOCES. The decision of the Purchasing Agent shall be final and conclusive, and in conformance with standard business practice as defined by the Uniform Commercial Code of the State of New York.
2. Nassau BOCES reserves the right to cancel the contract, at the contractor's expense, for failure to meet bid specifications.

BREACH OF CONTRACT:

Should it be determined that there exists a potential for a contractual default and/or in situations where the vendor fails to provide work as ordered, or within the time specified, or fails to abide by any of the other provisions of the contract and the matter defies solution on the local level, the Nassau BOCES Purchasing Agent shall, in non-time critical situations, provide written notification to the party suspected of defaulting on the contract allowing for an opportunity to remedy the situation. At the sole discretion of the BOCES, at that time a guarantee of continued performance may be requested of the vendor. (See section below entitled: CONTINUED PERFORMANCE GUARANTEE) A time period of five (5) business days shall then be permitted for the posting of this guarantee and to remedy the problem, or else the Nassau BOCES will declare a breach of contract. In the event a vendor is found in breach, The BOCES will issue a Notice of Breach of Contract to the vendor, the vendor's contract(s) shall be cancelled; the vendor found in default and may be excluded from any future awards from bids conducted by the BOCES. The BOCES may recover all verifiable expenses incurred from the guarantee as a liquidated damage in the spirit of a "levy against a vendor in default".

In the event of a time-critical situation, and/or in order to protect the continuity of the BOCES operations, the required supplies or services may be procured from the apparent responsible second low bidder or other sources. In the event this default action is carried out, the delinquent vendor agrees to reimburse the BOCES promptly for excess costs occasioned by such expenditures. If the vendor has previously posted a continued performance guarantee, the BOCES may recover all verifiable expenses incurred from the guarantee as a liquidated damage in the spirit of a "levy against a vendor in default".

CONTINUED PERFORMANCE GUARANTEE:

At the sole discretion of the BOCES and in the event of a suspected default of contract, an awarded vendor will be required to provide, as outlined above, the BOCES with a performance guarantee in the amount of \$500.00 to ensure continued negotiation in good faith of the suspected default and continued execution of the purchasing contract. Failure to provide this performance guarantee will be grounds for Breach of Contract and Termination of the contract. Once posted, the guarantee will be held by the BOCES until the end of the contract term. The form of the guarantee is to be a certified check, or a money order made out to the BOCES of Nassau County. The BOCES shall not be required to pay interest on the performance guarantee, and it will become forfeit in the event of a Breach of Contract as provided by the terms of this bid or in accordance with the Uniform Commercial Code of the State of New York, whichever is in the best interest of the BOCES.

TERMINATION FOR CONVENIENCE:

The Purchasing Agent, by 30 days' written notice, may terminate this contract, in whole or in part, when it is in the best interest of BOCES. If this contract is so terminated, the BOCES shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.

PROTECTION FROM CLAIM AGAINST "EQUAL"

In the event of any claim by any unsuccessful bidder concerning or relating to the issue of "equal or better" or "or equal", the successful bidder agrees to, at its own expense, defend such claim or claims and agrees to hold Nassau BOCES free and harmless from any and all claims for loss or damage arising out of this transaction for any reason whatsoever.

ADDITIONAL BIDS:

Nassau BOCES Cooperative reserves the right, for unanticipated additional requirements of extraordinary quantities of particular items, to call for new bids whenever, in the opinion of the Purchasing Agent, it is in the best interest of Nassau BOCES Cooperative to do so.

AWARD:

Nassau BOCES reserves the right to award by item, item classification or category, in total or by utilizing estimated usage, whichever is in the best interest of Nassau BOCES and/or Participants. In the event all categories not submitted, Nassau BOCES reserves the right to award each line separately. (e.g., per item or by category)

RIGHT TO PURCHASE GOODS OR SERVICES THROUGH OTHER RESOURCES:

The within bid shall be non-exclusive and Nassau BOCES and Cooperative Participants each for themselves, expressly reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at the time. The letting of this bid and its subsequent award shall not preclude Nassau BOCES and Cooperative Participants from making purchases of goods or services from other vendors from which it is legally permitted to make such procurements.

BID OPENING:

At the time of opening, only the names of bidders will be read. Unit prices will not be read, however detailed information regarding each bid will be made available during normal business hours to interested parties after the Purchasing and Materials Program of Nassau BOCES has completed its analysis of said bid.

VENDOR ASSISTANCE:

The vendor shall provide technical expertise and operational support to any Participant regarding products awarded by the BOCES. Vendors shall also be required to provide copies of software for preview if requested by BOCES or a Participating member of this Cooperative agreement.

WARRANTY

Required form if submitting bid. If submitting electronically, this is Attribute #2.

WARRANTY:

The successful bidder or manufacturer warrants the products furnished against any defects in design, workmanship and suitable for the use intended for a period equal to the original equipment manufacturer's warranty.

If company policy or trade practices require a different warranty period, the bidder may so state without fear of disqualification. However, the bidder is cautioned that the length of the warranty may, in some cases, be a deciding factor in making the award.

Bidder will honor manufacturer's standard warranty period where one exists.

Bidder cannot honor manufacturer's standard warranty period where one exists.

_____	_____
Company Name	Title
_____	_____
Printed Name	Signature

***NOTE: With respect to extended warranties:
Successful bidders will be permitted to provide warranties beyond the standard warranty provided with purchase of products. The per-year cost of such warranties, however, cannot exceed 25% of the original purchase price of the product.***

REMANUFACTURED PRODUCTS:

Nassau BOCES will purchase **ONLY** standard new products and equipment, of the latest model and in current production, unless otherwise specified. **IT DOES NOT BUY, AND WILL NOT ACCEPT,** products purchased from this bid which have been remanufactured, refurbished, recycled, or otherwise previously used.

PRODUCT CATEGORIES

BID # 23/24-022 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS

Please note that the number of product categories has been compressed into eight (8). The product categories in this bid are:

1. **HARDWARE/HARDWARE MAINTENANCE LINES: 2 - 49**
2. **SOFTWARE/SOFTWARE MAINTENANCE LINES: 51 - 298**
3. **HARDWARE/HARDWARE MAINTENANCE/SOFTWARE/SOFTWARE MAINTENANCE LINES: 300 - 743**
4. **HARDWARE ONLY LINES: 745 - 794**
5. **SUPPLIES AND CONSUMABLES LINES: 796 - 879**
6. **PARTS LINES: 881 - 899**
7. **TELECOMMUNICATIONS SYSTEMS LINES: 901 - 920**
8. **TELECOMMUNICATIONS HARDWARE & SOFTWARE MAINTENANCE LINES: 922 - 944**

BID CATEGORY PRODUCT LISTINGS

HARDWARE INCLUDES

Accessories (ZSpace, Microsoft Surface, Apple, etc.), Archive Server, Backup Server, Battery Backups, Cable Supplies, Cables, Carts, Cases, Cooling Stations/Cases, Digital Clocks, Docking Stations, Drives, Firewall, Hardware Maintenance, Hardware Warranty, Integrated Software, Interactive Board, Interactive Board Accessories, IP Speakers, Laptops, Memory, Monitors, Mounting Hardware, Multiplexers, Network Attached Storage (NAS), Power Supplies, Printers, Projectors, Rack Kits, Radio Equipment, Routers, Scanners, Security Appliance, Security Cameras, Servers, Storage Area Network (SANs), Switches, Tablets, Tapes and Tape Backups, Uninterruptible Power Supply (UPS), Web Security and Filter, Wireless Accessories (Mount Kit), Wireless Network Devices, Workstations, Robotics

Note: HARDWARE ONLY includes Hardware where maintenance, if any, is included and cannot be purchased separately.

SOFTWARE INCLUDES

Software, Software Maintenance and Support, Software Renewals

Software can be pre-installed by the vendor on a new purchase by an awarded Hardware vendor.

SUPPLIES AND CONSUMABLES INCLUDES

3D Printer Filament, Replacement Cartridges, Ink

PARTS INCLUDES

Parts and Maintenance for Computers, Laptops, Servers, Switches, Routers (e.g., Power Supplies, Disk Drives, etc.) Parts and Maintenance for Printers and Scanners (e.g., Fusers, Paper Path Parts, etc.)

TELECOMMUNICATIONS SYSTEMS INCLUDES

The specific products listed for each of the manufacturers in this group.

SELECT CATEGORIES AWARDING METHOD

The awarding method for line categories 1, 2 and 3 is below.

This bid has been broken out into groups.

Awards for **Group 1:** Hardware, Hardware Maintenance **Group 2:** Software, Software Maintenance and **Group 3:** Hardware, Hardware Maintenance, Software, Software Maintenance will be based on a weighted average.

See rubric sample below for percentage weights.

Group 4: Hardware only; **Group 5:** Parts; **Group 6:** Supplies and Consumables and **Group 7:** Telecommunications will be based on a single discount per line.

Group 1		HW	HW Maint	Score (weighted average)	Result
		Converted Weight: 86% 14%			
Manufacturer	Vendors:				
Tripp	A	41.60%	21.80%	38.771%	No
	B	41.30%	35.20%	40.429%	Winner
	C	41.00%	31.70%	39.671%	No
	D	41.00%	no bid		Disqualified
	E	40.00%	no bid		Disqualified

Group 2		SW	SW Maint	Score (weighted average)	Result
		Converted Weight: 67% 33%			
Manufacturer	Vendors:				
TrendMicro	A	10.40%	10.40%	10.400%	Winner
	B	10.10%	10.10%	10.100%	No

Group 3		HW	SW	HW Maint	SW Maint	Score (weighted average)	Result
		Converted Weight: 60% 20% 10% 10%					
Manufacturer	Vendors:						
Cisco	A	51.75%	51.75%	34.10%	34.10%	48.220%	Winner
	B	51.40%	51.40%	34.40%	34.40%	48.000%	No
	C	41.00%	41.00%	35.00%	35.00%	39.800%	No

VENDOR ACKNOWLEDGEMENT - SPECIFICATIONS
BID # 23/24-022 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS

Required form if submitting bid. If submitting electronically, this is Attribute #3.

Pricing submitted for this bid shall be based on **the most recent nationally published manufacturer's suggested list price**. Please limit your response to one decimal place (i.e., 25.5%). Any bid offering with more than 1 decimal place will be rounded down to the nearest single decimal point.

Vendors **MUST** supply the Manufacturer's Certifications **or** a Signed, Dated Letter from the Manufacturer **AND** current Manufacturer's Price List with bid response **for each product line offered. These must be submitted by the date and time of the bid opening.**

Failure to return Certifications or a Signed, Dated Letter from the Manufacturer AND Price Lists with the bid will result in disqualification. Bidders which have exclusive rights to sell a product line MUST submit documentation from the manufacturer stating this, with their bid documentation.

Manufacturers' Certifications or a Signed, Dated Letter from the Manufacturer AND Price Lists submitted MUST be from the manufacturers whose products are being bid. Such documentation from wholesalers, dealers, distributors, or others will not satisfy this requirement and will not be accepted.

PRICE LISTS OF TEN (10) PAGES OR LESS MAY BE SUBMITTED IN PAPER FORM OR AS AN ELECTRONIC ATTACHMENT TO THE BID. PRICE LISTS OVER TEN (10) PAGES LONG MUST BE SUBMITTED ON A CD - BY OR BEFORE THE BID OPENING DATE AND TIME. FLASH DRIVES ARE NOT PERMITTED.

I. CLARIFICATION OF OPTIONS FOR PERCENTAGE-OFF BIDDING

When bidding percent-off items for Nassau BOCES bids, please respond by doing the following:

1. Enter a minus sign (-) along with the discount number (e.g. - 7.0 for a 7% discount).
2. Enter a positive number if bidding a percentage **above** the source price (e.g., 3.5 would represent a 3.5% price **above** the listed price).
3. **Enter a zero (0) if bidding no discount (0%) from the listed price.**

A comment is to be placed in the Notes field to the effect that the bid is 0% from the source.

4. Leave the response line blank if not interested in bidding a particular item.

I. ED LAW 2D (A copy of Education Law 2-d and its implementing regulations are annexed to this bid specification)

I/We acknowledge that I/we have been provided with a copy of Education Law 2-D and will comply with the requirements set forth in the law to the extent that our services include the collection of personally identifiable information.

We have complied with all the **Specifications** outlined above.

Company Name

Title

Printed Name

Signature

MANUFACTURER'S CERTIFICATION

NASSAU BOCES BID # 23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES, AND PARTS

Signed paper form required for electronic and paper bids. Attribute #4.

This Invitation to Bid and any resulting recommendation for award is predicated on the existence of manufacturers' published price lists for all items (manufacturer lines) to be awarded under this bid. Bids will be accepted only from established manufacturers or their authorized dealers. **Any dealer submitting a bid hereby certifies that it is an authorized dealer of the manufacturer, and that the manufacturer has agreed to supply the dealer with all quantities of products required by the dealer in fulfillment of its obligations under any resultant contract and provides this completed certificate as acknowledgment of these requirements.**

Instructions to Bidder: This "Manufacturer's Certificate" is to be forwarded to the manufacturer for completion and return to bidder prior to submission of bid. **Bidder must submit this completed form and a current, published, manufacturer's price list for every product line specified in the bid, to which bidder responds. We will accept a Signed, Dated Letter from the Manufacturer.**

NOTE: Failure to submit the required Manufacturer's completed certification(s) or a Signed, Dated Letter from the Manufacturer AND price list(s) with your bid will result in disqualification from consideration for the award of the product line(s).

Bidder's Company Name: _____

Address: _____

Phone: _____ Fax: _____

BOCES bid item # _____ (Required)

Manufacturer Name: _____

The Manufacturer executing this certificate, by signature below, does hereby attest to the accuracy and validity of the responses to the following questions:

1. Is the bidder listed above an authorized dealer for the complete product line offered under the Manufacturer name as specified above? Yes____ No____

2. Is the bidder an **Exclusive Agent, with sole authorization to bid/distribute for Nassau BOCES and participating Cooperative members?**

Yes____ No____

Bidders are required to submit bids based on a discount against the most recently published manufacturer's list price. In order to ensure that all authorized bidders are evaluated fairly, the existence of multiple "List Price" sheets for identical items must be considered.

3. Do multiple price lists exist for a single item? Yes____ No____

Manufacturer's Company Name: _____

Address: _____

Phone: _____ Fax: _____

Authorized Signature _____ Date _____

Title: _____ e-mail: _____

**BID PROPOSAL CERTIFICATION
STATEMENT OF NON-COLLUSION
BID # 23/24-022 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS**

Your bid is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law, which reads as follows:

"103-D. Statement of non-collusion In bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed, to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: non-collusive bidding certification.

(A) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

(B) A bid shall not be considered for award, nor shall any award be made where (A) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons, therefore. Where (A) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (A).

Any bid hereafter made to any subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

COMPANY _____ SIGNED _____

ADDRESS _____ TITLE _____

Electronic submission of this bid includes a digital signature of this document.

SEXUAL HARASSMENT PREVENTION CERTIFICATION FORM

By submission of this bid, the person signing on behalf of the bidder certifies, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Bidder Name: _____

Bidder Address: _____

Signature: _____

Print Name and Title: _____

Date: _____

IRAN DIVESTMENT ACT

By entering into this Contract, Contractor certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at: <https://ogs.ny.gov/system/files/documents/2022/12/iran-divestment-act-list-of-entities-12-5-22.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of the Contract will be required to certify that it is not on the Prohibited Entities List before Nassau BOCES may approve a request for Assignment of Contract.

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

Nassau BOCES reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Contract, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT
BID # 23/24-022 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) has developed a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a (3) (b), this list will be posted on the New York Office of General Services website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website <https://ogs.ny.gov/system/files/documents/2022/05/iran-divestment-act-list-of-entities-5-4-22.pdf> and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

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

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

COMPANY NAME _____
COMPANY REPRESENTATIVE (IN PRINT) _____
TITLE OF COMPANY REPRESENTATIVE _____
COMPANY REPRESENTATIVE SIGNATURE _____
COMPANY ADDRESS _____

Electronic submission of this bid includes a digital signature of this document.

NON-BIDDER'S RESPONSE
BID #23/24-022
COMPUTER HARDWARE, SOFTWARE, SUPPLIES & PARTS

Board of Cooperative Educational Services
of Nassau County
George Farber Administrative Center
71 Clinton Road Garden City, NY 11530

The Board of Cooperative Educational Services is interested in the reasons why prospective bidders fail to submit bids, and in maintaining our bid lists up to date. Failure to submit a bid, or to reply as to a reason for not bidding, will result in removal of your firm from our bidder's list. If you are NOT submitting a bid in this proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

NOTE: Completion and submission of this form is not necessary if bid is made on one or more of the items in the attached Bid.

WE ARE NOT INTERESTED IN BIDDING FOR THE REASONS INDICATED BELOW:

- 1. Items or materials not manufactured distributed stocked furnished
- 2. Materials or items we have to offer do not fully meet all the requirements of standards specified.
- 3. Multiplicity of delivery points.
- 4. Delivery quantities too small.
- 5. We cannot meet the time of delivery of items or materials specified.
- 6. Insufficient time allowed for preparation and submission of bid.
- 7. Other reasons _____

You may remove our firm's name from the bid list for:

- This commodity group This item or material All bids

Company Name

Authorized Signature

GENERAL CONDITIONS
BID # 23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES & PARTS
(For the purchase of materials, supplies, and equipment)

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

DEFINITIONS

"School district"	Shall be the legal designation of the district.
"Notice to bidders"	A formal statement which, when issued by the school district, constitutes an invitation to bid on the materials, supplies, and equipment described by the specifications.
"Board"	The board of education of the school district.
"Bid"	An offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, special instructions, and specifications.
"Bid offer"	The form on which the bidder submits his bid.
"Bidder"	Any individual, company, or corporation submitting a bid.
"Contract"	A notice to the successful bidder by the issuance of a Purchase Order; also, all documents relating to the transaction, including but not limited to the bid offer of the successful bidder, notice to bidders, general information, general conditions, special instructions, specifications, notice of award, bid proposal certifications; also, a formal document signed by the successful bidder and the school district representative.
"Successful bidder"	Any bidder to whom an award is made by the school district.
"Contractor"	Any bidder to whom a contract award is made by the board of education.
"Specification"	Description of materials, supplies, and/or equipment and the conditions for its purchase.

BIDS

1. The date, time, and place of bid opening will be given in the Notice to Bidders.
2. All bids must be submitted on bid offer forms and in accordance with instructions provided by the board.
3. No bids which are received by Nassau BOCES after the time set forth in this bid shall be accepted by Nassau BOCES, except as provided in section 4 herein. Any and all bids received after the bid opening time and date shall be refused and returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Nassau BOCES. Whether sent by mail, electronic submission or by means of personal delivery, the bidder assumes the responsibility for having his bid received on time at the place specified.
4. All information required by Notice to Bidders, General Conditions, Specifications, and Bid Offer, in connection with each item against which a bid is submitted, must be given to constitute a regular bid. If Nassau BOCES is closed for any reason, including but not limited to inclement weather, act of God or emergency situation, which closure prevents the opening of bids at the previously advertised date and time, such bid opening shall take place on the next workday that Nassau BOCES is open for business at the originally advertised time for the bid opening. The new date and time of bid opening shall not otherwise be advertised. In such event, bids, except as noted below, shall be accepted up until the new date and time of the bid opening. Please note, that in such event where Nassau BOCES is closed as defined above, bids submitted via electronic submission by authorized users of the Nassau BOCES online bid and response system shall only be received by Nassau BOCES until the originally advertised date and time for bid opening and shall not be accepted after such time, as the online bid and response system will automatically close at the originally advertised date and time. Each bidder shall be responsible for delivery and receipt of its bid by Nassau BOCES as stated in this paragraph. Nassau BOCES shall not be responsible for any failure by a bidder to properly submit a bid because of the closure of Nassau BOCES.

5. The non-collusive bidding certification must be included with each bid as required by General Municipal Law, section 103-d.
6. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
7. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in space provided in bid for this purpose.
8. An electronic submission by authorized users of the Nassau BOCES online bid and response system will constitute an acceptable electronic signature as described in NYS Best Practice Guideline # G04-001. Prices and information required on paper bid submission should be typewritten, whenever possible, for legibility. Illegible or vague bids may be rejected. All signatures on paper bid submissions must be written. Facsimile, printed, or typewritten signatures are not acceptable.
9. Sales to school districts are not affected by any fair-trade agreements. (General Business Law, sec 369-a, sub. 3)
10. No charge will be allowed for Federal, State, or municipal sales and excise taxes since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax.
11. In all specifications, the words "or equal" are understood after each article giving manufacturer's name or catalog reference, or on any patented article. The decision of the school district as to whether an alternate or substitute is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specifications of item he proposes to furnish. Otherwise bid will be construed as submitted on the identical item as specified.
12. Bids on equipment must be on standard new equipment, of latest model, and in current production, unless otherwise specified.
13. All regularly manufactured stock electrical items must bear the label of the Underwriters' Laboratories Inc.
14. When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate; otherwise, bid may be rejected.
15. All prices quoted must be "per unit" as specified: e.g., do not quote "per case" when "per dozen" is requested; otherwise, bid may be rejected.
16. Bidder must insert the price per unit and the extensions against each item in his bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
17. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the instructions to bidders. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.
18. Electronic submissions must be made by utilizing the Nassau BOCES online bid and response system (<https://nboces.ionwave.net>). The individual/firm submitting an electronic bid must be an authorized user of the Nassau BOCES online bid and response system. Alternative means of submitting an electronic bid will not be accepted.
19. All paper bid submissions must be sealed. They may be submitted either in plain, opaque envelopes or in those furnished by the school district. All bids must be addressed to Nassau BOCES, George Farber Administrative Center, 71 Clinton Road, Garden City, NY 11530. Bid envelopes must be clearly marked "Bid". Also, the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Bids must not be attached to or enclosed in packages containing bid samples.
20. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the school district, not later than five (5) days prior to the date fixed for the opening of bids. Notice of any and all such interpretations and any supplemental instructions will be sent to all bidders of record by the school district in the form of addenda to the specifications. All addenda so issued shall become a part of the contract documents.

21. If the supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract or other amount as specified in bid documents, to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the school district. The performance bond shall be executed by the successful bidder at the time of the execution of the contract by the successful bidder and the board.

SAMPLES

22. All specifications are minimum standards; and accepted bid samples do not supersede specification for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
23. The school district reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the school district may reject the bid; or, if award has been made, cancel the contract at the expense of the successful bidder.
24. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered as directed for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating the bidder desires their return and specifying the address to which they are to be returned provided they not been used or made useless by tests. Award samples may be held for comparison with deliveries. The school district will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be removed by the bidder at his expense. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.
25. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the school district. Failure on the part of the bidder to examine sample shall not entitle him to any relief from the conditions imposed in the proposal, specification, etc.

AWARD

26. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
27. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects, qualifications, irregularities, and omissions if in its judgment the best interests of the district will be served. The within bid shall be non-exclusive and Nassau BOCES and Cooperative Participants each for themselves, expressly reserves the right to purchase any goods or services included as part of this bid from any means legally available to it at the time. The letting of this bid and its subsequent award shall not preclude Nassau BOCES and Cooperative Participants from making purchases of goods or services from other vendors from which it is legally permitted to make such procurements.
28. The school district reserves the right to make awards within forty-five (45) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid the acceptance thereof must be made within a shorter specified time.
29. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award contracts on individual items or on total sums, whichever is in the best interests of the school district.
30. If two or more bidders submit identical bids as to price, the decision of the board to award a contract to one of such identical bidders shall be final (General Municipal Law, sec 103, sub-1.)

CONTRACT

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

INSTALLATION OF EQUIPMENT

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

GUARANTEES BY THE SUCCESSFUL BIDDER

44. The successful bidder guarantees:
- (a) His products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
 - (b) To furnish adequate protection from damage for all work and to repair damages or any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
 - (c) To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.
 - (d) That all deliveries will be equal to the accepted bid sample.
 - (e) That the equipment delivered is standard, new, latest model or regular stock product or as required by the specifications; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit, or the part affected without cost to the school district.

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

DELIVERY

45. Delivery must be made in accordance with the instructions to bidders and specifications. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the school district as to reasonable compliance with delivery terms shall be final.
46. The school district will not accept any deliveries on Saturdays, Sundays, or legal holidays, except commodities required for daily consumption or where the delivery is for an emergency.
47. Items shall be securely and properly packed for shipment, storage, and stocking in shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling, or sacks.
48. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.
49. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.
50. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of equipment. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.
51. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered:
- a. Contract Number and/or Purchase Order Number
 - b. Name of Article
 - c. Item Number (if applicable)
 - d. Quantity
 - e. Name of the Successful Bidder

Cartons shall be labeled with Purchase Order or contract number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.

PAYMENTS

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

SAVING CLAUSE

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

Note: A non-collusive bidding certification must be submitted with each bid.

**Board of Cooperative Educational Services
of Nassau County**

Susan Bergtraum, *President*
Deborah Coates, *Vice President*
Ronald Ellerbe
Lawrence Greenstein
Martin R. Kaye
Fran N. Langsner
Robert "B.A." Schoen
Eric B. Schultz
Michael Weinick

April E. Poprilo, *Interim District Superintendent*
James R. Widmer, *Deputy Superintendent*
Colleen Lipponer, *Assistant Superintendent for Business Services*
Thomas McGrath, *Assistant to the Superintendent (Human Resources/RSIP)*
Susan McNulty, *Assistant to the Superintendent (Special Education/Curriculum &
Instruction)*

Board of Cooperative Educational Services

of Nassau County

Please fill out the information below and return this form to the attention of
Mr. Michael Perina, Nassau BOCES Administrative Center
71 Clinton Road, Garden City, New York 11530
(516) 396-2240

COMMODITY: 23/24-058 COMPUTER HARDWARE, SOFTWARE, SUPPLIES, AND PARTS -
SUPPLEMENTAL

ANTICIPATED AWARD DATE: / /

Applicable Fee: 475~~0~~00

Please Check:

Yes No

I wish to participate. A General Resolution will be forwarded under separate cover after Board approval.

I am interested in receiving a 'download' file of the bid award. I understand the fee will be: \$75.00

SIGNATURE:


Assistant Superintendent for Business

Christopher Van Cott, Asst. Superintendent for Business
Please Print Name Title

Rocky Point U. F. S. D.
Agency/School District

DATE:

7/1/24

- Please indicate:
- Microcomputer Support (MCS)/NASTECH
 - Health & Safety Member
 - Health Office Member

Phone: (631) 849-7563 3250
Fax: (631) 209-0627
5627

ROCKY POINT SD/CROSS CONTRACT EASTERN
DEBRA HOFFMAN
90 ROCKY POINT-YAPANK RD

ROCKY POINT, NY 11778-
Att'n: DEBRA HOFFMAN

DISTRICTS: NEW REQUIREMENT

In order to obtain accurate district usage please provide the following information:

Projected Annual Expenditure level for
COMPUTER HARDWARE, SOFTWARE,
is approximately: \$ 30,000

You may base this information on
historical or anticipated allocations.

~ Thank you.

USER DEVELOPED
STANDARDIZED
SUPPLY LIST



**Cooperative Bidding
Program**

**COMPUTER HARDWARE/SOFTWARE/
SUPPLIES AND PARTS
SUPPLEMENTAL**

Bid #23/24-058

BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF NASSAU COUNTY
Nassau BOCES Administrative Center
71 Clinton Road
Garden City, NY 11530-9195

COOPERATIVE BIDDING PROGRAM

**COMPUTER HARDWARE/ SOFTWARE, SUPPLIES and PARTS
SUPPLEMENTAL**

BLANKET PURCHASE AGREEMENTS (BPAs)

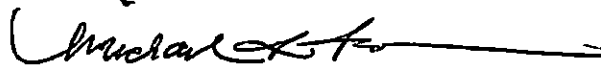
NOTICE OF CONTRACT AWARD AND USER'S SOURCE DOCUMENT

AUTHORITY: Published Sealed Bid #23/24-058

AWARDED: February 29, 2024

PERIOD: 3/1/24 thru 10/20/24

For information contact:



Michael R. Perina
Purchasing Agent
Telephone (516) 396-2240

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
OF NASSAU COUNTY**

COMPUTER HARDWARE, SOFTWARE & SUPPLIES SUPPLEMENTAL

BLANKET PURCHASE AGREEMENTS BPAS

AUTHORITY: Published Sealed Bid #23/24-058

APPROVED: December 12, 2023

SUBJECT: Modification #1
DATE: March 4, 2024

Effective immediately the following lines have been re-awarded:

LINE	ITEM DESCRIPTION	VENDOR	DISCOUNT
181	Software	SiteImprove	-79%
182	Software Maintenance	SiteImprove	-96%

Kindly adjust your records accordingly.

Sincerely,



Michael R. Perina

Purchasing Agent

MRP/EM

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
OF NASSAU COUNTY**

COMPUTER HARDWARE, SOFTWARE & SUPPLIES SUPPLEMENTAL

BLANKET PURCHASE AGREEMENTS BPAS

AUTHORITY: Published Sealed Bid #23/24-058

APPROVED: December 12, 2023

SUBJECT: Modification #2
DATE: March 13, 2024

The following Supplier Information is effective immediately:

Send Quote requests & Purchase Orders to Cassidy Soli csol@siteimprove.com

Kindly adjust your records accordingly.

Sincerely,



Michael R. Perina

Purchasing Agent

MRP/EM

NASTECH Members Quick Contact List

District	Name	Phone	E-Mail Address
Baldwin UFSD	Darren Faccilonga	377-9307	
Bellmore UFSD	Robin Lufrano	679-2904	
Bellmore-Merrick CHSD	Joseph Innaso	992-1057	
Bethpage UFSD	Andrew Choi	644-4067	
Carle Place UFSD	Jennifer Bambino	622-6576	
East Meadow UFSD	Joanna Naccarato	478-5761	
East Rockaway UFSD	Bonnie McClelland	887-8300 x441	
East Rockaway UFSD	Petra Schoen	887-8300 x226	
East Williston UFSD	Ed Kemnitzer	333-4588	
East Williston UFSD	Stacey Weinberg	333-4588	
Elmont UFSD	Fernando De Bartolo	434-2011	
Farmingdale UFSD	Marisa Bel	434-5190	
Floral Park-Bellerose UFS	Taylor Patwell	434-2745	
Floral Park-Bellerose UFS	Dan Cunneely	434-2745	
Franklin Square UFSD	Casey Hauptman	481-4100 x3165	
Freeport UFSD	Michael Fink	867-8900	
Freeport UFSD	Nicole Pecora	867-5306	
Garden City UFSD	Lauren McGuire	478-1060	
Glen Cove CSD	Corey Kindelmann	801-7085	
Glen Cove CSD	Vincenzo Iannelli	801-7086	
Great Neck UFSD	Justin Lander	441-4088	
Hempstead UFSD	Ryan Fisk		
Hempstead UFSD	Rich Clements	434-4101	
Henriicks UFSD	Chris G. Connors	305-8720	
Hewlett Woodmere UFSD	Amanda Kavanagh	792-4894	
Hicksville UFSD	Dan Friedman	733-2171	
Island Park UFSD	Offerman-Celentano	424-2600	
Island Park UFSD	Michael Giardino	424-2682	
Island Trees UFSD	John Rezek	520-0992/91	
Jericho UFSD	Patrick Fogarty	203-3600 x3412	
Lawrence UFSD	Nicole Quinn	295-7158	

District	Name	Phone	E-Mail Address
Levittown UFSD	Todd Connell	520-8300 X620	
Locust Valley CSD	David Dutra	277-5081	
Locust Valley CSD	AnnMarie Buonasina	277-5081	
Long Beach CSD	Dennis Pettas	897-2129	
Lynbrook UFSD	Nell MacDemott	612-5447	B
Malverne UFSD	Craig Vella	887-6412	
Manhasset UFSD	Rich Sevilla	267-7531	MB
Massapequa UFSD	Bryan Piotrowski	308-5090	
Merrick UFSD	Salvatore Dossena	992-7293	
Mineola UFSD	Whitney Smith	237-2091	
Nassau BOCES	Laura Pollak	832-2796	
Nassau BOCES	Barbara Deal	832-2871	
New Hyde Park-Garden C	Jennifer Seamell	434-2323	
North Bellmore UFSD	Jason Fischetti	992-3041	
North Merrick UFSD	Christine Talbot	282-1801	
North Shore CSD	Elliot Kaye	277-7050	
Oceanside UFSD	Melissa O'Geary	678-8554	
Oceanside UFSD	Suzanne Dwyer	678-8571	
Oyster Bay-East Norwich	Jackie Gibbons	624-6544	
Plainedge UFSD	Edward A. Salina, Jr.	992-7455	
Plainedge UFSD	Michael Larkin	992-7496	
Plainview-Old Bethpage C	Alex Goldberg	434-3090	
Plainview-Old Bethpage C	Ben Wiley	434-3014	
Port Washington UFSD	Ryan Meloni	767-5455	
Rockville Centre	Mike Anderson	255-8822	
Roosevelt UFSD	Steven Paladino	345-7264	
Roslyn UFSD	Michelle Passi	801-5089	
Roslyn UFSD	Jason Lopez	801-5089	
Seaford UFSD	Debbie Langone	592-4390	
Sewanhaka CHSD	Brian Messinger	488-9816	
Sewanhaka CHSD	Eric Rizzo	488-9829	
Syosset CSD	Christine Payne	8378960	
Uniondale UFSD	Mohammad Taufique E	560-8871	

District	Name	Phone	E-Mail Address
Uniondale UFSD	Ana M. Ritter	918-8872	
Valley Stream CHSD	Steve Caruso	872-5647	
Valley Stream CHSD	Christian Bowen	872-5664	
Valley Stream UFSD 13	Andrea DiMango	568-6640	
Valley Stream UFSD 24	Mark Onorato	434-2845	
Valley Stream UFSD 30	Keri Croco	434-3637	
Wantagh UFSD	Penny Curry	679-6382	
West Hempstead UFSD	Katie DiGregorio	390-3193	
Westbury UFSD	Scott VanKurin	874-1847	

Supplier Information				
Supplier Name	Contact	Phone	Fax	Email
ATLAZ COMPUTERS 244 East Merrick Road Freeport, NY, 11520	Andrez Zalta	(516) 239-1854	(516) 239-1939	
CDWG, LLC. 230 N. Milwaukee Ave. Vernon Hills, IL, 60061	Ralph Sharkis	(866) 643-9333	(203) 899-2052	
RENAISSANCE LEARNING, INC. 2911 Peach Street P.O. Box 8036 Wisconsin Rapids, WI, 54495-8036	Erica Newman	(800) 763-0289	(877) 558-4056	
SiteImprove, Inc. 7807 CreekrIDGE Circle Minneapolis, MN, 55439	Liz Wieser	8555-748-3467		
Tequipment, Inc. 7 Norden Lane Huntington Station, NY, 11746	Jennifer Eddelson, CFO	877-455-9369	631-293-5951	

Contract: COMPUTER HARDWARE, SOFTWARE & SUPPLIES SUPPLEMENTAL - Start Date: 03/01/24 - End Date:

NASSAU BOCES

Contract Information

23/24-058 SUPPLEMENTAL COMPUTER HARDWARE, SOFTWARE, SUPPLIES PARTS

Valid Dates 3/1/24 to 10/20/24

Line #	Item Description	Vendor	Unit	Discount or Unit Price
29	Software ADOBE	CDWG, LLC.	DSC	-3.10
30	Software Maintenance ADOBE	CDWG, LLC.	DSC	-3.10
105	Software Illuminate Education Inc.	Renaissance Learning, Inc.	DSC	0.00
106	Software Maintenance Illuminate Education Inc.	Renaissance Learning, Inc.	DSC	0.00
260	Hardware DELL Chromebook	CDWG, LLC.	DSC	-37.50
261	Hardware Maintenance DELL Chromebook	CDWG, LLC.	DSC	-26.10
262	Software DELL Chromebook	CDWG, LLC.	DSC	-25.30
263	Software Maintenance DELL Chromebook	CDWG, LLC.	DSC	-25.20
264	Hardware Dexter Industries	Tequipment, Inc.	DSC	-2.00
265	Hardware Maintenance Dexter Industries	Tequipment, Inc.	DSC	-2.00
266	Software Dexter Industries	Tequipment, Inc.	DSC	-2.00
267	Software Maintenance Dexter Industries	Tequipment, Inc.	DSC	-2.00
340	Hardware MAKERBOT	Tequipment, Inc.	DSC	-4.00
341	Hardware Maintenance MAKERBOT	Tequipment, Inc.	DSC	-4.00
342	Software MAKERBOT	Tequipment, Inc.	DSC	-4.00
343	Software Maintenance MAKERBOT	Tequipment, Inc.	DSC	-4.00
384	Hardware Smart Technologies, Inc.	Tequipment, Inc.	DSC	-5.00
385	Hardware Maintenance Smart Technologies, Inc.	Tequipment, Inc.	DSC	-5.00
386	Software Smart Technologies, Inc.	Tequipment, Inc.	DSC	-5.00

NASSAU BOCES

Contract Information

23/24-058 SUPPLEMENTAL COMPUTER HARDWARE, SOFTWARE, SUPPLIES PARTS

Valid Dates 3/1/24 to 10/20/24

387	Software Maintenance Smart Technologies, Inc.	Tequipment, Inc.	DSC	-5.00
396	Hardware SYNOLOGY	ATLAZ COMPUTERS	DSC	-0.50
397	Hardware Maintenance SYNOLOGY	ATLAZ COMPUTERS	DSC	-0.50
398	Software SYNOLOGY	ATLAZ COMPUTERS	DSC	-0.50
399	Software Maintenance SYNOLOGY	ATLAZ COMPUTERS	DSC	-0.50
424	Hardware Wonder Workshop Inc.	Tequipment, Inc.	DSC	-4.00
425	Hardware Maintenance Wonder Workshop Inc.	Tequipment, Inc.	DSC	-4.00
426	Software Wonder Workshop Inc.	Tequipment, Inc.	DSC	-4.00
427	Software Maintenance Wonder Workshop Inc.	Tequipment, Inc.	DSC	-4.00
432	Hardware Zspace	Tequipment, Inc.	DSC	-2.00
433	Hardware Maintenance Zspace	Tequipment, Inc.	DSC	-2.00
434	Software Zspace	Tequipment, Inc.	DSC	-2.00
435	Software Maintenance Zspace	Tequipment, Inc.	DSC	-2.00
492	Supplies and Consumables MAKERBOT	Tequipment, Inc.	DSC	-1.00
511	Supplies and Consumables Xerox	ATLAZ COMPUTERS	DSC	-23.40
522	Parts MAKERBOT	Tequipment, Inc.	DSC	-1.00

INFORMATION FOR BIDDERS

GENERAL STATEMENT:

This "Information for Bidders" describes the conditions and specifications that must be met by any person or firm receiving a contract as a result of this bid. All bidders must be prepared to comply with all instructions, conditions, stipulations, specifications and regulations in the Range and Scope, Form of Proposal and all addenda issued prior to the opening of bids.

PROPOSALS:

All bids must be submitted via electronic submission by authorized users of the Nassau BOCES online bid and response system located at <https://nboces.ionwave.net> or in sealed envelopes, which are included with the paper documents, for your use, bearing on the outside the name and address of the bidder.

All prices and information required must be legible. Illegible or vague bids may be rejected. **Prices MUST be inserted with TYPEWRITER OR INK. Entries with WHITE-OUT, CROSS-OUTS OR LIFT-OFF TAPE MUST BE INITIALED or that entry will be disqualified.**

An electronic submission by authorized users of the Nassau BOCES online bid and response system will constitute an acceptable electronic signature as described in NYS Best Practice Guideline #G04-001. All signatures on paper bid submissions must be written. Facsimile, printed, or typewritten signatures are not acceptable.

All paper bid proposals shall be signed in ink, in longhand (by the principal officer if a corporation or, if an individual owner, by that person). Bids that are incomplete, conditional, vague, or unclear may be rejected as not being a formal bid. No oral or telephone bid will be considered.

Bids shall be viable for a period of forty-five (45) from the date of opening.

All electronic submissions must be submitted, no later than the date and time indicated on the page entitled "Invitation to Bid", at which time they will be publicly opened. The official time for electronic submission is displayed in the upper right-hand corner of the Nassau BOCES online bid and response system. It is understood that upon award all prices, bid terms and conditions as represented in this Public Sealed Bid and all addenda thereto shall become part and parcel of the awarded contract.

All sealed paper bids on the bid form and in envelopes marked as instructed above are to be in the hands of the Purchasing and Materials Program, BOCES of Nassau County, 71 Clinton Road, Garden City, NY 11530, no later than the date and time indicated on the page entitled "Invitation to Bid", at which time they will be publicly opened. It is understood that upon award, all prices, bid terms and conditions as represented in this Public Sealed Bid and all addenda thereto shall become part and parcel of the awarded contract.

To be considered for award, a bid must comply in all material respects with all terms, conditions, and provisions as listed in the bid plus all attachments and amendments. In order to arrive at an equitable evaluation of bids received, all bidders must stand on equal footing. Bidders who choose to enter qualifying statements or paragraphs contrary to the terms of this bid or Nassau BOCES policy are cautioned that their bids may be rejected as non-responsive.

RANGE AND SCOPE

SCOPE:

The purpose of this bid is to establish a price structure against which orders may be issued for immediate purchases by Nassau BOCES and members of this Cooperative agreement for COMPUTER HARDWARE and Hardware Maintenance combined, SOFTWARE and Software Maintenance combined, Hardware, Hardware Maintenance, Software, Software Maintenance combined, Hardware only, PARTS, SUPPLIES and CONSUMABLES and TELECOMMUNICATIONS lines and associated products listed herein, for purchases during the current school year by Nassau BOCES and the participating Cooperative members. Toward that end, **the BOCES proposes to award to the responsible bidders offering the most favorable (+ or -) discount based on the current, unaltered, manufacturers' suggested retail prices using a weighted average of the required responses for a category.** There will be one winner per Manufacturer. We will require that you provide a discount for each item in a category. For Example, you must enter a discount for Software AND Software Maintenance. If you do not provide both, you will be disqualified from that category. Single Line categories will be awarded to the responsible bidders offering the most favorable (+/-) discount based on the current, unaltered, manufacturers' suggested retail prices.

LABOR AND PROFESSIONAL SERVICES ARE NOT INCLUDED IN THE SCOPE OF THIS BID.

Bidders **MUST show the catalog number and date.**

BID STRUCTURE:

Bidders shall submit a **single figure** representing a discount based on the manufacturer's most recently published list prices, currently in effect, for the specified product lines they wish to provide. **PLEASE NOTE THAT ONLY ONE (1) DISCOUNT ENTRY WILL BE PERMITTED FOR EACH LINE ITEM. MULTIPLE PERCENTAGES WILL NOT BE RECOGNIZED OR ALLOWED.** Bidders are cautioned they must be authorized representatives of the product lines they wish to submit bids upon and provide evidence of such authorization. **The discount rate shall remain firm throughout the award period.** **Published Manufacturer updates to price lists must be forwarded immediately upon issuance to the Nassau BOCES Purchasing Agent and all listed district Participants. Failure to provide updated price lists prior to the effective date shall result in a disallowance of price change.**

PERIOD COVERED:

Shall be for an initial period not to exceed one (1) year from the date of award and may be extended by mutual agreement for two (2) additional one-year periods or until such time as re-bid and re-awarded.

ESTIMATED EXPENDITURES:

The total amount of generated business shall be in accordance with student enrollment and BOCES needs. BOCES and its Cooperative members reserve the right to order only those commodities for which a genuine need exists and for which funds are available. Conversely, additional amounts may be ordered at the bid price as needs dictate for the term of the agreement.

PARTICIPATION BY OTHER BOCES, SCHOOL DISTRICTS AND POLITICAL ENTITIES WITHIN THE METROPOLITAN AREA:

Nassau County BOCES, the 56 component school districts in Nassau County and local political entities may participate in the result of this solicitation once they have filed the appropriate resolutions with Nassau BOCES. Participation by other political entities outside of the Metropolitan area may participate upon mutual consent of the awarded Contractor. Currently, all the organizations listed below have been invited to participate. At the time of award, the list of registered Participants will be available at the Nassau BOCES Purchasing Office, George Farber Administrative Center, 71 Clinton Road, Garden City, NY 11530. The Participant listing will be amended from time to time as additional resolutions are filed with Nassau BOCES.

Baldwin	Bellmore	Bellmore-Merrick
Bethpage	Carle Place	East Meadow
East Rockaway	East Williston	Elmont
Farmingdale	Floral Park-Bellerose	Franklin Square
Freeport	Garden City	Glen Cove
Great Neck	Hempstead	Herricks
Hewlett-Woodmere	Hicksville	Island Park
Island Trees	Jericho	Lawrence
Levittown	Locust Valley	Long Beach
Lynbrook	Malverne	Manhasset
Massapequa	Merrick	Mineola
New Hyde Park	North Bellmore	North Merrick
North Shore	Oceanside	Oyster Bay
Plainedge	Plainview	Port Washington
Rockville Centre	Roosevelt	Roslyn
Seaford	Sewanhaka	Syosset
Uniondale	Valley Stream CHSD	Valley Stream#13
Valley Stream # 24	Valley Stream # 30	Wantagh
Westbury	West Hempstead	

After the awards are final, a schedule of awards will be published, containing the firm name(s) of the successful bidder(s), including all relevant contractual information. This schedule will also include the names of Participants. The Participants of this Cooperative agreement shall issue their own Purchase Orders and shall accept full responsibility for any payments due the vendor for their purchases hereunder.

PRICING:

Discounts will be firm for a period of one (1) year from the date of award of the bid and no changes to the discount rate will be allowed. If manufacturers' margins in general are changed, the vendor must apply to the Purchasing Agent of the Purchasing and Materials program of BOCES for permission to change the price list effective date upon which the discount shall be applied. The request will be considered only if accompanied by documentary evidence (manufacturer's price change notice) of the necessity for such change. If the Purchasing Agent accepts the request, the Blanket Purchase Agreement will be amended accordingly, and written notices will be distributed to the members involved. Vendors shall be required to provide all Cooperative Participants with the updated price lists upon approval.

BAIT AND SWITCH:

The practice of bait and switch or substitution (witting or unwitting) of prices and/or products is not acceptable. Evidence that a vendor engages in such a practice will be met with remedies available to BOCES as previously stated in this bid and/or provided for under the Uniform Commercial Code of this State. Vendors who have a history of bait and switch, poor delivery, or failure to comply with the general intent of bids generated by the BOCES may be precluded from future bid participation.

DELIVERY REQUIREMENTS AND PAYMENTS

MINIMUM ORDERS:

A minimum order amount of \$50.00 is established in recognition of the added overhead involved in processing small quantity orders on the part of the vendor. The vendor may, at its discretion, refuse orders below the minimum order amount.

SHIPPING AND HANDLING CHARGES:

To Cooperative Members:

In order to qualify for free freight terms as specified herein, (FOB Destination) orders to a single destination must meet a \$150.00 minimum order quantity. Orders being sent to multiple delivery points must meet a \$150.00 per delivery point minimum to qualify for FOB Destination freight terms.

Orders that do not meet the \$150.00 minimum may be delivered FOB shipping point with fair and reasonable freight, handling or delivery charges allowed.

All Cooperative members are encouraged to make every effort to order in sufficient quantity to avoid additional freight and delivery charges.

To the Bidder:

Orders for delivery to a single destination which meet or exceed a \$150.00 minimum must be delivered FOB Destination with no additional freight, handling or delivery charges allowed. Any additional freight costs the bidder may anticipate must be factored into its bid price.

In cases where the vendor delivers multiple orders simultaneously to the same destination and the aggregate sum of the orders exceeds \$150.00, there will be no freight or delivery allowance, however the vendor will not delay the delivery of any order in an effort to so consolidate the deliveries, unless at the specific written request of the ordering Cooperative member.

Orders that do not meet the \$150.00 minimum may be delivered FOB shipping point with fair and reasonable freight, handling or delivery charges allowed.

All shipping, handling or delivery charges must appear as a separate item on the vendor's invoice.

QUANTITIES:

Although no quantities appear adjacent to the product lines specified, it is understood that quantities purchased will be based upon the combined student enrollment, and total breadth of the program at a specific or multiple locations. Therefore, when an award is made the BOCES, or members of the Cooperative may order any quantity and/or product line they deem appropriate for their program.

DELIVERY:

Delivery shall be made within 15 business days after receipt of a Purchase Order issued to the successful bidder. Delivery must be made as ordered and in accordance with the proposal and the bid. Purchase Order forms will indicate the destination address. **Inside delivery is required on all shipments.** Delivery dates will be strictly enforced. The BOCES and participating members will not schedule deliveries for Saturdays, Sundays or legal holidays, except at the convenience of the school districts and through mutual agreement with the vendor. Vendor will be permitted an extension of the delivery period when conditions beyond its control exist. However, documentary evidence will be required to support this condition. Failure to deliver for any reason may be cause for open market purchase at the expense of the successful bidder.

BILLING:

Billing shall be made from invoice to the individual using member utilizing this Cooperative Blanket Purchase Agreement upon completion of deliveries against applicable Purchase Orders. **NO PARTIAL PAYMENTS WILL BE PAID EXCEPT WHEN DETERMINED THAT THIS PRACTICE WILL BE IN THE BEST INTEREST OF THE USING MEMBER OF THIS COOPERATIVE AGREEMENT.** All deliveries shall be accompanied by a delivery ticket or packing slip in duplicate, which shall contain the following information:

1. Name of vendor
2. Blanket Purchase Agreement number **(23/24-058)** – for example: **#23/24-058.**
3. Purchase Order number.
4. Itemized list of supplies furnished **with corresponding bid line-item number** – for example: **line item #6.**
5. Quantity and extension.
6. Date of delivery or shipment.

The vendor shall submit an individual invoice and duplicate to the appropriate Accounts Payable department of the ordering Cooperative member for deliveries made during the billing period, identifying the delivery tickets covered therein and stating the total dollar value. Invoices must contain the assigned Blanket Agreement Number.

PAYMENT TERMS FOR SATISFACTORY DELIVERY:

Payment terms are 30 days after the receipt of the vendor's invoice and confirmation of satisfactory delivery. Payment will be made only to the extent that the invoice is not subject to BOCES' good faith dispute. Prompt payment goes hand in hand with good service. In fairness, one must go with the other. Accordingly, we are asking both vendors and users to cooperate in a mutually beneficial practice.

DISPUTES, DEFAULT AND ADDITIONAL CONDITIONS

DISPUTES:

1. Except as otherwise provided in this document, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Purchasing Agent of Nassau BOCES. The decision of the Purchasing Agent shall be final and conclusive, and in conformance with standard business practice as defined by the Uniform Commercial Code of the State of New York.
2. Nassau BOCES reserves the right to cancel the contract, at the contractor's expense, for failure to meet bid specifications.

BREACH OF CONTRACT:

Should it be determined that there exists a potential for a contractual default and/or in situations where the vendor fails to provide work as ordered, or within the time specified, or fails to abide by any of the other provisions of the contract and the matter defies solution on the local level, the Nassau BOCES Purchasing Agent shall, in non-time critical situations, provide written notification to the party suspected of defaulting on the contract allowing for an opportunity to remedy the situation. At the sole discretion of the BOCES, at that time a guarantee of continued performance may be requested of the vendor. (See section below entitled: CONTINUED PERFORMANCE GUARANTEE) A time period of five (5) business days shall then be permitted for the posting of this guarantee and to remedy the problem, or else the Nassau BOCES will declare a breach of contract. In the event a vendor is found in breach, The BOCES will issue a Notice of Breach of Contract to the vendor, the vendor's contract(s) shall be cancelled; the vendor found in default and may be excluded from any future awards from bids conducted by the BOCES. The BOCES may recover all verifiable expenses incurred from the guarantee as a liquidated damage in the spirit of a "levy against a vendor in default".

In the event of a time-critical situation, and/or in order to protect the continuity of the BOCES operations, the required supplies or services may be procured from the apparent responsible second low bidder or other sources. In the event this default action is carried out, the delinquent vendor agrees to reimburse the BOCES promptly for excess costs occasioned by such expenditures. If the vendor has previously posted a continued performance guarantee, the BOCES may recover all verifiable expenses incurred from the guarantee as a liquidated damage in the spirit of a "levy against a vendor in default".

CONTINUED PERFORMANCE GUARANTEE:

At the sole discretion of the BOCES and in the event of a suspected default of contract, an awarded vendor will be required to provide, as outlined above, the BOCES with a performance guarantee in the amount of \$500.00 to ensure continued negotiation in good faith of the suspected default and continued execution of the purchasing contract. Failure to provide this performance guarantee will be grounds for Breach of Contract and Termination of the contract. Once posted, the guarantee will be held by the BOCES until the end of the contract term. The form of the guarantee is to be a certified check, or a money order made out to the BOCES of Nassau County. The BOCES shall not be required to pay interest on the performance guarantee, and it will become forfeit in the event of a Breach of Contract as provided by the terms of this bid or in accordance with the Uniform Commercial Code of the State of New York, whichever is in the best interest of the BOCES.

TERMINATION FOR CONVENIENCE:

The Purchasing Agent, by 30 days' written notice, may terminate this contract, in whole or in part, when it is in the best interest of BOCES. If this contract is so terminated, the BOCES shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.

PROTECTION FROM CLAIM AGAINST "EQUAL"

In the event of any claim by any unsuccessful bidder concerning or relating to the issue of "equal or better" or "or equal", the successful bidder agrees to, at its own expense, defend such claim or claims and agrees to hold Nassau BOCES free and harmless from any and all claims for loss or damage arising out of this transaction for any reason whatsoever.

ADDITIONAL BIDS:

Nassau BOCES Cooperative reserves the right, for unanticipated additional requirements of extraordinary quantities of particular items, to call for new bids whenever, in the opinion of the Purchasing Agent, it is in the best interest of Nassau BOCES Cooperative to do so.

AWARD:

Nassau BOCES reserves the right to award by item, item classification or category, in total or by utilizing estimated usage, whichever is in the best interest of Nassau BOCES and/or Participants. In the event all categories not submitted, Nassau BOCES reserves the right to award each line separately. (e.g., per item or by category)

RIGHT TO PURCHASE GOODS OR SERVICES THROUGH OTHER RESOURCES:

The within bid shall be non-exclusive and Nassau BOCES and Cooperative Participants each for themselves, expressly reserves the right to purchase any goods or services included as a part of this bid from any means legally available to it at the time. The letting of this bid and its subsequent award shall not preclude Nassau BOCES and Cooperative Participants from making purchases of goods or services from other vendors from which it is legally permitted to make such procurements.

BID OPENING:

At the time of opening, only the names of bidders will be read. Unit prices will not be read, however detailed information regarding each bid will be made available during normal business hours to interested parties after the Purchasing and Materials Program of Nassau BOCES has completed its analysis of said bid.

VENDOR ASSISTANCE:

The vendor shall provide technical expertise and operational support to any Participant regarding products awarded by the BOCES. Vendors shall also be required to provide copies of software for preview if requested by BOCES or a Participating member of this Cooperative agreement.

WARRANTY

Required form if submitting bid. If submitting electronically, this is Attribute #2.

WARRANTY:

The successful bidder or manufacturer warrants the products furnished against any defects in design, workmanship and suitable for the use intended for a period equal to the original equipment manufacturer's warranty.

If company policy or trade practices require a different warranty period, the bidder may so state without fear of disqualification. However, the bidder is cautioned that the length of the warranty may, in some cases, be a deciding factor in making the award.

 Bidder will honor manufacturer's standard warranty period where one exists.

 Bidder cannot honor manufacturer's standard warranty period where one exists.

_____	_____
Company Name	Title
_____	_____
Printed Name	Signature

NOTE: With respect to extended warranties:

Successful bidders will be permitted to provide warranties beyond the standard warranty provided with purchase of products. The per-year cost of such warranties, however, cannot exceed 25% of the original purchase price of the product.

REMANUFACTURED PRODUCTS:

Nassau BOCES will purchase **ONLY** standard new products and equipment, of the latest model and in current production, unless otherwise specified. **IT DOES NOT BUY, AND WILL NOT ACCEPT,** products purchased from this bid which have been remanufactured, refurbished, recycled, or otherwise previously used.

PRODUCT CATEGORIES
**BID # 23/24-058 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS -
SUPPLEMENTAL**

Please note that the number of product categories has been compressed into eight (8). The product categories in this bid are:

1. **HARDWARE/HARDWARE MAINTENANCE LINES: 2 - 23**
2. **SOFTWARE/SOFTWARE MAINTENANCE LINES: 25 - 218**
3. **HARDWARE/HARDWARE MAINTENANCE/SOFTWARE/SOFTWARE MAINTENANCE LINES: 220 - 435**
4. **HARDWARE ONLY LINES: 437 - 458**
5. **SUPPLIES AND CONSUMABLES LINES: 460 - 512**
6. **PARTS LINES: 514 - 526**
7. **TELECOMMUNICATIONS SYSTEMS LINES: 528 - 539**
8. **TELECOMMUNICATIONS HARDWARE & SOFTWARE MAINTENANCE LINES: 541 - 554**

BID CATEGORY PRODUCT LISTINGS

HARDWARE INCLUDES

Accessories (ZSpace, Microsoft Surface, Apple, etc.), Archive Server, Backup Server, Battery Backups, Cable Supplies, Cables, Carts, Cases, Cooling Stations/Cases, Digital Clocks, Docking Stations, Drives, Firewall, Hardware Maintenance, Hardware Warranty, Integrated Software, Interactive Board, Interactive Board Accessories, IP Speakers, Laptops, Memory, Monitors, Mounting Hardware, Multiplexers, Network Attached Storage (NAS), Power Supplies, Printers, Projectors, Rack Kits, Radio Equipment, Routers, Scanners, Security Appliance, Security Cameras, Servers, Storage Area Network (SANS), Switches, Tablets, Tapes and Tape Backups, Uninterruptible Power Supply (UPS), Web Security and Filter, Wireless Accessories (Mount Kit), Wireless Network Devices, Workstations, Robotics

Note: HARDWARE ONLY includes Hardware where maintenance, if any, is included and cannot be purchased separately.

SOFTWARE INCLUDES

Software, Software Maintenance and Support, Software Renewals

Software can be pre-installed by the vendor on a new purchase by an awarded Hardware vendor.

SUPPLIES AND CONSUMABLES INCLUDES

3D Printer Filament, Replacement Cartridges, Ink

PARTS INCLUDES

Parts and Maintenance for Computers, Laptops, Servers, Switches, Routers (e.g., Power Supplies, Disk Drives, etc.) Parts and Maintenance for Printers and Scanners (e.g., Fusers, Paper Path Parts, etc.)

TELECOMMUNICATIONS SYSTEMS INCLUDES

The specific products listed for each of the manufacturers in this group.

SELECT CATEGORIES AWARDING METHOD

BID # 23/24-058 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS - SUPPLEMENTAL

The awarding method for line categories 1, 2 and 3 is below.

This bid has been broken out into groups.

Awards for **Group 1:** Hardware, Hardware Maintenance **Group 2:** Software, Software Maintenance and **Group 3:** Hardware, Hardware Maintenance, Software, Software Maintenance will be based on a weighted average.

See rubric sample below for percentage weights.

Group 4: Hardware only; **Group 5:** Parts; **Group 6:** Supplies and Consumables and **Group 7:** Telecommunications will be based on a single discount per line.

Group 1		HW	HW Maint	Score (weighted average)	Result
		Converted Weight: 86% 14%			
Manufacturer	Vendors:				
Tripp	A	41.60%	21.80%	38.771%	No
	B	41.30%	35.20%	40.429%	Winner
	C	41.00%	31.70%	39.671%	No
	D	41.00%	no bid		Disqualified
	E	40.00%	no bid		Disqualified

Group 2		SW	SW Maint	Score (weighted average)	Result
		Converted Weight: 67% 33%			
Manufacturer	Vendors:				
TrendMicro	A	10.40%	10.40%	10.400%	Winner
	B	10.10%	10.10%	10.100%	No

Group 3		HW	SW	HW Maint	SW Maint	Score (weighted average)	Result
		Converted Weight: 60% 20% 10% 10%					
Manufacturer	Vendors:						
Isco	A	51.75%	51.75%	34.10%	34.10%	48.220%	Winner
	B	51.40%	51.40%	34.40%	34.40%	48.000%	No
	C	41.00%	41.00%	35.00%	35.00%	39.800%	No

VENDOR ACKNOWLEDGEMENT - SPECIFICATIONS
BID # 23/24-058 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS -
SUPPLEMENTAL

Required form if submitting bid. If submitting electronically, this is Attribute #3.

Pricing submitted for this bid shall be based on the most recent nationally published manufacturer's suggested list price. Please limit your response to one decimal place (i.e., 25.5%). Any bid offering with more than 1 decimal place will be rounded down to the nearest single decimal point.

Vendors **MUST** supply the Manufacturer's Certifications or a Signed, Dated Letter from the Manufacturer **AND** current Manufacturer's Price List with bid response for each product line offered. **These must be submitted by the date and time of the bid opening.**

Failure to return Certifications or a Signed, Dated Letter from the Manufacturer AND Price Lists with the bid will result in disqualification. Bidders which have exclusive rights to sell a product line MUST submit documentation from the manufacturer stating this, with their bid documentation.

Manufacturers' Certifications or a Signed, Dated Letter from the Manufacturer AND Price Lists submitted MUST be from the manufacturers whose products are being bid. Such documentation from wholesalers, dealers, distributors, or others will not satisfy this requirement and will not be accepted.

PRICE LISTS OF TEN (10) PAGES OR LESS MAY BE SUBMITTED IN PAPER FORM OR AS AN ELECTRONIC ATTACHMENT TO THE BID. PRICE LISTS OVER TEN (10) PAGES LONG MUST BE SUBMITTED ON A CD - BY OR BEFORE THE BID OPENING DATE AND TIME. FLASH DRIVES ARE NOT PERMITTED.

I. CLARIFICATION OF OPTIONS FOR PERCENTAGE-OFF BIDDING

When bidding percent-off items for Nassau BOCES bids, please respond by doing the following:

1. Enter a minus sign (-) along with the discount number (e.g. - 7.0 for a 7% discount).
2. Enter a positive number if bidding a percentage **above** the source price (e.g., 3.5 would represent a 3.5% price **above** the listed price).
3. Enter a zero (0) if bidding no discount (0%) from the listed price.

A comment is to be placed in the Notes field to the effect that the bid is 0% from the source.

4. Leave the response line blank if not interested in bidding a particular item.

I. ED LAW 2D (A copy of Education Law 2-d and its implementing regulations are annexed to this bid specification)

I/We acknowledge that I/we have been provided with a copy of Education Law 2-D and will comply with the requirements set forth in the law to the extent that our services include the collection of personally identifiable information.

We have complied with all the **Specifications** outlined above.

Company Name

Title

Printed Name

Signature

MANUFACTURER'S CERTIFICATION

NASSAU BOCES BID # 23/24-058 COMPUTER HARDWARE, SOFTWARE, SUPPLIES, AND PARTS - SUPPLEMENTAL

Signed paper form required for electronic and paper bids. Attribute #4.

This Invitation to Bid and any resulting recommendation for award is predicated on the existence of manufacturers' published price lists for all items (manufacturer lines) to be awarded under this bid. Bids will be accepted only from established manufacturers or their authorized dealers. **Any dealer submitting a bid hereby certifies that it is an authorized dealer of the manufacturer, and that the manufacturer has agreed to supply the dealer with all quantities of products required by the dealer in fulfillment of its obligations under any resultant contract and provides this completed certificate as acknowledgment of these requirements.**

Instructions to Bidder: This "Manufacturer's Certificate" is to be forwarded to the manufacturer for completion and return to bidder prior to submission of bid. Bidder must submit this completed form and a current, published, manufacturer's price list for every product line specified in the bid, to which bidder responds. We will accept a Signed, Dated Letter from the Manufacturer.

NOTE: Failure to submit the required Manufacturer's completed certification(s) or a Signed, Dated Letter from the Manufacturer AND price list(s) with your bid will result in disqualification from consideration for the award of the product line(s).

Bidder's Company Name: _____

Address: _____

Phone: _____ Fax: _____

BOCES bid item # _____ (Required)

Manufacturer Name: _____

The Manufacturer executing this certificate, by signature below, does hereby attest to the accuracy and validity of the responses to the following questions:

1. Is the bidder listed above an authorized dealer for the complete product line offered under the Manufacturer name as specified above? Yes____ No____

2. Is the bidder an **Exclusive Agent, with sole authorization to bid/distribute for Nassau BOCES and participating Cooperative members?**

Yes____ No____

Bidders are required to submit bids based on a discount against the most recently published manufacturer's list price. In order to ensure that all authorized bidders are evaluated fairly, the existence of multiple "List Price" sheets for identical items must be considered.

3. Do multiple price lists exist for a single item? Yes____ No____

Manufacturer's Company Name: _____

Address: _____

Phone: _____ Fax: _____

Authorized Signature _____ Date _____

Title: _____ e-mail: _____

**BID PROPOSAL CERTIFICATION
STATEMENT OF NON-COLLUSION
BID # 23/24-058 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS -
SUPPLEMENTAL**

Your bid is subject to the following Non-Collusion Statement of Section 103-D of the General Municipal Law, which reads as follows:

"103-D. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed, to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: non-collusive bidding certification.

(A) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

(B) A bid shall not be considered for award, nor shall any award be made where (A) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons, therefore. Where (A) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (A).

Any bid hereafter made to any subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

COMPANY _____ SIGNED _____

ADDRESS _____ TITLE _____

Electronic submission of this bid includes a digital signature of this document.

SEXUAL HARASSMENT PREVENTION CERTIFICATION FORM

By submission of this bid, the person signing on behalf of the bidder certifies, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the Labor Law.

Bidder Name: _____

Bidder Address: _____

Signature: _____

Print Name and Title: _____

Date: _____

IRAN DIVESTMENT ACT

By entering into this Contract, Contractor certifies that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website at Entities determined to be non-responsive bidders/offerors pursuant to The New York State Iran Divestment Act of 2012 (ny.gov) and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of the Contract will be required to certify that it is not on the Prohibited Entities List before Nassau BOCES may approve a request for Assignment of Contract.

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

Nassau BOCES reserves the right to reject any request for renewal, extension, or assignment for an entity that appears on the Prohibited Entities List prior to the renewal, extension, or assignment of the Contract, and to pursue a responsibility review with Contractor should it appear on the Prohibited Entities List hereafter.

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT
BID # 23/24-058 - COMPUTER HARDWARE, SOFTWARE, SUPPLIES, & PARTS -
SUPPLEMENTAL

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) has developed a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a (3) (b), this list will be posted on the New York Office of General Services website.

By submitting a bid in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint bid, each party thereto, certifies, under penalty of perjury, that it is not on the "Entities Determined To Be Non-Responsive Bidders/Offerors Pursuant to The New York State Iran Divestment Act of 2012" list ("Prohibited Entities List") posted on the OGS website Entities determined to be non-responsive bidders/offerors pursuant to The New York State Iran Divestment Act of 2012 (ny.gov) and further certifies that it will not utilize on such Contract any subcontractor that is identified on the Prohibited Entities List. Additionally, Bidder/Contractor is advised that should it seek to renew or extend a Contract awarded in response to the solicitation, it must provide the same certification at the time the Contract is renewed or extended.

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

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

COMPANY NAME _____
COMPANY REPRESENTATIVE (IN PRINT) _____
TITLE OF COMPANY REPRESENTATIVE _____
COMPANY REPRESENTATIVE SIGNATURE _____
COMPANY ADDRESS _____

Electronic submission of this bid includes a digital signature of this document.

NON-BIDDER'S RESPONSE BID #23/24-058 COMPUTER HARDWARE, SOFTWARE, SUPPLIES & PARTS - SUPPLEMENTAL	Board of Cooperative Educational Services of Nassau County George Farber Administrative Center 71 Clinton Road Garden City, NY 11530
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The Board of Cooperative Educational Services is interested in the reasons why prospective bidders fail to submit bids, and in maintaining our bid lists up to date. Failure to submit a bid, or to reply as to a reason for not bidding, will result in removal of your firm from our bidder's list. If you are **NOT** submitting a bid in this proposal, please indicate the reason(s) by checking off one or more of the items below and return this form to us.

NOTE: Completion and submission of this form is not necessary if bid is made on one or more of the items in the attached Bid.

WE ARE NOT INTERESTED IN BIDDING FOR THE REASONS INDICATED BELOW:

- 1. Items or materials not manufactured distributed stocked furnished
- 2. Materials or items we have to offer do not fully meet all the requirements of standards specified.
- 3. Multiplicity of delivery points.
- 4. Delivery quantities too small.
- 5. We cannot meet the time of delivery of items or materials specified.
- 6. Insufficient time allowed for preparation and submission of bid.
- 7. Other reasons _____

You may remove our firm's name from the bid list for:

- This commodity group This item or material All bids

Company Name Authorized Signature

GENERAL CONDITIONS
BID # 23/24-058 COMPUTER HARDWARE, SOFTWARE, SUPPLIES & PARTS -
SUPPLEMENTAL

(For the purchase of materials, supplies, and equipment)

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

DEFINITIONS

"School district"	Shall be the legal designation of the district.
"Notice to bidders"	A formal statement which, when issued by the school district, constitutes an invitation to bid on the materials, supplies, and equipment described by the specifications.
"Board"	The board of education of the school district.
"Bid"	An offer to furnish materials, supplies, and/or equipment in accordance with the invitation to bid, the general conditions, special instructions, and specifications.
"Bid offer"	The form on which the bidder submits his bid.
"Bidder"	Any individual, company, or corporation submitting a bid.
"Contract"	A notice to the successful bidder by the issuance of a Purchase Order; also, all documents relating to the transaction, including but not limited to the bid offer of the successful bidder, notice to bidders, general information, general conditions, special instructions, specifications, notice of award, bid proposal certifications; also, a formal document signed by the successful bidder and the school district representative.
"Successful bidder"	Any bidder to whom an award is made by the school district.
"Contractor"	Any bidder to whom a contract award is made by the board of education.
"Specification"	Description of materials, supplies, and/or equipment and the conditions for its purchase.

BIDS

1. The date, time, and place of bid opening will be given in the Notice to Bidders.
2. All bids must be submitted on bid offer forms and in accordance with instructions provided by the board.
3. No bids which are received by Nassau BOCES after the time set forth in this bid shall be accepted by Nassau BOCES, except as provided in section 4 herein. Any and all bids received after the bid opening time and date shall be refused and returned unopened to the bidder. The bidder assumes the risk of any delay in the mail or in the handling of the mail by employees of Nassau BOCES. Whether sent by mail, electronic submission or by means of personal delivery, the bidder assumes the responsibility for having his bid received on time at the place specified.
4. All information required by Notice to Bidders, General Conditions, Specifications, and Bid Offer, in connection with each item against which a bid is submitted, must be given to constitute a regular bid. If Nassau BOCES is closed for any reason, including but not limited to inclement weather, act of God or emergency situation, which closure prevents the opening of bids at the previously advertised date and time, such bid opening shall take place on the next workday that Nassau BOCES is open for business at the originally advertised time for the bid opening. The new date and time of bid opening shall not otherwise be advertised. In such event, bids, except as noted below, shall be accepted up until the new date and time of the bid opening. Please note, that in such event where Nassau BOCES is closed as defined above, bids submitted via electronic submission by authorized users of the Nassau BOCES online bid and response system shall only be received by Nassau BOCES until the originally advertised date and time for bid opening and shall not be accepted after such time, as the online bid and response system will automatically close at the originally advertised date and time. Each bidder shall be responsible for delivery and receipt of its bid by Nassau BOCES as stated in this paragraph. Nassau BOCES shall not be responsible for any failure by a bidder to properly submit a bid because of the closure of Nassau BOCES.

5. The non-collusive bidding certification must be included with each bid as required by General Municipal Law, section 103-d.
6. The submission of a bid will be construed to mean that the bidder is fully informed as to the extent and character of the supplies, materials, or equipment required and a representation that the bidder can furnish the supplies, materials, or equipment satisfactorily in complete compliance with the specifications.
7. No alteration, erasure, or addition is to be made in the typewritten or printed matter. Deviations from the specifications must be set forth in space provided in bid for this purpose.
8. An electronic submission by authorized users of the Nassau BOCES online bid and response system will constitute an acceptable electronic signature as described in NYS Best Practice Guideline # G04-001. Prices and information required on paper bid submission should be typewritten, whenever possible, for legibility. Illegible or vague bids may be rejected. All signatures on paper bid submissions must be written. Facsimile, printed, or typewritten signatures are not acceptable.
9. Sales to school districts are not affected by any fair-trade agreements. (General Business Law, sec 369-a, sub. 3)
10. No charge will be allowed for Federal, State, or municipal sales and excise taxes since the school district is exempt from such taxes. The price bid shall be net and shall not include the amount of any such tax.
11. In all specifications, the words "or equal" are understood after each article giving manufacturer's name or catalog reference, or on any patented article. The decision of the school district as to whether an alternate or substitute is in fact "equal" shall be final. If bidding on items other than those specified, bidder must in every instance give the trade designation of the article, manufacturer's name, and detailed specifications of item he proposes to furnish. Otherwise bid will be construed as submitted on the identical item as specified.
12. Bids on equipment must be on standard new equipment, of latest model, and in current production, unless otherwise specified.
13. All regularly manufactured stock electrical items must bear the label of the Underwriters' Laboratories Inc.
14. When bids are requested on a lump sum basis, bidder must bid on each item in the lump sum group. A bidder desiring to bid "no charge" on an item in a group must so indicate; otherwise, bid may be rejected.
15. All prices quoted must be "per unit" as specified: e.g., do not quote "per case" when "per dozen" is requested; otherwise, bid may be rejected.
16. Bidder must insert the price per unit and the extensions against each item in his bid. In the event of a discrepancy between the unit price and the extension, the unit price will govern. Prices shall be extended in decimals, not fractions.
17. Prices shall be net, including transportation and delivery charges fully prepaid by the successful bidder to destination indicated in the instructions to bidders. If award is made on any other basis, transportation charges must be prepaid by the successful bidder and added to the invoice as a separate item. In any case, title shall not pass until items have been delivered and accepted.
18. Electronic submissions must be made by utilizing the Nassau BOCES online bid and response system (<https://nboces.ionwave.net>). The individual/firm submitting an electronic bid must be an authorized user of the Nassau BOCES online bid and response system. Alternative means of submitting an electronic bid will not be accepted.
19. All paper bid submissions must be sealed. They may be submitted either in plain, opaque envelopes or in those furnished by the school district. All bids must be addressed to Nassau BOCES, George Farber Administrative Center, 71 Clinton Road, Garden City, NY 11530. Bid envelopes must be clearly marked "Bid". Also, the date and time of the bid opening as indicated on the Notice to Bidders must appear on the envelope. Bids must not be attached to or enclosed in packages containing bid samples.
20. No interpretation of the meaning of the specifications or other contract document will be made to any bidder orally. Every request for such interpretation should be in writing, addressed to the school district, not later than five (5) days prior to the date fixed for the opening of bids. Notice of any and all such interpretations and any

supplemental instructions will be sent to all bidders of record by the school district in the form of addenda to the specifications. All addenda so issued shall become a part of the contract documents.

21. If the supplies, materials, or equipment are to be delivered over an extended period of time, or if the specifications so state, then the successful bidder may be required to execute an agreement in relation to the performance of his contract, such agreement to be executed by the bidder within 15 days after notification to execute such contract. If the specifications so state, the successful bidder also may be required to furnish a performance bond equal to the full amount of the contract or other amount as specified in bid documents, to guarantee the faithful performance of such contract. Such performance bond shall be maintained in full force and effect until the contract shall have been fully performed. The surety company furnishing such performance bond shall be authorized to do business in the State of New York and must be satisfactory to the school district. The performance bond shall be executed by the successful bidder at the time of the execution of the contract by the successful bidder and the board.

SAMPLES

22. All specifications are minimum standards; and accepted bid samples do not supersede specification for quality unless bid sample is superior, in which case deliveries must be the same identity and quality as accepted bid sample.
23. The school district reserves the right to request a representative sample of the item quoted upon either prior to the award or before shipments are made. If the sample is not in accordance with the requirements of the specification, the school district may reject the bid; or, if award has been made, cancel the contract at the expense of the successful bidder.
24. Samples, when required, must be submitted strictly in accordance with instructions; otherwise, bid may not be considered. If samples are requested subsequent to bid opening, they shall be delivered as directed for bid to have consideration. Samples must be furnished free of charge and must be accompanied by descriptive memorandum invoices indicating if the bidder desires their return and specifying the address to which they are to be returned provided they not been used or made useless by tests. Award samples may be held for comparison with deliveries. The school district will not be responsible for any samples destroyed or mutilated by examination or testing. Samples shall be removed by the bidder at his expense. Samples not removed within fifteen (15) days after written notice to the bidder will be regarded as abandoned and the school district shall have the right to dispose of them as its own property.
25. When a specification indicates that an item to be purchased is to be equal to a sample, such sample will be on display at a designated location in the school district. Failure on the part of the bidder to examine sample shall not entitle him to any relief from the conditions imposed in the proposal, specification, etc.

AWARD

26. Awards will be made to the lowest responsible bidder, as will best promote the public interest, taking into consideration the reliability of the bidder, the quality of the materials, equipment, or supplies to be furnished, their conformity with the specifications, the purposes for which required, and the terms of delivery.
27. The school district reserves the right to reject all bids. Also reserved is the right to reject, for cause, any bid in whole or in part; to waive technical defects, qualifications, irregularities, and omissions if in its judgment the best interests of the district will be served. The within bid shall be non-exclusive and Nassau BOCES and Cooperative Participants each for themselves, expressly reserves the right to purchase any goods or services included as part of this bid from any means legally available to it at the time. The letting of this bid and its subsequent award shall not preclude Nassau BOCES and Cooperative Participants from making purchases of goods or services from other vendors from which it is legally permitted to make such procurements.
28. The school district reserves the right to make awards within forty-five (45) days after the date of the bid opening during which period bids may not be withdrawn unless the bidder distinctly states in his bid the acceptance thereof must be made within a shorter specified time.
29. Where a bidder is requested to submit a bid on individual items and also on a total sum or sums, the right is reserved to award contracts on individual items or on total sums, whichever is in the best interests of the school district.
30. If two or more bidders submit identical bids as to price, the decision of the board to award a contract to one of such identical bidders shall be final (General Municipal Law, sec 103, sub-1.)

CONTRACT

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

INSTALLATION OF EQUIPMENT

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

GUARANTEES BY THE SUCCESSFUL BIDDER

44. The successful bidder guarantees:

- (a) His products against defective material or workmanship and to repair or replace any damages or marring occasioned in transit.
- (b) To furnish adequate protection from damage for all work and to repair damages or any kind for which he or his workmen are responsible, to the building or equipment, to his own work, or to the work of other successful bidders.
- (c) To carry adequate insurance to protect the school district from loss in case of accident, fire, theft, etc.
- (d) That all deliveries will be equal to the accepted bid sample.
- (e) That the equipment delivered is standard, new, latest model or regular stock product or as required by the specifications; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice. Every unit delivered must be guaranteed against faulty material and workmanship for a period of at least one year from date of delivery. If during this period such faults develop, the successful bidder agrees to replace the unit, or the part affected without cost to the school district.

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

DELIVERY

45. Delivery must be made in accordance with the instructions to bidders and specifications. If delivery instructions do not appear on order, it will be interpreted to mean prompt delivery. The decision of the school district as to reasonable compliance with delivery terms shall be final.
46. The school district will not accept any deliveries on Saturdays, Sundays, or legal holidays, except commodities required for daily consumption or where the delivery is for an emergency.
47. Items shall be securely and properly packed for shipment, storage, and stocking in shipping containers and according to accepted commercial practice, without extra charge for packing cases, baling, or sacks.
48. The successful bidder shall be responsible for delivery of items in good condition at point of destination. He shall file with the carrier all claims for breakage, imperfections, and other losses, which will be deducted from invoices. The receiving school district will note for the benefit of successful bidder when packages are not received in good condition.
49. Unless otherwise stated in the specifications, all items must be delivered into and placed at a point within the building as directed by the shipping instructions or the agent for the school district. The successful bidder will be required to furnish proof of delivery in every instance.
50. Unloading and placing of the equipment and furniture is the responsibility of the successful bidder, and the school district accepts no responsibility for unloading and placing of equipment. Any costs incurred due to the failure of the successful bidder to comply with this requirement will be charged to him. No help for unloading will be provided by the school district, and suppliers should notify their truckers accordingly.
51. All deliveries shall be accompanied by delivery tickets or packing slips. Tickets shall contain the following information for each item delivered:
 - a. Contract Number and/or Purchase Order Number
 - b. Name of Article
 - c. Item Number (if applicable)
 - d. Quantity
 - e. Name of the Successful Bidder

Cartons shall be labeled with Purchase Order or contract number, successful bidder's name and general statement of contents. Failure to comply with this condition shall be considered sufficient reason for refusal to accept the goods.

PAYMENTS

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

SAVING CLAUSE

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

Note: A non-collusive bidding certification must be submitted with each bid.

**Board of Cooperative Educational Services
of Nassau County**

Susan Bergtraum, President
Deborah Coates, Vice President
Ronald Ellerbe
Lawrence Greenstein
Martin R. Kaye
Fran N. Langsner
Robert "B.A." Schoen
Eric B. Schultz
Michael Weinick

April E. Poprilo, Interim District Superintendent
James R. Widmer, Deputy Superintendent
Colleen Lipponer, Assistant Superintendent for Business Services
Thomas McGrath, Assistant to the Superintendent (Human Resources/RSIP)
Susan McNulty, Assistant to the Superintendent (Special Education/Curriculum & Instruction)

Supplier Information				
Supplier Name	Contact	Phone	Fax	Email
A+ TECHNOLOGY & SECURITY SOLUTIONS INC. 1490 North Clinton Ave A+ Technology & Security Solutions Bay Shore, NY, 11706	Drew Cassara	(631) 969-2600 x2286	(631) 969-2400	
ADWAR VIDEO 125 Gazza Blvd. Farmingdale, NY, 11735	PAMELA DANDIC	(631) 777-7070 X-120	(631) 777-7011	
Anatomage, INC. 3350 Thomas Road Santa Clara, CA, 95954	Mark Hirsh	(408) 885-1474		
AristotleK12 560 Lester Ave Onalaska, Wisconsin, 54650	Matt Vande Stunt	608-788-9143		
ATLAZ COMPUTERS 244 East Merrick Road Freeport, NY, 11520	Andrez Zalta	(516) 239-1854	(516) 239-1939	
Biels document Management 1201 Indian Church Road West Seneca, NY, 14224	Rick Jones	(716) 675-2121 X106	(716) 675-8627	
BLUUM 5507 Nesconset Hwy. Suite 10-347 Mt. Sinai, NY, 11766	Tricia Interrante	631-472-3537	631-472-4057	
BrandAdvantage 1502 Providence Highway Suite 16 Norwood, Massachusetts, 02082	Mark Morris	781-702-5220 Ext.11	781-702-5226	
CDWG, LLC. 230 N. Milwaukee Ave. Vernon Hills, IL, 60061	Ralph Sharkis	(866) 643-9333	(203) 899-2052	
Contemporary Computer Services Inc. 200 Knickerbocker Ave Bohemia, NY, 11716	Nancy C Mancuso	(631) 218-5200		
CORE BTS 1393 Veterans Memorial Highway Suite #408N Hauppauge, NY, 11788	Christine Barrington	(631) 982-4761	(631) 982-0174	
CSDNET 874 Montauk Highway Bayport, NY, 11705	Elizabeth Vogel	(631) 924-7474	(631) 924-7475	
DICE COMMUNICATIONS 2504 South 156th Circle Omaha, NE, 68130	Jeffrey Meltzer	(402) 964-2288	(403) 289-4208	
EARTHWALK COMMUNICATIONS, INC. 10511 Battleview Parkway Manassas, VA, 20109	Melvin Lacey	(888) 213-4900 x2080	(703) 997-8797	
Fillerednet 4 Laurel Ridge road Ocean View, NJ, 08230	Andrew Chopek	609-624-1444		
Gaggle.Net, Inc. 5050 Quorum Drive Dallas, TX, 75254	Jennie Eft	(800) 288-7750		
Hapara 585 Broadway Redwood City, CA, 94063	Steve Caforio	650-847-1371		
LANRover Network Services 85 S Snedecor Ave. Bayport, NY, 11705	Rich Sallustro	631-576-5847	631-251-7082	

Contract: COMPUTER HARDWARE SOFTWARE SUPPLIES & PARTS - Start Date: 10/21/23 - End Date: 10/20/24 -

PC University Distributors, Geoffrey Miller Inc. 99 West Hawthorne Avenue Suite 521 Valley Stream, NY, 11580	(516) 596-1500	(516) 596-1515
SWITCH TECHNOLOGIES DAVID J. PIJACKI INC. P.O. Box#5529 Rocky Point, NY, 11778	1-631-228-4405	1-631-821-2843
Trafera, LLC Eric Ogden 2550 University Ave. W. Suite 315-S St.Paul, Minn, 55114	651-888-7922	651-888-7916
Vandis, Inc. Heather McMahon 1 Albertson Ave Albertson, NY, 11507	(516) 281-2200	

Nassau BOCES

Contract Information

23/24-022 COMPUTER HARDWARE, SOFTWARE, SUPPLIES AND PARTS

Valid Dates 10/21/2023 to 10/20/2024

Line #	Item Description	Vendor	Unit	Discount or Unit Price
2	Hardware ACER CHROMEBOOK	CDWG; LLC.	DSC	-5.30
3	Hardware Maintenance ACER CHROMEBOOK	CDWG; LLC.	DSC	-5.30
4	Hardware ASUS	PC University Distributors; Inc.	DSC	-3.90
5	Hardware Maintenance ASUS	PC University Distributors; Inc.	DSC	-1.50
6	Hardware BenQ	PC University Distributors; Inc.	DSC	-57.00
7	Hardware Maintenance BenQ	PC University Distributors; Inc.	DSC	-57.00
10	Hardware Epson America; Inc.	Adwar Video	DSC	-20.10
11	Hardware Maintenance Epson America; Inc.	Adwar Video	DSC	-1.00
12	Hardware Fujitsu	ATLAZ COMPUTERS	DSC	-12.50
13	Hardware Maintenance Fujitsu	ATLAZ COMPUTERS	DSC	-12.50
14	Hardware HamiltonBuhl	PC University Distributors; Inc.	DSC	-26.50
15	Hardware Maintenance HamiltonBuhl	PC University Distributors; Inc.	DSC	-44.00
16	Hardware hp Inc. Chromebook	CDWG; LLC.	DSC	-12.30
17	Hardware Maintenance hp Inc. Chromebook	CDWG; LLC.	DSC	-26.50
28	Hardware Legrand	PC University Distributors; Inc.	DSC	-23.00
29	Hardware Maintenance Legrand	PC University Distributors; Inc.	DSC	-45.00
30	Hardware LENOVO Chromebook	CDWG; LLC.	DSC	-10.70
31	Hardware Maintenance LENOVO Chromebook	CDWG; LLC.	DSC	-5.70
32	Hardware LG	CDWG; LLC.	DSC	-19.90
33	Hardware Maintenance LG	CDWG; LLC.	DSC	-19.90
40	Hardware SAMSUNG CHROMEBOOKS	BLUUM	DSC	-6.10
41	Hardware Maintenance SAMSUNG CHROMEBOOKS	BLUUM	DSC	-6.10
44	Hardware SONY	Adwar Video	DSC	-20.00
45	Hardware Maintenance SONY	Adwar Video	DSC	-20.00
48	Hardware Yubico	CDWG; LLC.	DSC	-7.30
49	Hardware Maintenance Yubico	CDWG; LLC.	DSC	-7.30



SOUTHERN WESTCHESTER BOCES
BOARD OF COOPERATIVE EDUCATIONAL SERVICES

RESOLUTION OF BOARD OF EDUCATION

WHEREAS it is the desire of the Southern Westchester Board of Cooperative Educational Services to allow any officer, board, or agency of a political subdivision or of any district therein, adopting this Resolution to bid jointly in those supplies, commodities, materials, and equipment set forth below.

Now, therefore, be it

RESOLVED that the Rocky Point Union Free School District agrees to participate with other school districts of the Southern Westchester Board of Educational Services, Westchester County, New York adopting this in the joint bidding of:

	Please check Either	
	<u>YES</u>	<u>NO</u>
1. Art Supplies	_____	_____
2. Audio Visual Supplies	_____	_____
3. Bakery Goods	_____	_____
4. Cafeteria Food Supplies	_____	_____
5. Custodial Paper Supplies	_____	_____
6. Custodial Supplies	_____	_____
7. Fine Paper Supplies	_____	_____
8. Furniture, Storage, Auditorium, & Athletic Equipment	<u>X</u>	_____
9. Laser & Ink Jet Toner	_____	_____
10. Lumber Supplies	_____	_____
11. School & Office Supplies	_____	_____

BE IT FURTHER RESOLVED that this Resolution shall remain in effect until: June 30, 2025, and

BE IT FURTHER RESOLVED that it is agreed that the specifications as presented will be used, and that this Board agrees to bid its required amount of said commodities jointly with other participating school districts and Southern Westchester and the Southern Westchester Board of Cooperative Educational Services. The recommendation of the Purchasing Steering Committee will be considered when this Board acts on the purchase of said Commodities.

BE IT FURTHER RESOLVED that the invitation to bid will be advertised by BOCES in the Journal News in accordance with the provisions of Section 103 to the General Municipal Law.

Clerk

School District

Date of Board Adoption

Address

Furniture, Storage, Auditorium, and Athletic Equipment

#2023-24-C09

Term: June 1, 2024 - May 31, 2026

		Vendor	Percentage from Manufacturer's List Price	Minimum Order (\$)	Inside Delivery Category One (%)	Inside Delivery Category Two (%)	Per Flight of Stairs (%)	Manufacturer's Warranty	Delivery Time (In Calendar days)	Price List Date	Is price list available electronically?	Installation Rate (if applicable) % above Prevailing Wage rate (if any)
H7	Mitchell	YOUNG EQUIPMENT	20.0	\$500.00	15	20	10	5	30-180	2024	Y	15%
H8	Palmer Hamilton	NICKERSON	30.0	\$1,500.00	15	25	10	VARIES	60-120	2024	Y	37%
H9	SICO Incorporated	AT EQUIPMENT	15.0	\$5,000.00	15	25	20	15	60-90	2024	Y	0%
Category I: Presentation Products - Message Boards, White Boards, Lecturns, Signage & Display												
I1	Aarco Products, Inc.	HNE	20.0	\$500.00	20	25	10	10	30	2024	Y	
I2	ASI Visual Display Products	AT EQUIPMENT	10.0	\$2,500.00	15	25	12	10	60-90	2024	Y	0%
I3	Bangor Cork	HNE	+25	\$700.00	20	25	10	5	1-10	2024	Y	
I4	Claridge	No Award										
I5	Clear Touch	HNE	+25	\$3,000.00	20	25	10	5	1-10	2024	Y	
I6	Copernicus Technology	WB MASON	30.0	\$250.00	10	15	5	VARIES	30-45	2024	Y	0%
I7	Da-Lite	No Award										
I8	Draper Presentation Products	NICKERSON	1.0	\$2,500.00	20	30	10	1	30-90	2024	Y	37%
I9	Ghent Manufacturing	WB MASON	52.0	\$1,000.00	9.5	25	13.5	VARIES	15-45	2024	Y	0%
I10	Marsh Industries, Inc.	No Award										
I11	MooreCo	WB MASON	47.5	\$500.00	15	25	10	1	30-90	2024	Y	0%
I12	Oklahoma Sound	WB MASON	42.5	\$750.00	10	15	15	2	30-45	2024	Y	0%
I13	Platinum Visual	HNE	10.00	\$1,000.00	20	25	5	1	30-120	2024	Y	
I14	Waddell	WB MASON	44.0	\$500.00	9.5	19	19	LL	30-60	2024	Y	0%
Category J: Lockers												
J1	Art Metal Products	NICKERSON	10.0	\$5,000.00				1	60-120	2022	Y	37%
J2	ASI Lockers	AT EQUIPMENT	10.0	\$5,000.00				1	120	2024	Y	
J3	DeBourgh Manufacturing	MCHUGH	21.0	\$1,000.00				LIFETIME	60-70	2024	Y	0%
J4	Gearboss	No Award										
J5	Hallowell	No Award										
J6	Lincora Lockers	HNE	10.0	\$1,000.00				1	75-190	2024	Y	
J7	List Industries	NICKERSON	10.0	\$5,000.00				1	60-120	2022	Y	37%
J8	Lyons Metal	YOUNG EQUIPMENT	8.0	\$300.00	15	20	10	LIFETIME	90	2023	Y	15%
J9	Penco	HERTZ	40.0	\$1,000.00				1	10-150	2023	Y	20%
J10	Perfix Lockers	WB MASON	35.0	\$1,000.00				VARIES	60-90	2024	N	10%
J11	Republic Storage Systems	SCHOOL SPECIALTY	20.0	\$500.00	10	20	20	1	30-60	2024	Y	0%
J12	Salsbury	No Award										
J13	Tennsco	FURNITURE PRO	28.0	\$2,000.00				LL	15-75	2024	N	
Category K: Bleachers & Stadium Seating (Indoor/ outdoor)												
K1	American Aluminum Seating	HNE	10.0	\$1,000.00				1-5	90-120	2024	Y	
K2	GT Grandstands	YOUNG EQUIPMENT	10.0	\$1,500.00				5	60	2024	Y	15%
K3	Gared	AT EQUIPMENT	5.0	\$5,000.00				1	15-60	2024	Y	
K4	Hussey	NICKERSON	45.0	\$10,000.00				1	90-120	2022	Y	37%
K5	Interkal	YOUNG EQUIPMENT	10.0	\$2,500.00				1	120	2024	Y	15%
K6	Irwin Telescopic	MCHUGH	40.0	\$1,000.00				5	90-120	2024-2025	Y	0%
K7	Jay-Pro	No Award										
K8	Sheridan	No Award										
K9	Southern Bleacher Co.	No Award										
K10	Sturdi-Steel	NICKERSON	15.0	\$10,000.00				2	90-120	2021	Y	37%
Category L: Auditorium Seating												
L1	Davis Furniture Company	TRI STATE	12.0	\$2,000.00				1	90	2023	Y	15%
L2	First Class Seating	HNE	10.0	\$700.00				1-10	60-120	2023	Y	
L3	Hussey Seating	NICKERSON	45.0	\$10,000.00				1	120-150	2022	Y	37%
L4	Irwin Seating	MCHUGH	40.0	\$1,000.00				5	90-120	2024-2025	Y	0%
L5	Leadcom	No Award										
L6	Navetta Design	No Award										
L7	Sedia	SCHOOL SPECIALTY	15.0	\$500.00	10	20	20	VARIES	30-60	2024	Y	0%
L8	Steadfast Seating	No Award										
Category M: Vocational Furnishings												
M1	Edsel	No Award										
M2	Diversified Woodcrafts	WB MASON	52.5	\$2,000.00	10	15	12.5	LIFETIME	45-60	2024	Y	10%
M3	Fleetwood	NICKERSON	16.0	\$1,000.00	15	20	10	12	30-120	2024	Y	37%
M4	Hann Manufacturing, Inc.	AT EQUIPMENT	20.0	\$5,000.00	15	30	10	5	90-120	2024	Y	0%
M5	Safco	FURNITURE PRO	56.0	\$500.00	12	25	15	LL	15-75	2024	Y	
M6	Shain Shop-Bilt, Inc.	No Award										
M7	Stevens Industries	SCHOOL SPECIALTY	14.0	\$500.00	10	20	20	VARIES	30-60	2024	Y	0%
Category N: Athletic Equipment												
N1	All American	YOUNG EQUIPMENT	3.0	\$1,000.00				5	30-45	2024	Y	15%
N2	Daktronics	No Award										
N3	Draper	NICKERSON	15.0	\$5,000.00				1	30-90	2021-2022	Y	37%
N4	Eversan	No Award										

Furniture, Storage, Auditorium, and Athletic Equipment

#2023-24-C09

Term: June 1, 2024 - May 31, 2026

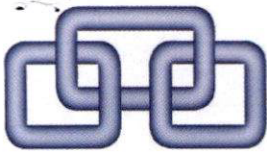
	Vendor	Percentage from Manufacturer's List Price	Minimum Order (\$)	Inside Delivery Category One (%)	Inside Delivery Category Two (%)	Per Flight of Stairs (%)	Manufacturer's Warranty	Delivery Time (In Calendar days)	Price List Date	Is price list available electronically?	Installation Rate (if applicable) % above Prevailing Wage rate (if any)	
D11	MooreCo	WB MASON	47.5	\$500.00	15	25	10	1	30-90	2024	Y	0%
D12	Nova	No Award										
D13	Oklahoma Sound	WB MASON	42.5	\$750.00	10	15	15	2	30-45	2024	Y	0%
D14	Sandusky Lee	WB MASON	50.0	\$900.00	15	25	5	LIFETIME	35-60	2024	Y	0%
D15	Smith Systems	HNE	36.5	\$2,500.00	10	20	20	5	30-60	2024	Y	
Category E: Office Furniture												
E1	Abco Office Furniture	No Award										
E2	ADI	HNE	15.0	\$500.00	20	25	5	1	90-120	2024	Y	
E3	AIS Office	WB MASON	55.0	\$3,500.00	15	25	10	LL	30-60	2024	Y	0%
E4	All Seating	No Award										
E5	Carmel	HNE	10.0	\$5,000.00	20	25	10	1	90-120	2022	Y	
E6	Compel Office Furniture	No Award										
E7	Dauphin	HNE	17.0	\$2,500.00	20	25	10	1	90-120	2024	Y	
E8	Design Line	No Award										
E9	Erg International	No Award										
E10	Ergotron	WB MASON	7.0	\$125.00	10	20	10	5	7-30	2024	Y	0%
E11	Fireking	WB MASON	49.0	\$250.00	15	30	20	5	7-30	2024	Y	0%
E12	Gen2	HNE	10.0	\$1,000.00	20	25	10	1	60-120	2024	Y	
E13	Global Furniture	HNE	55.0	\$5,000.00	20	25	10	1	60-120	2024	Y	
E14	Groupe LaCasse	FURNITURE PRO	40.0	\$1,000.00	14	25	15	LL	15-60	2024	Y	
E15	Highpoint	FURNITURE PRO	42.0	\$1,000.00	10	20	15	LL	15-60	2024	Y	
E16	HON	FURNITURE PRO	60.9	\$0.00	10	25	15	LL	60	2024	Y	
E17	HON Quick Ship	FURNITURE PRO	51.1	\$0.00	10	25		LL	7-11	2024	Y	
E18	Humanscale	No Award										
E19	Mayline	No Award										
E20	Norsons	No Award										
E21	Norwood Commercial Furniture	No Award										
E22	OM Seating	HNE	15.0	\$500.00	20	25	10	1	60-120	2023	Y	
E23	Phoenix Safe Internat'l	AT EQUIPMENT	5.0	\$2,000.00	15	20	15	1	30-60	2024	Y	0%
E24	RGS Furniture	No Award										
E25	Screenflex Panel Systems	WB MASON	25.0	\$1,500.00	12	20	10	3	30-45	2024	Y	0%
E26	Safo	FURNITURE PRO	56.0	\$500.00	12	25	15	LL	15-75	2024	Y	
E27	Sandusky Lee	WB MASON	50.0	\$900.00	15	25	5	LIFETIME	35-60	2024	Y	0%
E28	Seating, Inc.	No Award										
E29	Steelcase	No Award										
E30	Steel Cabinets USA	HERTZ	18.0	\$1,000.00	25	25	12	5	21-28	2023	Y	20%
E31	Swiftspace	No Award										
E32	Tayco Panelink	No Award										
E33	Varidesk	WB MASON	1.0	\$450.00	10	15	5	VARIES	30-45	2024	Y	0%
Category F: Early Childhood/ Kindergarten												
F1	Bird In Hand	SCHOOL SPECIALTY	14.0	\$500.00	10	20	20	LL	30-60	2024	Y	0%
F2	Carpets for Kids	SCHOOL SPECIALTY	19.0	\$500.00	10	20	20	5	20-60	2024	Y	0%
F3	ChildBrite	No Award										
F4	Copernicus	WB MASON	30.0	\$250.00	10	15	5	VARIES	30-45	2024	Y	0%
F5	Fleetwood	NICKERSON	16.0	\$1,000.00	15	20	10	12	30-120	2024	Y	37%
F6	Jonti-Craft	No Award										
F7	Joy Carpets	FURNITURE PRO	10.0	\$1,000.00	15	22	10	LL	10-30	2024	N	
F8	Mahar Manufacturing	No Award										
F9	Wood Designs	WB MASON	30.0	\$1,000.00	15	15	5	VARIES	20-45	2024	Y	0%
Category G: Tables & Chairs												
G1	AmTab Manufacturing	HNE	15.0	\$500.00	20	25	5	10	40-90	2023	Y	
G2	McCourt Manufacturing folding Tables	FURNITURE PRO	20.0	\$1,000.00	25	30	15	LL	10-45	2024	N	
G3	MidWest Folding Products	No Award										
G4	Mity-Lite	No Award										
G5	Muzo	WB MASON	30.0	\$500.00	15	20	10	VARIES	15-45	2024	Y	0%
G6	National Public Seating (Folding Chairs)	WB MASON	45.0	\$500.00	10	17.5	17	VARIES	VARIES	2024	Y	0%
G7	Southern Aluminum - Lightweight Tables	No Award										
G8	Special T	HNE	15.0	\$1,000.00	20	25	5	3-5	40-60	2024	Y	
Category H: Cafeteria												
H1	Classroom Select	SCHOOL SPECIALTY	14.0	\$500.00	10	20	20	LL	30-60	2024	Y	0%
H2	ISI Interior Systems America	No Award										
H3	KI (Kreuger International)	No Award										
H4	Learniture	No Award										
H5	McCourt Manufacturing Folding Tables	No Award										
H6	Midwest Folding Products	No Award										

Furniture, Storage, Auditorium, and Athletic Equipment

#2023-24-C09

Term: June 1, 2024 - May 31, 2026

	Vendor	Percentage from Manufacturer's List Price	Minimum Order (\$)	Inside Delivery Category One (%)	Inside Delivery Category Two (%)	Per Flight of Stairs (%)	Manufacturer's Warranty	Delivery Time (In Calendar days)	Price List Date	Is price list available electronically?	Installation Rate (if applicable) % above Prevailing Wage rate (if any)	
Category A: Classroom Furniture												
A1	Academia	HERTZ	63.0	\$500.00	25	25	12	15	10-32	2024	Y	20%
A2	Artco Bell	No Award										
A3	Capitol Seating Company	YOUNG EQUIPMENT	38.0	\$850.00	10	15	5	LIFETIME	30-120	2024	Y	15%
A4	Classroom Select	SCHOOL SPECIALTY	14.0	\$500.00	10	20	20	LL	30-60	2024	Y	0%
A5	Columbia	AT EQUIPMENT	52.0	\$3,000.00	15	20	10	10	90-120	2024	Y	0%
A6	Custom Educational Furnishings	HNE	15.0	\$1,000.00	20	25	10	5	90-120	2024	Y	
A7	Fomcore	AT EQUIPMENT	27.0	\$5,000.00	10	15	7	1	60-90	2024	Y	0%
A8	KI (Kreuger International)	No Award										
A9	Learniture	No Award										
A10	Media Technologies	YOUNG EQUIPMENT	26.0	\$500.00	15	20	10	5	30-120	2024	Y	15%
A11	Mien	HNE	20.0	\$5,000.00	20	25	10	5	90-120	2024	Y	
A12	Norva Nivel	WB MASON	30.0	\$500.00	15	25	12	10	30-45	2024	Y	0%
A13	Palmieri	No Award										
A14	Paragon	FURNITURE PRO	28.0	\$1,000.00	20	25	15	LL	30-60	2024	N	
A15	Royal Seating	SCHOOL SPECIALTY	14.0	\$500.00	10	20	20	LL	30-60	2024	Y	0%
A16	Saffe Furniture	AT EQUIPMENT	20.0	\$3,000.00	15	20	10	5	6-8 weeks	2024	Y	0%
A17	Scholar Craft Products	WB MASON	65.0	\$1,000.00	15	25	10	10	30-45	2024	Y	0%
A18	Smith Systems	HNE	36.5	\$2,500.00	10	20	20	5	30-60	2024	Y	
A19	Sprogs	No Award										
A20	Steelcase	No Award										
A21	Virco Mfg.	NICKERSON	60.0	\$100.00	20	25	5	VARIES	30-90	2024	Y	37%
Category B: Casework												
B1	ACS Casework	No Award										
B2	BMC Labs	HNE	5.0	\$1,000.00				1	168-182	2018 +30%	Y	
B3	BCI Library	No Award										
B4	Bush Industries	No Award										
B5	Cabinets by Design	No Award										
B6	Campbell Rhea/Mohom	NICKERSON	15.0	\$5,000.00				3	90	2024	Y	37%
B7	Champion Millwork	TRI STATE	12.0	\$1,000.00				1	90	2023	Y	15%
B8	Diversified Woodcrafts - Catalog Furniture	WB MASON	52.5	\$1,000.00				LIFETIME	45-60	2024	Y	10%
B9	Hale Manufacturing	HNE	15.0	\$1,000.00				3	60-120	2023	Y	
B10	HLF Furniture	AT EQUIPMENT	25.0	\$3,000.00				1	30-60	2024	Y	
B11	Labscape	LONGO	36.0	\$20,000.00				1	120	2024	Y	20%
B12	Leonard Peterson	HNE	5.0	\$1,000.00				2-25	60-120	2024	Y	
B13	LSI	No Award										
B14	One Source Millwork	NICKERSON	15.0	\$5,000.00				1	90	2021	Y	37%
B15	Sheldon	LONGO	36.0	\$20,000.00				1	120	2024	Y	20%
B16	Stevens	No Award										
B17	TMI Systems	HNE	10.0	\$1,000.00				2-25	60-120	2024	Y	
B18	Wisconsin Bench	SCHOOL SPECIALTY	57.0	\$1,000.00	10	20	20	VARIES	30-60	2024	Y	0%
Category C: Library Furniture												
C1	Bretford	SCHOOL SPECIALTY	21.0	\$500.00	10	20	20	VARIES	30-60	2024	Y	0%
C2	Brodart	No Award										
C3	Hale Manufacturing	HNE	15.0	\$1,000.00	20	25	10	3	60-120	2023	Y	
C4	Learniture	No Award										
C5	LIAT (Formerly Jasper)	MCHUGH	50.0	\$1,000.00	15	15	15	20	60	2024	Y	0%
C6	Mien	HNE	20.0	\$5,000.00	20	25	10	5	90-120	2024	Y	
C7	Paladin	No Award										
C8	Russwood	HERTZ	46.0	\$1,000.00	25	25	12	5	20-60	2024	Y	20%
C9	Silver Street (Media Technologies)	YOUNG EQUIPMENT	26.0	\$500.00	15	20	10	5	30-120	2024	Y	15%
C10	Tec Educational Furniture	No Award										
C11	Tesco Library Furniture	WB MASON	22.0	\$1,000.00	15	20	15	VARIES	45-60	2024	Y	10%
C12	Worden	NICKERSON	45.0	\$7,500.00	20	25	10	10yr.CSW 2yr. Seat	60-180	2023	Y	37%
Category D: Computer Furniture/ Charging Carts												
D1	Bio Fit	WB MASON	35.0	\$1,000.00	10	15	5	VARIES	30-45	2024	Y	0%
D2	Bretford Technology	SCHOOL SPECIALTY	21.0	\$500.00	10	20	20	VARIES	30-60	2024	Y	0%
D3	Copernicus	WB MASON	30.0	\$250.00	10	15	5	VARIES	30-45	2024	Y	0%
D4	Da-lite	No Award										
D5	Datum	FURNITURE PRO	19.0	\$1,000.00	14	25	15	LL	15-60	2024	N	
D6	Ergotron	WB MASON	7.0	\$125.00	10	20	5	5	30-45	2024	Y	0%
D7	Grafc, Inc.	AT EQUIPMENT	20.0	\$5,000.00	25	10	10	5	60-90		Y	0%
D8	Interior Concepts	AT EQUIPMENT	25.0	\$5,000.00	15	25	5	1	60-90	2024	Y	0%
D9	Lock 'n Charge	No Award										
D10	Luxor	SCHOOL SPECIALTY	18.0	\$300.00	10	20	20	LL	14-60	2024	Y	0%



SOUTHERN WESTCHESTER BOCES

BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Purchasing Department

Contract Award Notification

Title: **Furniture, Storage, Auditorium, & Athletic Equipment**

Contract Period: June 1, 2024 through May 31, 2026 with 1 two-year option

Original Date of Issue: June 1, 2024

Bid Number: 2023-24-C09

Vendor # 005474 Acme Stage and Sports Specialties Inc.
 A00224 AT Equipment Sales Corp.
 007325 Furniture Pro Corp.
 006692 Hertz Furniture Systems, LLC
 003155 Health & Educational Equipment Corporation (HNE)
 005477 Longo Associates, Inc.
 007678 McHugh Furnishings, LLC
 010050 Nickerson NY, LLC
 A12190 School Specialty, LLC
 005500 Tri State Contract Sales, LLC
 A14181 WB Mason Co., Inc.
 001469 Young Equipment Solutions

Authorized Users: Southern Westchester BOCES and all its cooperative bid participants.

Description

This contract is to provide furniture, storage, Auditorium, and athletic equipment.

Contractors

Acme Stage & Sports Specialties 32E. Central Ave. Pearl River, NY 10965 Biagio LoSardo 845-735-0100	A.T. Equipment Sales 180 Brook St., Suite B Scarsdale, NY 10583 George Tischler 914-472-7222	Furniture Pro 971 NY Route 45, Suite 214 Pomona, NY 10970 Miriam Ginsberg 845-362-2061	Hertz Furniture Systems 170 Williams Dr. Ramsey, NJ 07446 Ari Werczberger 800-526-4677 x1322
Health & Educational Equipment 1371-5 Church St. Bohemia, NY 11716 Thomas Hogan 631-563-6500	Longo Associates 100 Hilltop Rd. Ramsey, NJ 07446 Anthony Stellatos 201-825-1500	McHugh Furnishings 50 Charles Lindbergh Blvd., Suite 320 Uniondale, NY 11553 Joan Jesberger 631-533-5080	Nickerson 11 Moffitt Boulevard Bayshore, NY 11706 Michael Cunningham 631-666-0200 X239
School Specialty 100 Paragon Parkway Mansfield, OH 44903 Joseph Florio 631-291-2718	TriState Contract Sales 164 Dug Rd. Chester, NY 10918 Elliot Ross 845-782-2614	WB Mason 59 Center St. Brockton, MA 02303 Domenic Lignore 617-842-7206	Young Equipment Solutions 325 Rabro Dr. Happaugue, NY 11788 Randi Ruple 516-721-2184

Furniture, Storage, Auditorium, and Athletic Equipment

#2023-24-C09

Term: June 1, 2024 - May 31, 2026

	Vendor	Percentage from Manufacturer's List Price	Minimum Order (\$)	Inside Delivery Category One (%)	Inside Delivery Category Two (%)	Per Flight of Stairs (%)	Manufacturer's Warranty	Delivery Time (In Calendar days)	Price List Date	Is price list available electronically?	Installation Rate (if applicable) % above Prevailing Wage rate (if any)	
N5	Fairplay	No Award										
N6	Gared	AT EQUIPMENT	5.0	\$5,000.00			1	15-60	2024	Y		
N7	Jaypro	SCHOOL SPECIALTY	1.0	\$500.00	10	20	20	VARIES	30-60	2024	Y	0%
N8	Mancino Mfg. (Gym mats)	AT EQUIPMENT	5.0	\$4,000.00			1	30-60	2024	Y		
N9	NCI Gym Pads	AT EQUIPMENT	10.0	\$2,000.00			1	30-60	2024	Y		
N10	Nevco Scoreboards	NICKERSON	1.0	\$15,000.00			1	60-120	2022	Y	37%	
N11	Performance Sports	ACME	3.0	\$5,000.00			1	15-90	2024	Y	95%	
N12	Pro Mats	YOUNG EQUIPMENT	7.0	\$100.00			1	30-45	2023	Y	15%	
N13	Spalding Gym Equipment	YOUNG EQUIPMENT	3.0	\$100.00			1	30-45	2024	Y	15%	
N14	Sportsfield Specialties	YOUNG EQUIPMENT	7.0	\$100.00			1	30-45	2023	Y	15%	
Category O: Washroom												
O1	American Specialties	AT EQUIPMENT	15.0	\$1,000.00			1	5-45	2024	Y		
O2	Bradley Washroom Accessories	YOUNG EQUIPMENT	15.0	\$100.00			1	30-45	2022	Y	15%	
O3	Global Partitions	AT EQUIPMENT	5.0	\$2,500.00			1	5-45	2024	Y		
O4	Knickerbocker Partitions	No Award										
O5	Scranton Products	YOUNG EQUIPMENT	10.0	\$100.00			25	30-45	2023	Y	15%	
Category P: Stage/ Window												
P1	Alta Window Fashions	AT EQUIPMENT	5.0	\$1,000.00			1	30-45	2024	Y	0%	
P2	Amtab	HNE	15.0	\$500.00			10	40-90	2023	Y		
P3	Draper (Window Treatments)	AT EQUIPMENT	25.0	\$1,000.00			5	30-60	2024	Y	0%	
P4	Frankel	AT EQUIPMENT	15.0	\$1,000.00			1	60	2024	Y	0%	
P5	Kirsch	AT EQUIPMENT	5.0	\$1,000.00			1	30-60	2024	Y	0%	
P6	Levolor (Contract order only)(25+)	No Award										
P7	Midwest Folding (Risers & Portable Stages)	No Award										
P8	Nat'l Public Seating (Risiers and Portable Stages)	WB MASON	45.0	\$500.00	10	17.5	17	VARIES	30-45	2024	Y	0%
P9	Sico (Risiers and Portable Stages)	AT EQUIPMENT	15.0	\$5,000.00	15	25	20	15	60-90	2024	Y	0%
Category Q: Storage/ Shelving												
Q1	ASI Specialties	AT EQUIPMENT	15.0	\$1,000.00	15	30	20	1	5-45	2024	Y	0%
Q2	Edsal	No Award										
Q3	Certwood USA	No Award										
Q4	Fleetwood	NICKERSON	16.0	\$1,000.00	20	25	10	12	30-120	2024	Y	37%
Q5	Gearboss	No Award										
Q6	Ironwood Manufacturing	No Award										
Q7	Lyon Metal	YOUNG EQUIPMENT	8.0	\$300.00	15	20	10	LIFETIME	90	2023	Y	15%
Q8	Nexel Storage	No Award										
Q9	Penco	HERTZ	40.0	\$1,000.00	25	25	12	1	10-150	2023	Y	20%
Q10	Safco	FURNITURE PRO	56.0	\$500.00	12	25	15	LL	15-75	2024	Y	
Q11	Sandusky Lee	WB MASON	50.0	\$500.00	15	25	5	LIFETIME	35-60	2024	Y	0%
Q12	Steel Cabinets USA	HNE	10.0	\$5,000.00	20	25	10	5		2024	Y	
Q13	Tennsco	WB MASON	45.0	\$500.00	15	20	10	VARIES	30-60	2024	Y	0%
Category R: Miscellaneous												
R1	Fleetwood Music Storage	NICKERSON	16.0	\$1,000.00	20	25	10	12	30-120	2024	Y	37%
R2	Leisure Craft, Inc. (Outdoors)	WB MASON	8.5	\$4,000.00	15	25	10	LL	45-90	2024	Y	10%
R3	MyTCoat	HNE	10.0	\$5,000.00	20	25	10	5-7		2024	Y	
R4	Ultra Play Systems, Inc.	WB MASON	9.5	\$2,500.00	15	20	5	LL	45-60	2024	Y	10%
R5	Wisconsin Bench	SCHOOL SPECIALTY	57.0	\$1,000.00	10	20	20	VARIES	30-60	2024	Y	0%
R6	Virco	NICKERSON	60.0	\$100.00	20	25	5	VARIES	30-90	2024	Y	37%

Bid Award

A Notice to Buyers for Bid #2023-24-C09:

This bid does not cover the repair, laundering, reconditioning, or fireproofing of any window dressings or stage apparatus.

Each manufacturer's product line and pricing are different. It is incumbent upon the buyers to compare product lines and prices for the best value and product that suits their needs and budgets.

Additional small order charges for not meeting the minimum sales requirements are not a condition of this bid. Paying these charges is up to the discretion of the buyer.

This is a cooperative bid and does not contain terms for piggybacking.

1. The discount from the manufacturer's list price includes tailgate delivery.
2. Minimum order amounts stated on the bid form do not apply to parts.
3. "Quick Ship" items must be delivered within ten (10) BOCES working days after confirmation in writing (express mail, fax, e-mail) of acceptance of the order on a "quick ship" basis. The vendor will be allowed forty-eight (48) hours after receipt of the order to confirm the basis of the order. The request for "quick ship" status must be made on the purchase order. No verbal requests for "quick ship" are acceptable.
4. "Inside Delivery Category One" shall include unloading, moving to the interior of the building within twenty feet of door, and minor assembly. Examples of minor assembly would be chairs having bases, backs and arms, pedestals attached to desks, bookcases assembled, etc.
5. "Inside Delivery Category Two" shall include unloading, moving goods into the building to the point of use, uncrating, removal, and disposal of all packing materials by the vendor/delivery service, and full assembly, including "stand alone" goods, partitions, etc. Assembly can take place at point of origin or on delivery premises, whichever is most practicable. Goods are to be ready and in place for full operation. Packaging and crating material may not be disposed of on the buyers premises and must be taken away.
6. For case goods, i.e. science and laboratory furniture, auditorium seating, bleacher/stadium seating, lockers and any other merchandise not deemed as

“stand alone” or “loose goods,” but rather must be fastened to a wall or floor, delivery and installation costs shall be negotiable between buyer and seller on a case-by-case basis. These columns are shaded on the award spreadsheet. In accordance with the purchasing guidelines and discretionary limits, delivery and installation costs shall comply with appropriate wage and labor rates, all state and local codes and public work guidelines where applicable. At the discretion of the ordering party and as per purchasing guidelines and discretionary limits and General Municipal Law, installation may be put out to bid, separate and apart from the purchase of the goods on this BOCES bid. In all instances where delivery and installation are not a part of the BOCES bid, the BOCES bid number may not be referenced. It is the responsibility of the ordering agency to obtain the required Prevailing Wage Schedules.

NOTE: Every vendor who is listed on this award has submitted a CERTIFICATE OF COMPLIANCE (which pertains to compliance with the labor, tax and prevailing wage laws) with their bid. These certificates are on file at the SW BOCES purchasing office and are available upon request electronically.

7. Where there is an elevator available for upper floor deliveries, no additional delivery charges shall apply.
8. “Per Flight of Stairs” bid is to be a percentage of the net price from discount from the manufacturers list price. Do not mark up from the “Inside Delivery” categories one and two. For example: The net price is \$100, plus 10% inside delivery, category two. When bidding on the stairs column, your percentage is to be from \$100.00, not \$110.00.
9. This contract will allow pricing based on the manufacturer’s price list that is listed on the bid sheet. Price lists have either a date or a number.
10. Upon request, manufacturer’s price lists are to be made available to any buyer or buyers representative who requests this price list. Failure to comply will be considered a breach of contract. “In-House” price lists (i.e. the awarded vendors price list) are not acceptable.
11. All quotes are to be submitted to buyers in writing. Quotes must be based on the price list that is listed on the award spreadsheet. Should a manufacturer issue a price increase that takes effect while a quote is still valid, the price increase will not be allowed. It is the responsibility of the vendor to assure the accuracy of all quotes. All written quotes are to detail the list price, the applicable discount, complete description of the merchandise including the manufacturer’s stock numbers, quantities and a breakdown of the delivery, assembly, and installation charges.

12. Delivery is expressed in number of calendar days required to make delivery after receipt of a purchase order. Deliveries shall be made in accordance with instructions on purchase order from each agency. If there is a discrepancy between the purchase order and what this contract calls for, it is incumbent upon the vendor to clarify the order from the ordering agency.
13. The awarded bidder warrants the goods furnished against any defects in design, workmanship and suitable for the use intended for a period equal to the original manufacturer's period. Further, awarded vendor guarantees the products furnished as a result of this bid will meet all the standards of performance and quality as detailed in the manufacturers literature. Furniture requiring replacement under warranty, in most cases, shall be replaced like for like by the awarded vendor. The vendor shall be required to represent the user and operator in matters of warranty exchange or replacement.
14. Warranty periods and delivery time listed on the bid form are not determinants in the award of this bid but are for informational purposes only. All delivery times are approximate and should be confirmed with the vendors.
15. Buyers should be aware that many vendors on this bid award also represent manufacturer's lines that are not a part of this bid. Vendors are not permitted to sell such lines as being represented under this bid. Being listed as an approved vendor on this award allows only for the representation of the manufacturer's lines specifically listed. Should a buyer have an interest in a "non-represented" manufacturer's line, it is the responsibility of the buyer to make such purchases in accordance with New York State Municipal Law and/or district policy.



Services Agreement Reinstatement

Name of Employer: Rocky Point Union Free School District

The Services Agreement for the fiscal year Jul 1, 2023 – Jun 30, 2024, entered into by your organization and U.S. OMNI & TSACG Compliance Services, Inc. (OMNI/TSA) is hereby reinstated and amended for the fiscal year Jul 1, 2024 - Jun 30, 2025, with the fee schedule set forth below. This Services Agreement Reinstatement will be effective on July 1, 2024, unless OMNI/TSA is notified in writing by your organization of non-renewal of the Services Agreement with below fee schedule prior to 7/1/2024.

FEE SCHEDULE FOR 2024-2025 YEAR

<u>Description</u>	<u>No. of Accounts</u>	<u>Rate</u>	<u>Annual Amount</u>
<u>403(b) Accounts*</u>	318	\$ 36.00	\$11,448.00
<u>457(b) Accounts</u>	3	\$ 36.00	\$ 108.00
Total 2024-2025			\$11,556.00

**Includes 403(b) ROTH Accounts*

This is not an Invoice. Please do not remit payment until the actual invoice is provided in July.

Please contact the Finance Department at _____ and Wendy DeNoto with any questions.

US Omni & TSACG Compliance Services, Inc

Rocky Point Union Free School District



Brad Hope, Managing Partner

Printed Name, Title

Printed Name, Title

Date June 4, 2024

Date _____

NY-83

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FINANCE REPORTS
FOR THE MONTH ENDED MAY 2024**

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: May 31, 2024**

Rocky Point Union Free School District
Treasurer's Report
Trust and Agency Checking - A204
As of May 31, 2024

Reconciled Balance as of:	4/30/2024		1,952,290.33
Receipts:			
	Payroll Deductions	<u>2,367,826.38</u>	2,367,826.38
Disbursements:			
	Cash Disbursements	<u>2,022,951.12</u>	<u>(2,022,951.12)</u>
Total available balance per General Ledger as of:	5/31/2024		<u>2,297,165.59</u>
Bank Balance as of:	5/31/2024		2,351,963.54
Less:	Outstanding Checks		<u>(54,797.95)</u>
Adjusted Bank Balance as of:	5/31/2024		<u>2,297,165.59</u>

Prepared by:
Date:

Linda Bilski
6/6/2024

Reviewed by:
Date:

Virginia Holloway
6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 04/30/24	\$1,984,767.02	Number of Days in Cycle	31
3 Deposits/Credits	\$2,367,826.38	Minimum Balance This Cycle	\$1,984,767.02
32 Checks/Debits	(\$2,000,629.86)	Average Collected Balance	\$2,346,927.71
Service Charges	\$0.00		
Ending Balance 05/31/24	\$2,351,963.54		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
05/01	Book transfer credit FROM ...5277	\$783,864.91		\$2,768,631.93
05/03	Wire transfer withdrawal The OMNI Group 050324 USD0013394809		\$104,221.53	\$2,664,410.40
05/03	ACH Withdrawal IRS USATAXPYMT 050324 ROCKY POINT SCHOOL DIS 270452XXXX6230		\$439,946.55	\$2,224,463.85
05/03	ACH Withdrawal NYS DTF PROMPT WT Tax Paymnt 050324 ROCKY POINT UFSD 000000XXXXX0028		\$75,869.68	\$2,148,594.17
05/03	Check 13765		\$5,663.23	\$2,142,930.94
05/06	Check 13766		\$16,092.25	\$2,126,838.69
05/06	Check 13762		\$875.73	\$2,125,962.96
05/07	Check 13760		\$345.80	\$2,125,617.16
05/08	Check 13759		\$1,986.46	\$2,123,630.70
05/10	Check 13763		\$1,891.84	\$2,121,738.86
05/10	Check 13767		\$166.74	\$2,121,572.12
05/14	Book transfer credit FROM ...5277	\$800,576.28		\$2,922,148.40
05/15	Check 13761		\$6,865.00	\$2,915,283.40
05/17	Wire transfer withdrawal The OMNI Group 051724 USD0013455365		\$103,723.57	\$2,811,559.83

Thank you for banking with us.



ROCKY POINT UFSD

Bank Reconciliation for period ending on 5/31/2024



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

Ending Bank Balance:		2,351,963.54
Outstanding Checks (See listing below):	-	54,797.95
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	2,297,165.59
Cash Account Balance:	2,297,165.59

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
12/12/2023	13666	ROCKY POINT ADMIN ASSOCIATION	640.00
02/05/2024	13706	ROCKY POINT ADMIN ASSOCIATION	640.00
02/16/2024	13714	ROCKY POINT ADMIN ASSOCIATION	640.00
03/05/2024	13725	ROCKY POINT ADMIN ASSOCIATION	640.00
03/19/2024	13734	ROCKY POINT ADMIN ASSOCIATION	640.00
04/02/2024	13745	ROCKY POINT ADMIN ASSOCIATION	640.00
04/16/2024	13754	ROCKY POINT ADMIN ASSOCIATION	640.00
05/01/2024	13764	ROCKY POINT ADMIN ASSOCIATION	640.00
05/14/2024	13776	ROCKY POINT ADMIN ASSOCIATION	640.00
05/21/2024	13782	WESTERN SUFFOLK BOCES	6,865.00
05/29/2024	13783	N.Y.S.TEACHERS RETIRE.SYS	38,437.50
05/29/2024	13784	NYS CHILD SUPPORT PROCESSING	875.73
05/29/2024	13785	NYSUT MEMBER BENEFITS TRUST	1,891.84
05/29/2024	13786	ROCKY POINT ADMIN ASSOCIATION	640.00
05/29/2024	13789	SHERIFF OF SUFFOLK COUNTY	153.88
05/29/2024	13790	VOTE COPE	174.00
Outstanding Check Total:			54,797.95

Prepared By _____

Approved By _____

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name								
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
A 204	TRUST & AGENCY DEDUCTIONS								
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	1,952,290.33	
05/01/2024				See Cash Disbursement Schedule 112	CD-112	0.00	9,197.26	1,943,093.07	
05/01/2024	1031298			Trust & Agency Deductions 5/3/24	CR-11	783,864.91	0.00	2,726,957.98	
05/08/2024				See Cash Disbursement Schedule 116	CD-116	0.00	13,831.22	2,713,126.76	
05/16/2024	1031357			Trust & Agency Deductions 5/17/24	CR-11	800,576.28	0.00	3,513,703.04	
05/22/2024				See Cash Disbursement Schedule 121	CD-121	0.00	6,865.00	3,506,838.04	
05/29/2024	1031464			Trust & Agency Deductions 5/31/24	CR-11	783,385.19	0.00	4,290,223.23	
05/31/2024				See Cash Disbursement Schedule 114	CD-114	0.00	645,541.55	3,644,681.68	
05/31/2024				See Cash Disbursement Schedule 119	CD-119	0.00	663,486.74	2,981,194.94	
05/31/2024				See Cash Disbursement Schedule 124	CD-124	0.00	684,029.35	2,297,165.59	
Grand Totals:						2,367,826.38	2,022,951.12	2,297,165.59	

Rocky Point Union Free School District
Treasurer's Report
Net Payroll Checking - A205
As of May 31, 2024

Reconciled Balance as of:	4/30/2024		47,418.16
Receipts:			
	Payroll	<u>3,383,295.85</u>	3,383,295.85
Disbursements:			
	Disburse Net Payroll	<u>3,383,295.85</u>	<u>(3,383,295.85)</u>
Total available balance per General Ledger as of:	5/31/2024		<u>47,418.16</u>
Bank Balance as of:	5/31/2024		52,250.49
Less:	Outstanding Checks		<u>(4,832.33)</u>
Adjusted Bank Balance as of:	5/31/2024		<u>47,418.16</u>

Prepared by: Linda Beliski Reviewed by: Virginia Hunsay
Date: 6/6/2024 Date: 6/6/2024

A205

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

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

ACCOUNT SUMMARY FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 04/30/24	\$47,418.16	Number of Days in Cycle	31
3 Deposits/Credits	\$3,383,295.85	Minimum Balance This Cycle	\$47,418.16
15 Checks/Debits	(\$3,378,463.52)	Average Collected Balance	\$303,561.91
Service Charges	\$0.00		
Ending Balance 05/31/24	\$52,250.49		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
05/01	Book transfer credit FROM ...5277	\$1,122,722.77		\$1,170,140.93
05/03	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 050324 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$1,121,512.55	\$48,628.38
05/03	Check 100253		\$579.32	\$48,049.06
05/03	Check 100251		\$44.32	\$48,004.74
05/06	Check 100255		\$228.41	\$47,776.33
05/06	Check 100254		\$62.65	\$47,713.68
05/07	Check 100256		\$295.52	\$47,418.16
05/14	Book transfer credit FROM ...5277	\$1,136,774.96		\$1,184,193.12
05/17	ACH Withdrawal PAYROLL ROCKYPT REG SALARY 051724 PAYROLL ROCKYPT -SETT-TMOBSPEB		\$1,127,585.46	\$56,607.66
05/17	Check 100257		\$384.41	\$56,223.25
05/20	Check 100259		\$2,468.01	\$53,755.24
05/20	Check 100263		\$2,426.68	\$51,328.56
05/20	Check 100260		\$1,897.76	\$49,430.80
05/20	Check 100261		\$119.24	\$49,311.56
05/22	Check 100262		\$1,893.40	\$47,418.16
05/29	Book transfer credit FROM ...5277	\$1,123,798.12		\$1,171,216.28

Thank you for banking with us.

**ROCKY POINT UFSD
OUTSTANDING CHECK LIST
AS OF MAY 31, 2024**

<u>Check #</u>	<u>Check Date</u>	<u>Check Amt.</u>
100264	05/31/2024	1,150.41
100265	05/31/2024	832.98
100268	05/31/2024	149.24
100269	05/31/2024	1,772.49
100270	05/31/2024	927.21
		<u>4,832.33</u> Total

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
A 205	PAYROLL							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	47,418.16
05/01/2024	1031297			Funding Net Payroll 5/3/24	CR-11	1,122,722.77	0.00	1,170,140.93
05/03/2024		263		Release Net Payroll 5/3/24	JE-12	0.00	1,122,722.77	47,418.16
05/16/2024	1031356			Funding Net Payroll 5/17/24	CR-11	1,136,774.96	0.00	1,184,193.12
05/17/2024		271		Release Net Payroll 5/17/24	JE-12	0.00	1,136,774.96	47,418.16
05/29/2024	1031463			Funding Net Payroll 5/31/24	CR-11	1,123,798.12	0.00	1,171,216.28
05/31/2024		280		Release Net Payroll 5/31/24	JE-12	0.00	1,123,798.12	47,418.16
Grand Totals:						3,383,295.85	3,383,295.85	47,418.16

Rocky Point Union Free School District
Treasurer's Report
General Fund - Investment A2008
As of May 31, 2024

Reconciled Balance as of: 4/30/2024 18,126,482.59

Receipts:

Brookhaven Tax Revenue	3,004,399.68	
Federal Breakfast Revenue April 2024	12,041.00	
Federal Lunch Revenue April 2024	44,199.00	
General Aid 2023-2024	6,784,834.92	
Interest Revenue	44,507.18	
State Breakfast Revenue March, April 2024	29,445.00	
State Lunch Revenue March, April 2024	<u>108,891.00</u>	
		10,028,317.78

Disbursements:

Funding Transfer: Interfund Transfer	300,000.00	
Funding Transfer: AP Warrants	4,179,204.86	
Funding Transfer: Net Payroll	3,383,295.85	
Funding Transfer: Payroll Deductions	<u>2,367,826.38</u>	
		<u>(10,230,327.09)</u>

Total available balance per General Ledger as of: 5/31/2024 17,924,473.28

Bank Balance as of: 5/31/2024 17,924,473.28

Prepared by:
Date:

Linda Bilski
6/6/2024

Reviewed by:
Date:

Virginia Halverson
6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 04/30/24	\$18,126,482.59	Number of Days in Cycle	31
8 Deposits/Credits	\$10,028,317.78	Minimum Balance This Cycle	\$11,139,638.36
Interest Paid	\$0.00	Average Collected Balance	\$14,332,329.53
11 Checks/Debits	(\$10,230,327.09)	Interest Earned During this Cycle	\$0.00
Service Charges	\$0.00	Interest Paid Year-To-Date	\$166,052.24
Ending Balance 05/31/24	\$17,924,473.28		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
05/01	Book transfer debit TO ...3946		\$1,122,722.77	\$17,003,759.82
05/01	Book transfer debit TO ...3954		\$783,864.91	\$16,219,894.91
05/06	ACH deposit BROOKHAVEN CASH DISB 050624 ROCKY POINT SCH DIST	\$284,627.33		\$16,504,522.24
05/08	ACH deposit NYS OSC ACH 050824 ROCKY POINT SCHOOL DIS AP00081224754	\$56,240.00		\$16,560,762.24
05/09	ACH deposit NYS OSC ACH 050924 ROCKY POINT SCHOOL DIS AP00081232188	\$138,336.00		\$16,699,098.24
05/10	Book transfer debit TO ...9596		\$187,829.04	\$16,511,269.20
05/10	Book transfer debit TO ...9596		\$937,776.73	\$15,573,492.47
05/13	ACH deposit BROOKHAVEN CASH DISB 051324 ROCKY POINT SCH DIST	\$442,753.63		\$16,016,246.10
05/14	Book transfer debit TO ...3954		\$800,576.28	\$15,215,669.82
05/14	Book transfer debit TO ...3946		\$1,136,774.96	\$14,078,894.86
05/16	Blended Checking Interest XSECR BAL INT	\$44,507.18		\$14,123,402.04
05/16	Book transfer debit TO ...9596		\$2,042,710.75	\$12,080,691.29

Thank you for banking with us.

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2008	CAPITAL ONE INVESTMENT							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	18,126,482.59
05/01/2024	1031297			Funding Net Payroll 5/3/24	CR-11	0.00	1,122,722.77	17,003,759.82
05/01/2024	1031298			Trust & Agency Deductions 5/3/24	CR-11	0.00	783,864.91	16,219,894.91
05/06/2024	1031318			Tax Warrant #14	CR-11	284,627.33	0.00	16,504,522.24
05/08/2024	1031340			Federal Lunch Revenue April 2024	CR-11	44,199.00	0.00	16,548,721.24
05/08/2024	1031341			Federal Breakfast Revenue April 2024	CR-11	12,041.00	0.00	16,560,762.24
05/09/2024	1031342			State Lunch Revenue March 2024	CR-11	59,071.00	0.00	16,619,833.24
05/09/2024	1031343			State Lunch Revenue April 2024	CR-11	49,820.00	0.00	16,669,653.24
05/09/2024	1031344			State Breakfast Revenue March 2024	CR-11	16,169.00	0.00	16,685,822.24
05/09/2024	1031345			State Breakfast Revenue April 2024	CR-11	13,276.00	0.00	16,699,098.24
05/10/2024	1031338			Funding Warrant #111	CR-11	0.00	187,829.04	16,511,269.20
05/10/2024	1031339			Funding Warrant #115	CR-11	0.00	937,776.73	15,573,492.47
05/13/2024	1031346			Tax Warrant #15	CR-11	442,753.63	0.00	16,016,246.10
05/16/2024	1031355			Funding Warrant #117	CR-11	0.00	2,042,710.75	13,973,535.35
05/16/2024	1031356			Funding Net Payroll 5/17/24	CR-11	0.00	1,136,774.96	12,836,760.39
05/16/2024	1031357			Trust & Agency Deductions 5/17/24	CR-11	0.00	800,576.28	12,036,184.11
05/16/2024	1031369			Interest Revenue	CR-11	44,507.18	0.00	12,080,691.29
05/20/2024	1031368			Tax Warrant #16	CR-11	948,757.80	0.00	13,029,449.09
05/23/2024	1031436			Interfund Transfer	CR-11	0.00	300,000.00	12,729,449.09
05/23/2024	1031437			Funding Warrant #120	CR-11	0.00	1,010,888.34	11,718,560.75
05/28/2024	1031441			Tax Warrant #17	CR-11	1,328,260.92	0.00	13,046,821.67
05/29/2024	1031463			Funding Net Payroll 5/31/24	CR-11	0.00	1,123,798.12	11,923,023.55
05/29/2024	1031464			Trust & Agency Deductions 5/31/24	CR-11	0.00	783,385.19	11,139,638.36
05/30/2024	1031459			General Aid Revenue 2023-2024	CR-11	6,784,834.92	0.00	17,924,473.28
Grand Totals:						10,028,317.78	10,230,327.09	17,924,473.28

Rocky Point Union Free School District
Treasurer's Report
General Fund - AP Checking A2010
As of May 31, 2024

Reconciled Balance as of: 4/30/2024 2,003,232.91

Receipts:

AP Test Deposits	29,120.60
Donations	5,147.46
Facilities Use Fee	1,800.00
Field Day Tee Shirts	168.00
Field Trips	450.00
Funding Transfer	4,179,204.86
Health, Dental, Life	8,027.33
NYS DOH ACH	55,071.51
Shared Transportation	<u>393.32</u>

4,279,383.08

Disbursements:

Cash Disbursements 4,260,001.59

(4,260,001.59)

Total available balance per General Ledger as of: 5/31/2024 2,022,614.40

Bank Balance as of: 5/31/2024 2,187,423.12

Less: Outstanding Checks (164,808.72)

Adjusted Bank Balance as of: 5/31/2024 2,022,614.40

Prepared by:
Date:

Linda Beliski
6/6/2024

Reviewed by:
Date:

Virginia Ho Masay
6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking

Previous Balance 04/30/24	\$2,057,058.16
28 Deposits/Credits	\$4,279,383.08
227 Checks/Debits	(\$4,149,018.12)
Service Charges	\$0.00
Ending Balance 05/31/24	\$2,187,423.12

ROCKY POINT UFSD

Number of Days in Cycle	31
Minimum Balance This Cycle	\$1,929,828.60
Average Collected Balance	\$2,721,957.47

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking

ROCKY POINT UFSD

Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
04/30	Check 122288		\$280.00	\$2,056,778.16
05/01	Check 122476		\$2,524.30	\$2,054,253.86
05/01	Check 122481		\$334.50	\$2,053,919.36
05/01	Check 122521		\$222.50	\$2,053,696.86
05/01	Check 122502		\$84.25	\$2,053,612.61
05/02	ACH deposit NYS DOH HCCLAIMPMT 050224 ROCKY POINT UFSD 01382021	\$4,850.02		\$2,058,462.63
05/02	Check 122437		\$979.00	\$2,057,483.63
05/02	Check 122539		\$642.66	\$2,056,840.97
05/02	Check 122515		\$400.00	\$2,056,440.97
05/03	Customer Deposit	\$6,390.56		\$2,062,831.53
05/03	Customer Deposit	\$180.00		\$2,063,011.53
05/03	Customer Deposit	\$30.00		\$2,063,041.53
05/03	Check 122467		\$2,159.42	\$2,060,882.11
05/03	Check 122533		\$150.00	\$2,060,732.11
05/06	Check 122551		\$10,748.48	\$2,049,983.63
05/06	Check 122580		\$8,875.18	\$2,041,108.45
05/06	Check 122600		\$7,916.90	\$2,033,191.55
05/06	Check 122554		\$5,592.54	\$2,027,599.01

Thank you for banking with us.

**ROCKY POINT UFSD
OUTSTANDING CHECK LIST
AS OF MAY 31, 2024**

CHECK#	CHECK DATE	CHECK AMOUNT
121914	01/24/2024	389.87
122091	02/12/2024	200.00
122332	03/25/2024	325.00
122356	03/25/2024	225.00
122373	03/25/2024	200.00
122431	04/09/2024	114.00
122581	05/01/2024	350.55
122590	05/01/2024	1,900.00
122617	05/07/2024	551.60
122671	05/07/2024	70.00
122678	05/14/2024	34.00
122685	05/14/2024	330.00
122691	05/14/2024	1,536.00
122693	05/14/2024	54.88
122696	05/14/2024	15,597.41
122717	05/14/2024	34.00
122731	05/21/2024	7,797.74
122732	05/21/2024	16,986.93
122736	05/21/2024	551.60
122739	05/21/2024	45.28
122742	05/21/2024	3,600.00
122746	05/21/2024	30,923.43
122747	05/21/2024	396.00
122752	05/21/2024	97.50
122753	05/21/2024	33.75
122754	05/21/2024	1,482.00
122760	05/21/2024	425.45
122767	05/23/2024	375.00
122768	05/23/2024	92.00
122769	05/23/2024	80.00
122770	05/23/2024	244.00
122771	05/23/2024	48,026.56
122772	05/23/2024	244.00
122773	05/23/2024	1,800.00
122774	05/23/2024	176.00
122775	05/23/2024	1,454.34
122776	05/23/2024	112.00
122777	05/23/2024	1,237.00
122778	05/23/2024	1,657.50
122779	05/23/2024	232.00
122780	05/23/2024	112.00
122781	05/23/2024	140.00
122782	05/23/2024	48.00
122783	05/23/2024	108.00
122785	05/23/2024	140.00
122786	05/23/2024	244.00
122787	05/23/2024	112.00
122788	05/23/2024	1,415.00
122789	05/23/2024	23.15
122790	05/23/2024	80.00
122791	05/23/2024	4,440.25
122792	05/23/2024	436.00
122793	05/23/2024	192.00
122794	05/23/2024	8,991.30
122795	05/23/2024	292.89
122796	05/23/2024	144.00
122797	05/23/2024	80.00
122798	05/23/2024	7,671.74
122801	05/29/2024	156.00
		164,808.72



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2010	CAPITAL ONE AP CHECKING							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	2,003,232.91
05/01/2024				See Cash Disbursement Schedule 111	CD-111	0.00	187,829.04	1,815,403.87
05/02/2024	1031287			NYS DOH ACH	CR-11	4,850.02	0.00	1,820,253.89
05/03/2024	1031315			Health, Dental, Life	CR-11	6,390.56	0.00	1,826,644.45
05/03/2024	1031316			Senior Class Trip	CR-11	180.00	0.00	1,826,824.45
05/03/2024	1031317			Field Trip-Grist Mill-Brown	CR-11	30.00	0.00	1,826,854.45
05/07/2024	1031438			Miller Place UFSD Shared Transportation	CR-11	196.66	0.00	1,827,051.11
05/07/2024	1031439			SWR CSD Shared Transportation	CR-11	196.66	0.00	1,827,247.77
05/08/2024				See Cash Disbursement Schedule 115	CD-115	0.00	937,776.73	889,471.04
05/09/2024	1031335			Facilities Fee	CR-11	750.00	0.00	890,221.04
05/09/2024	1031337			NYS DOH ACH	CR-11	14,041.21	0.00	904,262.25
05/10/2024	1031338			Funding Warrant #111	CR-11	187,829.04	0.00	1,092,091.29
05/10/2024	1031339			Funding Warrant #115	CR-11	937,776.73	0.00	2,029,868.02
05/13/2024	1031348			Facilities Use	CR-11	450.00	0.00	2,030,318.02
05/14/2024	1031349			Facilities Use	CR-11	600.00	0.00	2,030,918.02
05/14/2024	1031350			Field Trip Grist Mill-Ruffini	CR-11	30.00	0.00	2,030,948.02
05/15/2024				See Cash Disbursement Schedule 117	CD-117	0.00	2,042,710.75	-11,762.73
05/15/2024	1031354			Field Trip Grist Mill-Arnesen/Salatto	CR-11	30.00	0.00	-11,732.73
05/16/2024	1031355			Funding Warrant #117	CR-11	2,042,710.75	0.00	2,030,978.02
05/16/2024	1031358			NYS DOH ACH	CR-11	36,180.28	0.00	2,067,158.30
05/20/2024	1031371			Field Day Tee Shirts-Arnesen/Salatto	CR-11	7.00	0.00	2,067,165.30
05/20/2024	1031372			Health, Dental, Life Deposit	CR-11	1,636.77	0.00	2,068,802.07
05/20/2024	1031373			Field Trip-Grist Mill-Behringer	CR-11	30.00	0.00	2,068,832.07
05/20/2024	1031374			Field Day Tee Shirts-Alberti	CR-11	147.00	0.00	2,068,979.07
05/21/2024	1031370			Field Day Tee Shirts-Meehan	CR-11	7.00	0.00	2,068,986.07
05/22/2024				See Cash Disbursement Schedule 120	CD-120	0.00	1,010,888.34	1,058,097.73
05/22/2024	1031430			Friends of Music Donation	CR-11	5,113.80	0.00	1,063,211.53
05/22/2024	1031431			Ohiopyle Prints, Inc. Donation	CR-11	33.66	0.00	1,063,245.19
05/23/2024	1031437			Funding Warrant #120	CR-11	1,010,888.34	0.00	2,074,133.53
05/24/2024	1031461			Field Day Tee Shirts-Arnesen/Salatto	CR-11	7.00	0.00	2,074,140.53
05/24/2024	1031462			Field Trip Adventure Park-O'Mahoney	CR-11	60.00	0.00	2,074,200.53
05/29/2024				See Cash Disbursement Schedule 122	CD-122	0.00	80,796.73	1,993,403.80

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2010	CAPITAL ONE AP CHECKING							
05/29/2024	1031451			Field Trip NS Library-Hale	CR-11	90.00	0.00	1,993,493.80
05/30/2024	1031460			AP Test Deposits	CR-11	29,120.60	0.00	2,022,614.40
Grand Totals:						4,279,383.08	4,260,001.59	2,022,614.40

Rocky Point Union Free School District
Treasurer's Report
General Fund - Investment A2011
As of May 31, 2024

Reconciled Balance as of: 4/30/2024 192,471.55

Receipts:

Field Trips	52,965.00	
Field Day Shirts	8,454.00	
Interest	428.69	
Junior Prom	625.00	
Scrap Metal	51.80	
Senior Prom	44,710.00	
Spring Plant Sale	2,749.00	
Thespian Society Fundraiser	2,261.00	
Yearbook/Memory Book	<u>720.00</u>	
		112,964.49

Disbursements:

Bank Supplies Charge	415.60	
NSF Check	<u>120.00</u>	
		<u>(535.60)</u>

Total available balance per General Ledger as of: 5/31/2024 304,900.44

Bank Balance as of: 5/31/2024 304,900.44

Prepared by: Linda Bilski
Date: 6/6/2024

Reviewed by: Virginia Holby
Date: 6/6/2024



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

A2011

May 01, 2024 through May 31, 2024

Customer Service Information

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

00081167 WBS 802211 15424 NNNNNNNNNN 1 000000000 C2 0000

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	Shares
Opening Ledger Balance		\$192,471.55	
Deposits and Credits	116	\$112,964.49	
Withdrawals and Debits	3	\$535.60	
Checks Paid	0	\$0.00	
Ending Ledger Balance		\$304,900.44	
Average Ledger Balance	\$240,386	Annual Percentage Yield Earned*	2.12%
Interest Credited This Period	\$428.69	Interest Credited Year-to-Date	\$1,202.45

Rate(s): 05/01 to 05/31 at 2.10%

Deposits and Credits

Ledger Date	Description	Amount
05/02	Deposit	\$21,240.00
05/02	Deposit	570.00
05/02	Deposit	540.00
05/02	Deposit	180.00
05/02	Deposit	180.00
05/02	Deposit	180.00
05/06	Deposit	660.00
05/06	Deposit	625.00
05/06	Deposit	165.00
05/06	Deposit	153.00
05/06	Deposit	147.00
05/06	Deposit	147.00
05/06	Deposit	145.00

* 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.

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2011	CHASE GENERAL FUND MM							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	192,471.55
05/01/2024	1031289			Grist Mill Field Trip-Andersen	CR-11	180.00	0.00	192,651.55
05/01/2024	1031290			Grist Mill Field Trip- Behringer	CR-11	180.00	0.00	192,831.55
05/01/2024	1031291			Grist Mill Field Trip-Marte	CR-11	570.00	0.00	193,401.55
05/01/2024	1031292			Grist Mill Field Trip -O'Connor	CR-11	540.00	0.00	193,941.55
05/01/2024	1031293			Senior Class Trip	CR-11	180.00	0.00	194,121.55
05/01/2024	1031294			Senior Class Trip	CR-11	21,240.00	0.00	215,361.55
05/03/2024	1031299			Field Trip Grist Mill- Brown	CR-11	660.00	0.00	216,021.55
05/03/2024	1031300			Junior Prom	CR-11	625.00	0.00	216,646.55
05/03/2024	1031301			Field Day Tee Shirts-Gasparro	CR-11	153.00	0.00	216,799.55
05/03/2024	1031302			Field Day Tee Shirts-Miller	CR-11	140.00	0.00	216,939.55
05/03/2024	1031303			Field Day Tee Shirts-Sumwalt	CR-11	165.00	0.00	217,104.55
05/03/2024	1031304			Field Day Tee Shirts-Giacchetto/Vogel	CR-11	140.00	0.00	217,244.55
05/03/2024	1031305			Field Day Tee Shirts-Edmonds	CR-11	140.00	0.00	217,384.55
05/03/2024	1031306			Field Day Tee Shirts-Bayer/Fasano	CR-11	140.00	0.00	217,524.55
05/03/2024	1031307			Field Day Tee Shirts-Zimmer	CR-11	126.00	0.00	217,650.55
05/03/2024	1031308			Field Day Tee Shirts-Golding	CR-11	145.00	0.00	217,795.55
05/03/2024	1031309			Field Day Tee Shirts-Dozier	CR-11	112.00	0.00	217,907.55
05/03/2024	1031310			Field Day Tee Shirts-Proffit	CR-11	147.00	0.00	218,054.55
05/03/2024	1031311			Field Day Tee Shirts-Filippi	CR-11	133.00	0.00	218,187.55
05/03/2024	1031312			Field Day Tee Shirts-Ferraro	CR-11	147.00	0.00	218,334.55
05/03/2024	1031313			Field Day Tee Shirts-Rogers	CR-11	105.00	0.00	218,439.55
05/03/2024	1031314			Field Day Tee Shirts-Dwyer/Wennerod	CR-11	42.00	0.00	218,481.55
05/03/2024	1031324			FJC Staff Shirts	CR-11	740.00	0.00	219,221.55
05/03/2024	1031325			Field Day Tee Shirts-Meschi	CR-11	140.00	0.00	219,361.55
05/03/2024	1031326			Field Day Tee Shirts -Warren/DeMarco	CR-11	161.00	0.00	219,522.55
05/03/2024	1031327			Field Day Tee Shirts - Ritchie	CR-11	133.00	0.00	219,655.55
05/03/2024	1031329			Field Day Tee Shirts-DeVito	CR-11	126.00	0.00	219,781.55
05/03/2024	1031330			Field Day Tee Shirts-Zumpol	CR-11	119.00	0.00	219,900.55
05/03/2024	1031331			Field Day Tee Shirts-Capaldi	CR-11	91.00	0.00	219,991.55
05/04/2024	1031328			Field Day Tee Shirts-Schirtzer	CR-11	133.00	0.00	220,124.55
05/08/2024	1031333			LI Music Festival @ Adventureland	CR-11	4,032.00	0.00	224,156.55

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2011	CHASE GENERAL FUND MM							
05/09/2024	1031336			Field Trip-Tri-Spy Tour-O'Brien	CR-11	597.00	0.00	224,753.55
05/14/2024	1031351			Field Trip Become A Spy-Ross-Licata	CR-11	660.00	0.00	225,413.55
05/14/2024	1031352			Field Trip Ward Melville Heritage-Jackson	CR-11	690.00	0.00	226,103.55
05/14/2024	1031353			MS Yearbook Sales	CR-11	720.00	0.00	226,823.55
05/15/2024	1031359			Scrap Metal	CR-11	51.80	0.00	226,875.35
05/15/2024	1031360			Field Trip Become A Spy-Meehan	CR-11	631.00	0.00	227,506.35
05/15/2024	1031361			Field Trip Become A Spy-Vieira	CR-11	660.00	0.00	228,166.35
05/15/2024	1031362			Field Trip Become A Spy-Lobato	CR-11	370.00	0.00	228,536.35
05/15/2024	1031363			Field Trip Become A Spy-Giardelli	CR-11	600.00	0.00	229,136.35
05/15/2024	1031364			Field Trip Brewster House-Alberti	CR-11	630.00	0.00	229,766.35
05/15/2024	1031365			Field Trip Finks Farm-Zimmer	CR-11	440.00	0.00	230,206.35
05/15/2024	1031366			Field Day Shirts-Golding	CR-11	148.00	0.00	230,354.35
05/21/2024	1031387			Field Day Tee Shirts-Friscia	CR-11	255.00	0.00	230,609.35
05/21/2024	1031388			Field Day Tee Shirts-Wendt	CR-11	25.00	0.00	230,634.35
05/21/2024	1031389			Field Day Tee Shirts-Anderson	CR-11	42.00	0.00	230,676.35
05/21/2024	1031390			Field Day Tee Shirts-Yashowitz	CR-11	207.00	0.00	230,883.35
05/21/2024	1031391			Field Day Tee Shirts-Jacobellis	CR-11	216.00	0.00	231,099.35
05/21/2024	1031392			Field Day Tee Shirts-Wendt	CR-11	211.00	0.00	231,310.35
05/21/2024	1031393			Field Day Tee Shirts-Ross-Licata	CR-11	172.00	0.00	231,482.35
05/21/2024	1031394			Field Day Tee Shirts-Vieira	CR-11	177.00	0.00	231,659.35
05/21/2024	1031395			Field Day Tee Shirts-Giardelli	CR-11	147.00	0.00	231,806.35
05/21/2024	1031396			Field Day Tee Shirts-Manfredonia	CR-11	161.00	0.00	231,967.35
05/21/2024	1031397			Field Day Tee Shirts-Jackson	CR-11	147.00	0.00	232,114.35
05/21/2024	1031398			Field Day Tee Shirts-Lobato	CR-11	73.00	0.00	232,187.35
05/21/2024	1031399			Field Day Tee Shirts-Hale	CR-11	27.00	0.00	232,214.35
05/21/2024	1031400			Field Day Tee Shirts-Zambardino	CR-11	81.00	0.00	232,295.35
05/21/2024	1031401			Field Trip Ward Melville-Licata	CR-11	30.00	0.00	232,325.35
05/21/2024	1031402			Field Day Tee Shirts-Nesbitt	CR-11	147.00	0.00	232,472.35
05/21/2024	1031403			Field Day Tee Shirts-Arnesen/Salatto	CR-11	126.00	0.00	232,598.35
05/21/2024	1031404			Field Day Tee Shirts-Oliveto	CR-11	154.00	0.00	232,752.35
05/21/2024	1031405			Field Day Tee Shirts -Brown	CR-11	154.00	0.00	232,906.35
05/21/2024	1031406			Field Trip Adventure Park - Reh	CR-11	1,440.00	0.00	234,346.35

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2011	CHASE GENERAL FUND MM							
05/21/2024	1031407			Field Day Tee Shirts-Pollard	CR-11	166.00	0.00	234,512.35
05/21/2024	1031408			Field Trip Adventure Park - Banigan	CR-11	1,440.00	0.00	235,952.35
05/21/2024	1031409			Field Trip Adventure Park - Ciliento	CR-11	1,380.00	0.00	237,332.35
05/21/2024	1031410			Field Day Tee Shirts-Meehan	CR-11	170.00	0.00	237,502.35
05/21/2024	1031411			Field Day Tee Shirts-Lobato	CR-11	21.00	0.00	237,523.35
05/21/2024	1031412			Field Day Tee Shirts-Reh	CR-11	243.00	0.00	237,766.35
05/21/2024	1031413			Field Day Tee Shirts-O'Mahoney	CR-11	234.00	0.00	238,000.35
05/21/2024	1031414			Field Day Tee Shirts-Falcone	CR-11	189.00	0.00	238,189.35
05/21/2024	1031415			Field Day Tee Shirts-Ciliento	CR-11	190.00	0.00	238,379.35
05/21/2024	1031416			Field Day Tee Shirts-Jacobellis	CR-11	10.00	0.00	238,389.35
05/21/2024	1031417			Field Day Tee Shirts-Banigan	CR-11	198.00	0.00	238,587.35
05/21/2024	1031418			Field Trip Fink's Farm-Ferraro	CR-11	480.00	0.00	239,067.35
05/21/2024	1031419			Field Trip Fink's Farm-DeVito	CR-11	380.00	0.00	239,447.35
05/21/2024	1031420			Field Trip Fink's Farm-Youngs	CR-11	420.00	0.00	239,867.35
05/21/2024	1031421			Field Trip Fink's Farm-DeMarco	CR-11	450.00	0.00	240,317.35
05/21/2024	1031422			Field Trip Fink's Farm-Fasano	CR-11	430.00	0.00	240,747.35
05/22/2024	1031375			Field Day Tee Shirts-Hale	CR-11	63.00	0.00	240,810.35
05/22/2024	1031376			Field Day Tee Shirts-Behringer	CR-11	70.00	0.00	240,880.35
05/22/2024	1031377			Field Day Tee Shirts-O'Connor	CR-11	126.00	0.00	241,006.35
05/22/2024	1031378			Field Day Tee Shirts-Ruffini	CR-11	147.00	0.00	241,153.35
05/22/2024	1031379			Field Day Tee Shirts-Marte	CR-11	117.00	0.00	241,270.35
05/22/2024	1031380			Field Day Tee Shirts-O'Brien	CR-11	245.00	0.00	241,515.35
05/22/2024	1031381			Field Trip Adventure Park-Yashowitz	CR-11	1,320.00	0.00	242,835.35
05/22/2024	1031382			Field Trip Adventure Park-Zambardino	CR-11	600.00	0.00	243,435.35
05/22/2024	1031383			Field Trip Adventure Park - Hale	CR-11	120.00	0.00	243,555.35
05/22/2024	1031384			Field Trip Adventure Park - Friscia	CR-11	1,080.00	0.00	244,635.35
05/22/2024	1031385			Field Day Tee Shirts-Anderson	CR-11	7.00	0.00	244,642.35
05/22/2024	1031386			Interact Annual Spring Plant Sale	CR-11	2,749.00	0.00	247,391.35
05/22/2024	1031423			Field Trip Adventure Park-O'Mahoney/Larson	CR-11	1,380.00	0.00	248,771.35
05/22/2024	1031424			Field Trip North Shore Library-Ruffini	CR-11	147.00	0.00	248,918.35
05/22/2024	1031425			Field Trip Ward Melville-Manfredonia	CR-11	727.00	0.00	249,645.35
05/22/2024	1031426			Field Trip-O'Brien	CR-11	30.00	0.00	249,675.35

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2011	CHASE GENERAL FUND MM							
05/22/2024	1031427			Field Trip North Shore Library-Brown	CR-11	154.00	0.00	249,829.35
05/22/2024	1031428			Thespian Society Fundraising Dinner	CR-11	2,261.00	0.00	252,090.35
05/22/2024	1031434			Field Trip North Shore Library-Olivet	CR-11	140.00	0.00	252,230.35
05/23/2024	1031435			Senior Prom	CR-11	44,710.00	0.00	296,940.35
05/24/2024	283			NSF Check	JE-12	0.00	60.00	296,880.35
05/24/2024	1031442			Field Trip-NS Public Library-Amesen/Salatto	CR-11	126.00	0.00	297,006.35
05/24/2024	1031443			Field Trip-Library-Hale	CR-11	21.00	0.00	297,027.35
05/24/2024	1031444			Field Trip Library-Anderson	CR-11	42.00	0.00	297,069.35
05/24/2024	1031445			Field Trip NS Library-Nesbitt	CR-11	119.00	0.00	297,188.35
05/24/2024	1031446			Field Trip Adventure Park-Jacobellis	CR-11	1,320.00	0.00	298,508.35
05/24/2024	1031447			Field Trip NS Library-Behringer/Damadeo	CR-11	49.00	0.00	298,557.35
05/24/2024	1031448			Field Trip Adventure Park-Falcone	CR-11	1,500.00	0.00	300,057.35
05/24/2024	1031449			Field Trip Adventure Park-Friscia	CR-11	180.00	0.00	300,237.35
05/24/2024	1031450			Field Trip Adventure Park-Reh	CR-11	180.00	0.00	300,417.35
05/29/2024	284			NSF Check	JE-12	0.00	60.00	300,357.35
05/29/2024	294			Bank Charge-Deluxe Bus. Sys. Supplies	JE-12	0.00	415.60	299,941.75
05/30/2024	1031452			Field Trip NS Library-O'Connor	CR-11	119.00	0.00	300,060.75
05/30/2024	1031453			Field Trip NS Library-Wendt	CR-11	154.00	0.00	300,214.75
05/30/2024	1031454			Field Trip NS Library-Anderson	CR-11	7.00	0.00	300,221.75
05/30/2024	1031455			Field Trip National Junior Honor Society-Callahan	CR-11	3,240.00	0.00	303,461.75
05/30/2024	1031456			Field Day Tee Shirts-Helmke	CR-11	110.00	0.00	303,571.75
05/30/2024	1031457			Field Trip Fink's Farm-Gange/Schirtzer	CR-11	440.00	0.00	304,011.75
05/30/2024	1031458			Field Trip Fink's Farm-Golding	CR-11	460.00	0.00	304,471.75
05/31/2024	1031473			Interest Revenue	CR-11	428.69	0.00	304,900.44
Grand Totals:						112,964.49	535.60	304,900.44

Rocky Point Union Free School District
Treasurer's Report
NYCLASS Investment A2013
As of May 31, 2024

Reconciled Balance as of:	4/30/2024		6,211,944.92
Receipts:			
	Dividend	<u>27,494.29</u>	27,494.29
Disbursements:			<u>0.00</u>
Total available balance per General Ledger as of:	5/31/2024		<u>6,239,439.21</u>
Bank Balance as of:	5/31/2024		<u>6,239,439.21</u>

Prepared by: Linda Beluske
Date: 6/6/2024

Reviewed by: Virginia Holloway
Date: 6/6/2024

0001107-0009078 PDF 655871

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

NYCLASS

NYCLASS

Average Monthly Yield: 5.2142%

	Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
General Fund Investment	6,211,944.92	0.00	0.00	27,494.29	123,789.35	6,226,547.89	6,239,439.21
TOTAL	6,211,944.92	0.00	0.00	27,494.29	123,789.35	6,226,547.89	6,239,439.21



Account	Date	Account Name	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 2013		NYCLASS							
					BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	6,211,944.92
	05/31/2024		1031474		Dividend Income	CR-11	27,494.29	0.00	6,239,439.21
Grand Totals:							27,494.29	0.00	6,239,439.21

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Checking - C207
As of May 31, 2024

Reconciled Balance as of:	4/30/2024	250,517.03
Receipts:		
	Sales Tax Reimbursement	<u>171.90</u>
		171.90
Disbursements:		
	Cash Disbursements	<u>76,249.62</u>
		<u>(76,249.62)</u>
Total available balance per General Ledger as of:	5/31/2024	<u>174,439.31</u>
Bank Balance as of:	5/31/2024	174,447.31
Less:	Outstanding Checks	<u>(8.00)</u>
Adjusted Bank Balance as of:	5/31/2024	<u>174,439.31</u>

Prepared by:

Linda Belzke

Date: 6/6/2024

Reviewed by:

Virginia Holloway

Date: 6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 04/30/24	\$250,525.03	Number of Days in Cycle	31
1 Deposits/Credits	\$171.90	Minimum Balance This Cycle	\$174,447.31
42 Checks/Debits	(\$76,249.62)	Average Collected Balance	\$213,415.40
Service Charges	\$0.00		
Ending Balance 05/31/24	\$174,447.31		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking			ROCKY POINT UFSD	
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
05/06	Check 13432		\$10,818.00	\$239,707.03
05/06	Check 13437		\$2,704.76	\$237,002.27
05/06	Check 13440		\$2,192.95	\$234,809.32
05/06	Check 13434		\$400.51	\$234,408.81
05/07	Check 13441		\$1,411.44	\$232,997.37
05/07	Check 13436		\$1,111.20	\$231,886.17
05/07	Check 13435		\$484.25	\$231,401.92
05/07	Check 13442		\$132.28	\$231,269.64
05/08	Check 13438		\$3,504.18	\$227,765.46
05/08	Check 13439		\$1,404.00	\$226,361.46
05/08	Check 13433		\$543.65	\$225,817.81
05/09	Customer Deposit	\$171.90		\$225,989.71
05/13	Check 13447		\$2,239.25	\$223,750.46
05/13	Check 13450		\$1,031.43	\$222,719.03
05/13	Check 13445		\$953.78	\$221,765.25
05/14	Check 13449		\$3,642.90	\$218,122.35
05/14	Check 13443		\$151.00	\$217,971.35
05/14	Check 13451		\$113.96	\$217,857.39
05/15	Check 13446		\$608.40	\$217,248.99

Thank you for banking with us.

ROCKY POINT UFSD

Bank Reconciliation for period ending on 5/31/2024



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

Ending Bank Balance:		174,447.31
Outstanding Checks (See listing below):	-	8.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance: 174,439.31

Cash Account Balance: 174,439.31

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/14/2024	13466	Traci McElroy	8.00
Outstanding Check Total:			8.00

Prepared By

Approved By

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
C 207	CAPITAL ONE CHECKING							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	250,517.03
05/01/2024				See Cash Disbursement Schedule 32	CD-32	0.00	24,858.22	225,658.81
05/08/2024				See Cash Disbursement Schedule 33	CD-33	0.00	9,535.22	216,123.59
05/09/2024	1031334			Sales Tax Reimbursement	CR-11	171.90	0.00	216,295.49
05/15/2024				See Cash Disbursement Schedule 34	CD-34	0.00	31,882.63	184,412.86
05/22/2024				See Cash Disbursement Schedule 35	CD-35	0.00	9,973.55	174,439.31
Grand Totals:						171.90	76,249.62	174,439.31

Rocky Point Union Free School District
Treasurer's Report
Cafeteria Fund ACH C208
As of May 31, 2024

Reconciled Balance as of:	4/30/2024		311,764.86
Receipts:			
	Café ACH Deposits	23,894.15	
	Cafeteria Receipts	16,762.97	
	Interest	<u>591.27</u>	
			41,248.39
Disbursements:			<u>0.00</u>
Total available balance per General Ledger as of:	5/31/2024		<u><u>353,013.25</u></u>
Bank Balance as of:	5/31/2024		350,344.69
Add: Deposit in Transit:			<u>2,668.56</u>
Adjusted Bank Balance as of:	5/31/2024		<u><u>353,013.25</u></u>

Prepared by:
Date:

Linda Bilski
6/7/2024

Reviewed by:
Date:

Virginia Holloway
6/7/2024



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

C208

May 01, 2024 through May 31, 2024

CUSTOMER SERVICE INFORMATION

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

00060834 DDA 802 212 15324 NNNNNNNNNN 1 000000000 C1 0000

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



000608340501000000025

CHECKING SUMMARY

Commercial Checking With Interest

	INSTANCES	AMOUNT
Beginning Balance		\$308,955.27
Deposits and Additions	255	41,389.42
Ending Balance	255	\$350,344.69
Annual Percentage Yield Earned This Period		2.12%
Interest Paid This Period		\$591.27
Interest Paid Year-to-Date		\$2,217.37

DEPOSITS AND ADDITIONS

DATE	DESCRIPTION	AMOUNT
05/01	Deposit	\$334.50
05/01	Deposit	249.00
05/01	Deposit	245.26
05/01	Deposit	222.50
05/01	Deposit	158.76
05/01	Deposit	152.50
05/01	Deposit	144.97
05/01	Deposit	109.00
05/01	Deposit	82.00
05/01	Deposit	78.00
05/01	Deposit	61.00
05/01	Deposit	33.00
05/01	Deposit	29.50
05/01	Deposit	29.10
05/01	Deposit	16.00



Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
C 208	CHASE ACH REVENUE							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	311,764.86
05/08/2024	1031332			Cafeteria Receipts 5/1-5/3/24	CR-11	2,013.62	0.00	313,778.48
05/16/2024	1031367			Cafeteria Receipts 5/6-5/10/24	CR-11	4,233.14	0.00	318,011.62
05/24/2024	1031440			Cafeteria Receipts 5/13-5/17/24	CR-11	4,878.52	0.00	322,890.14
05/30/2024	1031465			Cafeteria Receipts 5/20-5/24/24	CR-11	3,172.39	0.00	326,062.53
05/31/2024	1031472			Cafeteria Receipts 5/29-5/31/24	CR-11	2,465.30	0.00	328,527.83
05/31/2024	1031475			Interest Revenue	CR-11	591.27	0.00	329,119.10
05/31/2024	1031476			FJC ACH	CR-11	3,075.75	0.00	332,194.85
05/31/2024	1031477			JAE ACH	CR-11	5,004.50	0.00	337,199.35
05/31/2024	1031478			RPHS ACH	CR-11	8,934.15	0.00	346,133.50
05/31/2024	1031479			RPMS ACH	CR-11	6,879.75	0.00	353,013.25
Grand Totals:						41,248.39	0.00	353,013.25

Rocky Point Union Free School District
Treasurer's Report
Scholarship Fund Checking - CM200
As of May 31, 2024

Reconciled Balance as of: 4/30/2024 49,203.05

Receipts:

Munistat Scholarship Donation	500.00	
Sound Beach Music Scholarship	250.00	
Rita E. Sullivan Scholarship Donation	<u>1,000.00</u>	
		1,750.00

Disbursements:

0.00

Total available balance per General Ledger as of: 5/31/2024 50,953.05

Bank Balance as of: 5/31/2024 50,953.05

Prepared by: Linda Bilski
Date: 6/6/2024

Reviewed by: Virginia Holloway
Date: 6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 04/30/24	\$49,203.05	Number of Days in Cycle	31
3 Deposits/Credits	\$1,750.00	Minimum Balance This Cycle	\$49,203.05
0 Checks/Debits	\$0.00	Average Collected Balance	\$49,711.11
Service Charges	\$0.00		
Ending Balance 05/31/24	\$50,953.05		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD		
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
05/22	Customer Deposit	\$1,000.00		\$50,203.05
05/22	Customer Deposit	\$500.00		\$50,703.05
05/22	Customer Deposit	\$250.00		\$50,953.05
Total		\$1,750.00	\$0.00	

Thank you for banking with us.

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
CM 200	Scholarship Cash							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	49,203.05
05/22/2024	1031429			Sound Beach Music Scholarship	CR-11	500.00	0.00	49,703.05
05/22/2024	1031432			Munistat Scholarship Donation	CR-11	250.00	0.00	49,953.05
05/22/2024	1031433			Rita E. Sullivan Scholarship Donation	CR-11	1,000.00	0.00	50,953.05
Grand Totals:						1,750.00	0.00	50,953.05

Rocky Point Union Free School District
Treasurer's Report
Extra Class Checking - CM3200
As of May 31, 2024

Reconciled Balance as of:	4/30/2024	71,966.58
Receipts:		0.00
Disbursements:		
	Cash Disbursements	<u>5,508.20</u>
		<u>(5,508.20)</u>
Total available balance per General Ledger as of:	5/31/2024	<u>66,458.38</u>
Bank Balance as of:	5/31/2024	71,008.93
Less:	Outstanding Checks	<u>(4,550.55)</u>
Adjusted Bank Balance as of:	5/31/2024	<u>66,458.38</u>
		0.00

Prepared by:
Date:

Linda Bilski
6/6/2024

Reviewed by:
Date:

Virginia Hallway
6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 04/30/24	\$71,966.58	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$71,008.93
5 Checks/Debits	(\$957.65)	Average Collected Balance	\$71,516.10
Service Charges	\$0.00		
Ending Balance 05/31/24	\$71,008.93		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking			ROCKY POINT UFSD	
Date	Description	Deposits/Credits	Withdrawals/Debits	Resulting Balance
05/09	Check 11531		\$171.90	\$71,794.68
05/10	Check 11528		\$95.52	\$71,699.16
05/14	Check 11530		\$65.00	\$71,634.16
05/17	Check 11533		\$385.34	\$71,248.82
05/28	Check 11534		\$239.89	\$71,008.93
Total		\$0.00	\$957.65	

Govt Banking Blended Chking			ROCKY POINT UFSD		
Checks * designates gap in check sequence					
Check No.	Date	Amount	Check No.	Date	Amount
11528	05/10	\$95.52	11531	05/09	\$171.90
11530*	05/14	\$65.00	11533*	05/17	\$385.34
			11534	05/28	\$239.89

Thank you for banking with us.

ROCKY POINT UFSD

Bank Reconciliation for period ending on 5/31/2024



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

Ending Bank Balance:		71,008.93
Outstanding Checks (See listing below):	-	4,550.55
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	66,458.38
Cash Account Balance:	66,458.38

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
05/07/2024	11529	DAFNE ESTRADA ESCOBAR	300.00
05/14/2024	11532	JOSEPH BIENZ	2,400.00
05/23/2024	11535	LAMANNO'S HAVE A PIZZA AT MILLER PLACE INC DBA C. P. LAMANNO'S	1,850.55
Outstanding Check Total:			4,550.55

Prepared By

Approved By

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
CM3 200	Extraclass Checking							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	71,966.58
05/31/2024				See Cash Disbursement Schedule 20	CD-20	0.00	632.42	71,334.16
05/31/2024				See Cash Disbursement Schedule 21	CD-21	0.00	2,785.34	68,548.82
05/31/2024				See Cash Disbursement Schedule 22	CD-22	0.00	239.89	68,308.93
05/31/2024				See Cash Disbursement Schedule 23	CD-23	0.00	1,850.55	66,458.38
Grand Totals:						0.00	5,508.20	66,458.38

Rocky Point Union Free School District
Treasurer's Report
Federal Fund Checking - F205
As of May 31, 2024

Reconciled Balance as of: 4/30/2024 155,906.57

Receipts:
Refund 181.38
Interfund Transfer 300,000.00
300,181.38

Disbursements:
Cash Disbursements 175,949.89
(175,949.89)

Total available balance per General Ledger as of: 5/31/2024 280,138.06

Bank Balance as of: 5/31/2024 307,285.26

Less: Outstanding Checks (27,147.20)

Adjusted Bank Balance as of: 5/31/2024 280,138.06
0.00

Prepared by: Linda Beluski
Date: 6/6/2024

Reviewed by: Virginia Hallway
Date: 6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 04/30/24	\$180,843.77	Number of Days in Cycle	31
2 Deposits/Credits	\$300,181.38	Minimum Balance This Cycle	\$77,239.47
12 Checks/Debits	(\$173,739.89)	Average Collected Balance	\$192,598.55
Service Charges	\$0.00		
Ending Balance 05/31/24	\$307,285.26		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

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>
05/06	Check 4966		\$1,800.00	\$179,043.77
05/13	Customer Deposit	\$181.38		\$179,225.15
05/13	Check 4968		\$29,750.48	\$149,474.67
05/13	Check 4969		\$24,937.20	\$124,537.47
05/13	Check 4970		\$20,781.00	\$103,756.47
05/13	Check 4967		\$8,300.00	\$95,456.47
05/15	Check 4971		\$17,442.00	\$78,014.47
05/21	Check 4973		\$775.00	\$77,239.47
05/23	Book transfer credit FROM ...5277	\$300,000.00		\$377,239.47
05/24	Check 4974		\$28,901.56	\$348,337.91
05/28	Check 4975		\$18,674.60	\$329,663.31
05/28	Check 4976		\$13,678.45	\$315,984.86
05/28	Check 4977		\$5,999.60	\$309,985.26
05/28	Check 4978		\$2,700.00	\$307,285.26
Total		\$300,181.38	\$173,739.89	

Thank you for banking with us.

ROCKY POINT UFSD

Bank Reconciliation for period ending on 5/31/2024



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

Ending Bank Balance:		307,285.26
Outstanding Checks (See listing below):	-	27,147.20
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	280,138.06
Cash Account Balance:	280,138.06

Outstanding Check Listing

Check Date	Check Number	Payee	Amount
04/09/2024	4960	LITTLE RASCALS	24,937.20
05/14/2024	4972	DEVEREUX FOUNDATION, THE	1,310.00
05/21/2024	4979	THE TAFT SCHOOL CORPORATION DBA TAFT EDUCATIONAL CENTER (TEC)	900.00
Outstanding Check Total:			27,147.20

Prepared By

Approved By

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
F 205	CAPITAL ONE CHECKING							
				BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	155,906.57
05/01/2024				See Cash Disbursement Schedule 28	CD-28	0.00	1,800.00	154,106.57
05/06/2024				See Cash Disbursement Schedule 29	CD-29	0.00	101,210.68	52,895.89
05/13/2024	1031347			Refund	CR-11	181.38	0.00	53,077.27
05/15/2024				See Cash Disbursement Schedule 30	CD-30	0.00	30,986.56	22,090.71
05/22/2024				See Cash Disbursement Schedule 31	CD-31	0.00	41,952.65	-19,861.94
05/23/2024	1031436			Interfund Transfer	CR-11	-300,000.00	0.00	280,138.06
Grand Totals:						300,181.38	175,949.89	280,138.06

Rocky Point Union Free School District
Treasurer's Report
Capital Fund Checking - H205
As of May 31, 2024

Reconciled Balance as of:	4/30/2024		308,211.02
Receipts:			0.00
Disbursements:			
	Cash Disbursements	<u>57,108.07</u>	<u>(57,108.07)</u>
Total available balance per General Ledger as of:	5/31/2024		<u><u>251,102.95</u></u>
Bank Balance as of:	5/31/2024		<u><u>251,102.95</u></u>

Prepared by:

Linda Bilski
Date: 6/6/2024

Reviewed by:

Virginia Talway
Date: 6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking		ROCKY POINT UFSD	
Previous Balance 04/30/24	\$308,211.02	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$251,102.95
2 Checks/Debits	(\$57,108.07)	Average Collected Balance	\$280,257.06
Service Charges	\$0.00		
Ending Balance 05/31/24	\$251,102.95		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

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>
05/07	Check 1207		\$13,944.29	\$294,266.73
05/20	Check 1208		\$43,163.78	\$251,102.95
Total		\$0.00	\$57,108.07	

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>
1207	05/07	\$13,944.29	1208	05/20	\$43,163.78			

Thank you for banking with us.

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
H 205		CAPITAL ONE CHECKING								
						BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	308,211.02
	05/01/2024					See Cash Disbursement Schedule 21	CD-21	0.00	13,944.29	294,266.73
	05/15/2024					See Cash Disbursement Schedule 22	CD-22	0.00	43,163.78	251,102.95
						Grand Totals:		0.00	57,108.07	251,102.95

Rocky Point Union Free School District
Treasurer's Report
Debt Service Fund Checking - V200
As of May 31, 2024

Reconciled Balance as of:	4/30/2024	129,152.42
Receipts:		0.00
Disbursements:		0.00
Total available balance per General Ledger as of:	5/31/2024	<u>129,152.42</u>
Bank Balance as of:	5/31/2024	<u>129,152.42</u>

Prepared by: Linda Bilske
Date: 6/6/2024

Reviewed by: Virginia Helms
Date: 6/6/2024

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 MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking

ROCKY POINT UFSD

Previous Balance 04/30/24	\$129,152.42	Number of Days in Cycle	31
0 Deposits/Credits	\$0.00	Minimum Balance This Cycle	\$129,152.42
0 Checks/Debits	\$0.00	Average Collected Balance	\$129,152.42
Service Charges	\$0.00		
Ending Balance 05/31/24	\$129,152.42		

ACCOUNT DETAIL FOR PERIOD MAY 01, 2024 - MAY 31, 2024

Govt Banking Blended Chking

ROCKY POINT UFSD

<u>Date</u>	<u>Description</u>	<u>Deposits/Credits</u>	<u>Withdrawals/Debits</u>	<u>Resulting Balance</u>
05/01				\$129,152.42
	No Account Activity this Statement Period			
05/31				\$129,152.42
Total		\$0.00	\$0.00	
No Items Processed				

Thank you for banking with us.

ROCKY POINT UFSD

Cash Account Transactions Report From 5/1/2024 To 5/31/2024



Account	Date	Account Name	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
V 200		CASH								
						BALANCE 07/01/2023 - 04/30/2024		0.00	0.00	129,152.42
						Grand Totals:		0.00	0.00	129,152.42

**CASH REPORT
FOR THE MONTH ENDED
May 31, 2024**

GENERAL FUND

A204	Capital One Trust & Agency	\$	2,297,165.59
A205	Capital One Payroll	\$	47,418.16
A210	Petty Cash	\$	600.00
A2008	Capital One Investment	\$	17,924,473.28
A2010	Capital One AP Checking	\$	2,022,614.40
A2011	JP Morgan Chase-Money Market	\$	304,900.44
A2013	NYCLASS Investment	\$	6,239,439.21

Total General Fund: \$ 28,836,611.08

SCHOOL LUNCH FUND

C207	Capital One Lunch Fund Checking	\$	174,439.31
C208	JP Morgan Chase-Lunch ACH	\$	353,013.25

Total School Lunch Fund: \$ 527,452.56

SPECIAL AID FUND

F205	Capital One Federal Checking	\$	280,138.06
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Total Special Aid Fund: \$ 280,138.06

CAPITAL FUND

H205	Capital One - Checking	\$	251,102.95
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Total Capital Fund: \$ 251,102.95

SCHOLARSHIP FUND

CM200	Capital One - Checking	\$	50,953.05
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Total Scholarship Fund \$ 50,953.05

DEBT SERVICE FUND

V200	Capital One - Money Market	\$	129,152.42
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Total Debt Service Fund \$ 129,152.42

EXTRA CLASS FUND

CM3200	Capital One - Checking	\$	66,458.38
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Total Extra Class Fund \$ 66,458.38

Total All Funds: \$ 30,141,868.50

Rocky Point UFSD
 PERIOD COVERED 7/1/23 to 6/30/2024
 CASH FLOW SUMMARY (THOUSANDS OF DOLLARS)

MONTH	JULY	AUGUST	SEPT	OCT	NOV	DEC	JAN.	FEB	MARCH	APRIL	MAY	JUNE
BEGINNING BALANCE	26,565	23,215	20,196	24,398	21,936	15,842	7,617	29,589	27,305	33,829	28,534	28,836
RECEIPTS:	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	XX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
PROPERTY TAXES	0	0	0	0	0	0	29,110	4,934	822	822	3,004	0
STAR AID	0	0	0	0	0	0	294	0	0	0	0	0
STATE AID	10	882	5,064	153	153	2,876	0	237	11,376	129	6,785	0
OTHER	1,046	320	71	851	109	139	114	907	223	160	285	0
TRF FR OTHER FUNDS	0	0	568	0	0	0	0	0	805	0	0	0
DUE TO OTH FDS	0	0	0	0	0	360	0	0	0	0	0	0
NYS AID DUE TO OTHER FUNDS	48	0	285	854	1,339	0	151	148	0	902	194	0
TAN PROCEEDS	0	0	3,508	0	0	0	0	0	0	0	0	0
TOTAL RECEIPTS:	1,104	1,202	9,496	1,858	1,601	3,375	29,669	6,226	13,226	2,013	10,268	0
DISBURSEMENTS:	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	XX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX
SALARY	976	922	2,842	3,689	3,626	5,561	3,622	3,947	3,604	3,660	5,406	0
OPERATING EXPENSES	3,478	2,749	2,146	631	4,069	5,125	3,775	4,025	2,798	3,329	4,260	0
OTHER	0	0	0	0	0	0	0	0	0	0	0	0
DUE TO OTHER FUNDS	0	0	6	0	0	0	0	0	0	319	0	0
DEBT SERVICE	0	0	0	0	0	308	0	0	0	0	0	0
LOAN TO OTH FDS	0	550	300	0	0	606	300	538	300	0	300	0
REPYMT OF LOANS	0	0	0	0	0	0	0	0	0	0	0	0
REPYMT OF TAN	0	0	0	0	0	0	0	0	0	0	0	0
INTEREST PAYMENT	0	0	0	0	0	0	0	0	0	0	0	0
INT REPAY	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL DISB:	4,454	4,221	5,294	4,320	7,695	11,600	7,697	8,510	6,702	7,308	9,966	0
BALANCE	23,215	20,196	24,398	21,936	15,842	7,617	29,589	27,305	33,829	28,534	28,836	28,836
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXX	XXXXXXXX	XXXXXXXX	XX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED MAY 2024**

GENERAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 5/31/2024



Account	Description	Debits	Credits
A 2008	CAPITAL ONE INVESTMENT	17,924,473.28	0.00
A 2010	CAPITAL ONE AP CHECKING	2,022,614.40	0.00
A 2011	CHASE GENERAL FUND MM	304,900.44	0.00
A 2013	NYCLASS	6,239,439.21	0.00
A 204	TRUST & AGENCY DEDUCTIONS	2,297,165.59	0.00
A 205	PAYROLL	47,418.16	0.00
A 210	PETTY CASH	600.00	0.00
A 380	ACCOUNTS RECEIVABLE	57,578.52	0.00
A 391	DUE FROM FEDERAL FUND	489,705.44	0.00
A 3912	DUE FROM SCHOOL LUNCH	39,513.05	0.00
A 3912C	DUE FROM SCHOOL LUNCH PAYROLL	204,105.24	0.00
A 3917	DUE FROM DEBT SERVICE	3,143.02	0.00
A 391F	DUE FROM FEDERAL FUND PAYROLL	908,557.28	0.00
A 391H	DUE FROM CAPITAL FUND	11,066.15	0.00
A 4805	PREPAID INSURANCE	60,000.00	0.00
A 510	ESTIMATED REVENUES	95,574,495.62	0.00
A 521	ENCUMBRANCES	13,476,424.70	0.00
A 522	EXPENDITURES	74,051,698.37	0.00
A 599	APPROPRIATED FUND BALANCE	3,582,680.01	0.00
A 600	ACCOUNTS PAYABLE	0.00	161,844.47
A 620	TAX ANTICIP NOTES PAYABLE	0.00	3,500,000.00
A 630	DUE TO OTHER FUNDS	0.00	14,675.22
A 6301	DUE TO SCHOOL LUNCH FUND	0.00	373,688.29
A 6302	DUE TO CAPITAL FUND	0.00	4,300,000.00
A 6303	DUE TO FEDERAL FUND	0.00	222,424.00
A 6305	DUE TO DEBT SERVICE	0.00	3,279.10
A 6306	DUE TO SCHOLARSHIP FUND	0.00	1,032.89
A 632	DUE TO STATE TEACHERS' RETIREMENT	0.00	203,684.91
A 738A	SCHOOL ACTIVITES FJC	0.00	15,037.81
A 738B	SCHOOL ACTIVITES JAE	0.00	37,105.37
A 738C	SCHOOL ACTIVITES MS	0.00	7,190.29
A 738D	TESTING HS	0.00	8,493.25
A 755	ADMIN KEN EDWARDS SCHOLARSHIP	0.00	1,330.00
A 761	VISION	0.00	3,025.81
A 762	ERS	0.00	17,369.38
A 763	ERS LOANS	0.00	8,651.68
A 764	ERSAR and ERSAR414 ERS ARREARS	0.00	1,576.17
A 771	OTHER-TEA. RETIRE.	0.00	21.40
A 777	MUSIC DEPT HIGH SCHOOL	0.00	3,899.88
A 778	MARK TWAIN DINNER	0.00	3,198.00
A 779	AP TEST DEPOSITS	0.00	47,219.48
A 780	NYSSMA	0.00	160.00
A 781	FLEX PLAN HEALTH CARE	0.00	4,650.00
A 782	FLEX PLAN DEPENDENT CARE	0.00	2,215.00
A 787	LONG TERM DISABILITY	0.00	139.68
A 789	OTHER VOTE COPE	0.00	564.00

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 5/31/2024



Account	Description	Debits	Credits
A 790	AFLAC -CPP	0.00	5,634.45
A 791	AFLAC - STD	0.00	1,820.06
A 792	AFLAC - ACC	0.00	1,742.21
A 793	AFLAC - HSP	0.00	1,265.26
A 797	SCHOOL ACTIVITES HS	0.00	30,352.01
A 800	YEARBOOK FJC	0.00	55.00
A 801	YEARBOOK JAE	0.00	15.50
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	13,476,947.65
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 878.1	CAPITAL RESERVE 2023	0.00	57,425.61
A 909	FUND BALANCE	0.00	4,451,808.20
A 910	APPROPRIATED FUND BALANCE	0.00	1,989,381.00
A 911	UNAPPROPRIATED FUND BALANCE	0.00	4,341,817.00
A 960	APPROPRIATIONS	0.00	99,157,175.63
A 980	REVENUES	0.00	71,038,976.32
A Fund Totals:		217,295,578.48	217,295,578.48
Grand Totals:		217,295,578.48	217,295,578.48

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	REAL PROPERTY TAX	50,842,314.00	0.00	50,842,314.00	34,692,910.38	16,149,403.62
<u>A 1081</u>	PILOT	31,971.00	0.00	31,971.00	19,139.93	12,831.07
<u>A 1085</u>	STAR REIMBURSEMENT	4,500,000.00	0.00	4,500,000.00	3,999,147.39	500,852.61
<u>A 1315</u>	CONTINUING ED-SUMMER	4,000.00	0.00	4,000.00	0.00	4,000.00
<u>A 1315.A</u>	CONTINUING ED-FALL	5,000.00	0.00	5,000.00	880.00	4,120.00
<u>A 1315.B</u>	CONTINUING ED-SPRING	5,000.00	0.00	5,000.00	495.00	4,505.00
<u>A 1316</u>	DRIVER EDUCATION-SUMMER	20,000.00	0.00	20,000.00	0.00	20,000.00
<u>A 1316.A</u>	DRIVERS ED-FALL	17,500.00	0.00	17,500.00	36,140.00	-18,640.00
<u>A 1316.B</u>	DRIVERS ED-SPRING	17,500.00	0.00	17,500.00	44,480.00	-26,980.00
<u>A 1489</u>	OTHER CHARGES-PROM, YEARBOOK	70,000.00	0.00	70,000.00	77,510.00	-7,510.00
<u>A 2230</u>	DAY SCHOOL TUITION FROM OTHER DISTRICTS	0.00	0.00	0.00	98,342.25	-98,342.25
<u>A 2401</u>	INTEREST AND EARNINGS	90,000.00	0.00	90,000.00	633,804.20	-543,804.20
<u>A 2655</u>	TICKET AND MINOR SALES, OTHER	0.00	0.00	0.00	23,293.15	-23,293.15
<u>A 2655.A</u>	FACILITIES USE	0.00	0.00	0.00	5,270.00	-5,270.00
<u>A 2656</u>	POCKET THEATER	0.00	0.00	0.00	2,060.00	-2,060.00
<u>A 2680</u>	INSURANCE RECOVERIES	0.00	0.00	0.00	7,512.48	-7,512.48
<u>A 2690</u>	FINES - LOST BOOKS	0.00	0.00	0.00	206.00	-206.00
<u>A 2701</u>	REFUNDS FOR PRIOR YEARS' EXP BOCES	0.00	0.00	0.00	1,840.00	-1,840.00
<u>A 2703</u>	PRIOR YEAR REFUNDS-OTHER (NOT TRANS)	350,000.00	0.00	350,000.00	858,428.36	-508,428.36
<u>A 2704</u>	REFUNDS	0.00	0.00	0.00	1,151.66	-1,151.66
<u>A 2705</u>	GIFTS AND DONATIONS	0.00	11,966.62	11,966.62	8,929.06	3,037.56
<u>A 2710</u>	PREMIUM ON OBLIGATIONS	0.00	0.00	0.00	7,735.00	-7,735.00
<u>A 2770</u>	OTHER UNCLASSIFIED	0.00	0.00	0.00	77,846.76	-77,846.76
<u>A 2772</u>	E-RATE REVUENE	0.00	0.00	0.00	22,715.47	-22,715.47
<u>A 2801</u>	INTERFUND REVENUE	23,000.00	0.00	23,000.00	178,121.61	-155,121.61
<u>A 3100</u>	PRIOR YEAR STATE AID	0.00	0.00	0.00	84,340.10	-84,340.10
<u>A 3101</u>	GROSS STATE AID - BASIC	22,937,228.00	0.00	22,937,228.00	19,594,535.40	3,342,692.60
<u>A 3101.E</u>	STATE AID EXCESS COST	4,500,000.00	0.00	4,500,000.00	4,773,146.00	-273,146.00
<u>A 3102</u>	STATE AID LOTTERY	6,000,000.00	0.00	6,000,000.00	5,348,911.56	651,088.44
<u>A 3103</u>	STATE AID BOCES	1,482,691.00	0.00	1,482,691.00	0.00	1,482,691.00
<u>A 3260</u>	STATE AID TEXTBOOKS	165,000.00	0.00	165,000.00	160,363.00	4,637.00
<u>A 3262</u>	STATE AID COMPUTER SOFTWARE	84,000.00	0.00	84,000.00	82,191.00	1,809.00
<u>A 3263</u>	STATE AID LIBRARY LOAN PROGRAM	17,325.00	0.00	17,325.00	16,981.00	344.00

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 3285</u>	STATE AID MEDICAID	100,000.00	0.00	100,000.00	0.00	100,000.00
<u>A 3289</u>	OTHER STATE AID	0.00	0.00	0.00	1,000.00	-1,000.00
<u>A 4285</u>	MEDICAID MANAGEMENT REIMBURSEMENT	0.00	0.00	0.00	179,549.56	-179,549.56
<u>A 5999</u>	FUND BALANCE APPLIED	0.00	4,300,000.00	4,300,000.00	0.00	4,300,000.00
A Totals:		91,262,529.00	4,311,966.62	95,574,495.62	71,038,976.32	24,535,519.30
Grand Totals:		91,262,529.00	4,311,966.62	95,574,495.62	71,038,976.32	24,535,519.30

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOARD OF EDUCATION *	12,150.00	-141.09	12,008.91	9,329.00	372.00	2,307.91
1040	DISTRICT CLERK *	18,976.00	0.00	18,976.00	17,516.40	1,459.60	0.00
1060	DISTRICT MEETING *	10,900.00	141.09	11,041.09	3,704.89	8,848.20	-1,512.00
1240	CHIEF SCHOOL ADMINISTRATOR *	374,576.00	16,161.70	390,737.70	356,629.47	29,522.57	4,585.66
1310	BUSINESS ADMINISTRATION *	824,241.00	-2,846.64	821,394.36	699,928.40	72,899.62	48,566.34
1320	AUDITING *	75,532.00	13,818.00	89,350.00	78,333.30	11,016.70	0.00
1325	TREASURER *	10,710.00	0.00	10,710.00	9,513.44	0.00	1,196.56
1345	PURCHASING *	47,024.00	79.00	47,103.00	40,410.88	9,587.96	-2,895.84
1380	FISCAL AGENT FEE *	11,730.00	0.00	11,730.00	9,000.00	0.00	2,730.00
1420	LEGAL *	55,000.00	15,000.00	70,000.00	57,821.60	12,178.40	0.00
1430	PERSONNEL *	548,588.00	572.78	549,160.78	495,194.83	40,825.22	13,140.73
1480	PUBLIC INFORMATION AND SERVICES *	40,976.00	0.00	40,976.00	36,921.79	4,054.21	0.00
1620	OPERATION OF PLANT *	5,222,148.00	187,369.46	5,409,517.46	4,569,733.08	829,117.07	10,667.31
1621	MAINTENANCE OF PLANT *	1,335,700.00	1,084,406.41	2,420,106.41	1,445,846.06	939,701.34	34,559.01
1670	CENTRAL PRINTING AND MAILING *	73,000.00	30,390.00	103,390.00	86,348.41	12,194.03	4,847.56
1680	CENTRAL DATA PROCESSING *	1,265,164.00	-38,478.00	1,226,686.00	1,051,512.89	175,173.11	0.00
1910	UNALLOCATED INSURANCE *	631,800.00	0.00	631,800.00	573,671.33	5,000.00	53,128.67
1981	ADMINISTRATIVE CHARGE-BOCES *	356,229.00	0.00	356,229.00	326,543.26	29,685.74	0.00
2010	CURRICULUM DEVELOPMENT AND SUPERVISION *	379,826.00	1,095.00	380,921.00	270,798.94	55,901.09	54,220.97
2020	SUPERVISION - ADMINISTRATION *	2,224,080.00	3,032.16	2,227,112.16	1,891,847.79	158,462.60	176,801.77
2060	RESEARCH, PLANNING AND EVALUATION *	94,000.00	0.00	94,000.00	70,625.00	0.00	23,375.00
2070	INSERVICE TRAINING - INSTRUCTION *	28,300.00	0.00	28,300.00	7,490.55	13,072.50	7,736.95
2110	TEACHING - REGULAR SCHOOL *	25,902,362.00	-810,551.95	25,091,810.05	18,702,284.27	4,667,638.36	1,721,887.42
2138	MUSIC & FINE ARTS *	71,324.00	14,262.66	85,586.66	85,485.40	9,121.71	-9,020.45
2250	PROGRAMS FOR HANDICAPPED CHILDREN *	16,041,519.00	0.00	16,041,519.00	12,545,736.55	2,952,191.56	543,590.89
2280	OCCUPATIONAL EDUCATION *	1,193,034.00	40.00	1,193,074.00	913,263.23	278,534.79	1,275.98
2330	COMMUNITY EDUCATION *	141,500.00	5,740.00	147,240.00	64,316.06	8,689.12	74,234.82
2610	SCHOOL LIBRARY AND AUDIOVISUAL *	556,135.00	1,004.47	557,139.47	467,500.70	92,802.05	-3,163.28
2620	EDUCATIONAL TELEVISION *	18,967.00	0.00	18,967.00	3,146.05	15,820.95	0.00
2630	COMPUTER ASSISTED INSTRUCTION *	495,229.00	136,723.10	631,952.10	349,228.06	129,445.26	153,278.78
2805	ATTENDANCE - REGULAR SCHOOL *	79,386.00	-20,112.00	59,274.00	54,373.85	3,597.00	1,303.15
2810	GUIDANCE - REGULAR SCHOOL *	1,388,473.00	95,351.72	1,483,824.72	1,238,144.64	247,689.43	-2,009.35

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2815	HEALTH SERVICES - REGULAR SCHOOL *	543,046.00	75,398.28	618,444.28	490,681.18	113,945.67	13,817.43
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL *	359,684.00	0.00	359,684.00	268,254.08	91,261.92	168.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL *	369,109.00	0.00	369,109.00	282,649.14	82,199.05	4,260.81
2850	CO-CURRICULAR ACTIVITIES - REG. SCHOOL *	442,620.00	-4,137.80	438,482.20	289,062.78	3,954.84	145,464.58
2855	INTERSCHOLASTIC ATHLETICS - REG. SCHOOL *	925,930.00	63,430.28	989,360.28	953,378.09	53,163.21	-17,181.02
5510	DISTRICT TRANSPORTATION SERVICES *	44,078.00	100.00	44,178.00	40,824.48	3,344.52	9.00
5540	CONTRACT TRANSPORTATION *	6,193,069.00	3,600.00	6,196,669.00	4,336,002.73	1,846,614.05	14,052.22
9010	NYS EMPLOYEES RETIREMENT *	1,135,038.00	0.00	1,135,038.00	721,039.19	0.00	413,998.81
9020	NYS TEACHERS RETIREMENT *	3,648,084.00	0.00	3,648,084.00	-20,979.00	0.00	3,669,063.00
9030	SOCIAL SECURITY *	3,390,480.00	0.00	3,390,480.00	2,582,401.17	0.00	808,078.83
9040	WORKERS' COMPENSATION *	400,000.00	0.00	400,000.00	230,768.05	157,478.25	11,753.70
9045	LIFE INSURANCE *	50,000.00	0.00	50,000.00	27,747.93	3,365.24	18,886.83
9050	UNEMPLOYMENT INSURANCE *	50,000.00	0.00	50,000.00	4,809.19	44,490.81	700.00
9060	HEALTH INSURANCE *	14,028,208.00	0.00	14,028,208.00	12,313,778.63	262,004.95	1,452,424.42
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	146,860.61	0.00	166,380.39
9901	TRANSFER TO SPECIAL AID *	2,053,681.00	0.00	2,053,681.00	161,340.00	0.00	1,892,341.00
9950	CAPITAL IMPROVEMENTS *	390,880.00	4,300,000.00	4,690,880.00	4,690,880.00	0.00	0.00
Fund ATotals:		93,985,727.00	5,171,448.63	99,157,175.63	74,051,698.37	13,476,424.70	11,629,052.56
Grand Totals:		93,985,727.00	5,171,448.63	99,157,175.63	74,051,698.37	13,476,424.70	11,629,052.56

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED MAY 2024**

CAFETERIA FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 5/31/2024



Account	Description	Debits	Credits
C 207	CAPITAL ONE CHECKING	174,439.31	0.00
C 208	CHASE ACH REVENUE	353,013.25	0.00
C 380	ACCOUNTS RECEIVABLE	30.19	0.00
C 391	DUE FROM GENERAL FUND	373,688.29	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	1,426,500.00	0.00
C 521	ENCUMBRANCES	252,928.12	0.00
C 522	EXPENDITURES	1,296,486.14	0.00
C 599	APPROPRIATED FUND BALANCE	181,142.22	0.00
C 630	DUE TO GENERAL FUND	0.00	39,513.05
C 630A	DUE TO GENERAL FUND PAYROLL	0.00	204,105.24
C 631	DUE TO OTHER GOVT.	0.00	0.09
C 691	DEFERRED REVENUE	0.00	50,562.52
C 821	RESERVE FOR ENCUMBRANCES	0.00	252,928.12
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	1,607,642.22
C 980	REVENUES	0.00	1,315,805.34
C Fund Totals:		4,094,598.39	4,094,598.39
Grand Totals:		4,094,598.39	4,094,598.39

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440</u>	SALE OF TYPE A LUNCHES	298,900.00	7,000.00	305,900.00	70,203.31	235,696.69
<u>C 1441</u>	ADULT ALA CARTE	1,200.00	0.00	1,200.00	4,849.61	-3,649.61
<u>C 1445</u>	OTHER CAFETERIA SALES	373,900.00	11,000.00	384,900.00	302,767.85	82,132.15
<u>C 2401</u>	INTEREST AND EARNINGS	0.00	0.00	0.00	10,016.42	-10,016.42
<u>C 2770</u>	MISCELLANEOUS REVENUES	10,000.00	0.00	10,000.00	918.15	9,081.85
<u>C 2771</u>	GRANTS AND REBATES	0.00	0.00	0.00	108.00	-108.00
<u>C 3190</u>	GOVERNMENT REIMB-STATE	20,000.00	104,500.00	124,500.00	403,227.00	-278,727.00
<u>C 4191</u>	GOVERNMENT REIMB-FEDERAL	600,000.00	0.00	600,000.00	523,715.00	76,285.00
C Totals:		1,304,000.00	122,500.00	1,426,500.00	1,315,805.34	110,694.66
Grand Totals:		1,304,000.00	122,500.00	1,426,500.00	1,315,805.34	110,694.66

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2860	*	1,340,000.00	207,642.22	1,547,642.22	1,253,315.41	252,928.12	41,398.69
9030	*	55,000.00	0.00	55,000.00	41,138.54	0.00	13,861.46
9925	*	5,000.00	0.00	5,000.00	2,032.19	0.00	2,967.81
Fund CTotals:		1,400,000.00	207,642.22	1,607,642.22	1,296,486.14	252,928.12	58,227.96
Grand Totals:		1,400,000.00	207,642.22	1,607,642.22	1,296,486.14	252,928.12	58,227.96

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED MAY 2024**

FEDERAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 5/31/2024



Account	Description	Debits	Credits
F 205	CAPITAL ONE CHECKING	280,138.06	0.00
F 391	DUE FROM GENERAL FUND	222,424.00	0.00
F 410	STATE AND FEDERAL AID REC	3,691.71	0.00
F 510	ESTIMATED REVENUES	4,224,440.20	0.00
F 521	ENCUMBRANCES	694,416.88	0.00
F 522	EXPENDITURES	3,243,892.57	0.00
F 599	APPROPRIATED FUND BALANCE	0.00	0.09
F 630	DUE TO GENERAL FUND	0.00	489,705.44
F 630A	DUE TO GENERAL FUND PAYROLL	0.00	908,557.28
F 821	RESERVE FOR ENCUMBRANCES	0.00	694,416.88
F 960	APPROPRIATIONS	0.00	4,224,440.11
F 980	REVENUES	0.00	2,351,883.62
F Fund Totals:		8,669,003.42	8,669,003.42
Grand Totals:		8,669,003.42	8,669,003.42

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>F 3289.EMT.A</u>	Educational Media Technology Association	1,000.00	0.00	1,000.00	1,000.00	0.00
<u>F 3289.HCW.B</u>	HEALTHCARE WORKER BONUS REVENUE 2022 2023	1,000.00	9,000.00	10,000.00	9,688.50	311.50
<u>F 3289.SSH.24</u>	REVENUE-SUMMER HCP 2023 2024	0.00	0.00	0.00	336,637.66	-336,637.66
<u>F 3289.STO.P2.3</u>	STOP ARM REVENUE 2022 2023	19,576.00	0.00	19,576.00	19,576.10	-0.10
<u>F 3289.UPK.24</u>	UPK REVENUE 2023 2024	410,490.00	0.00	410,490.00	205,245.00	205,245.00
<u>F 3289.UPK.24.A</u>	UPK REVENUE 2023 2024 FULL DAY	380,983.00	0.00	380,983.00	54,030.00	326,953.00
<u>F 4126.TLI.23</u>	REVENUE TITLE I	1,755.00	0.00	1,755.00	0.00	1,755.00
<u>F 4126.TLI.24</u>	REVENUE TITLE I	220,560.00	0.00	220,560.00	44,112.00	176,448.00
<u>F 4256.PRE.22.A</u>	REVENUE PRE	0.00	6,216.00	6,216.00	0.00	6,216.00
<u>F 4256.PRE.24</u>	REVENUE PRE	44,549.00	0.00	44,549.00	8,909.00	35,640.00
<u>F 4256.PTB.22.A</u>	REVENUE PTB	165.71	0.00	165.71	0.00	165.71
<u>F 4256.PTB.24</u>	REVENUE PTB	758,321.00	15,764.00	774,085.00	151,664.00	622,421.00
<u>F 4283.24C.NE.A</u>	CHILD NURTITION EQUIPMENT GRANT	47,100.00	0.00	47,100.00	0.00	47,100.00
<u>F 4286.ARP.A</u>	ARP PLAN ARPA	637,236.83	0.00	637,236.83	442,629.00	194,607.83
<u>F 4286.ARP.S</u>	ARP SED ARPS	1,017,235.63	0.00	1,017,235.63	550,103.00	467,132.63
<u>F 4286.ESS.ER</u>	CRRSA ESSER 2	334,715.87	0.00	334,715.87	334,692.00	23.87
<u>F 4286.GEE.R2</u>	CRRSA GEER 2	176,290.16	0.00	176,290.16	176,237.36	52.80
<u>F 4289.ELL.23</u>	REVENUE ELL	3,925.00	0.00	3,925.00	0.00	3,925.00
<u>F 4289.ELL.24</u>	REVENUE ELL	19,219.00	18,270.00	37,489.00	3,843.00	33,646.00
<u>F 4289.SAE.23</u>	REVENUE SSAE	100.00	0.00	100.00	0.00	100.00
<u>F 4289.SAE.24</u>	REVENUE SSAE	18,963.00	0.00	18,963.00	3,792.00	15,171.00
<u>F 4289.TII.23</u>	REVENUE TITLE IIA	7,311.00	0.00	7,311.00	1,077.00	6,234.00
<u>F 4289.TII.24</u>	REVENUE TITLE IIA	43,244.00	31,450.00	74,694.00	8,648.00	66,046.00
F Totals:		4,143,740.20	80,700.00	4,224,440.20	2,351,883.62	1,872,556.58
Grand Totals:		4,143,740.20	80,700.00	4,224,440.20	2,351,883.62	1,872,556.58

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	*	12,143.85	327,846.10	339,989.95	339,920.41	0.00	69.54
1621	*	18,701.00	627.29	19,328.29	18,229.30	1,098.99	0.00
2110	*	2,502,183.29	196,625.01	2,698,808.30	1,873,206.24	559,054.89	266,547.17
2250	*	869,483.71	26,891.00	896,374.71	749,032.16	134,263.00	13,079.55
2630	*	2,972.36	173,321.40	176,293.76	176,237.36	0.00	56.40
2810	*	11,837.11	8,987.00	20,824.11	13,648.50	0.00	7,175.61
2815	*	0.00	-3,000.00	3,000.00	3,000.00	0.00	0.00
2825	*	0.99	0.00	0.99	0.00	0.00	0.99
9020	*	20,979.00	0.00	20,979.00	20,979.00	0.00	0.00
9030	*	16,376.00	0.00	16,376.00	17,174.60	0.00	-798.60
9060	*	32,465.00	0.00	32,465.00	32,465.00	0.00	0.00
Fund FTotals:		3,487,142.31	737,297.80	4,224,440.11	3,243,892.57	694,416.88	286,130.66
Grand Totals:		3,487,142.31	737,297.80	4,224,440.11	3,243,892.57	694,416.88	286,130.66

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED MAY 2024**

CAPITAL FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 5/31/2024



Account	Description	Debits	Credits
H 205	CAPITAL ONE CHECKING	251,102.95	0.00
H 391	DUE FROM GENERAL FUND	4,300,000.00	0.00
H 510	ESTIMATED REVENUES	4,843,083.34	0.00
H 521	ENCUMBRANCES	188,211.55	0.00
H 522	EXPENDITURES	2,745,334.32	0.00
H 599	APPROPRIATED FUND BALANCE	3,160,397.57	0.00
H 6301	DUE TO GENERAL FUND	0.00	11,066.15
H 821	RESERVE FOR ENCUMBRANCES	0.00	188,211.55
H 909	FUND BALANCE	0.00	2,280,375.64
H 960	APPROPRIATIONS	0.00	8,003,480.91
H 980	REVENUES	0.00	5,004,995.48
H Fund Totals:		15,488,129.73	15,488,129.73
Grand Totals:		15,488,129.73	15,488,129.73

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>H 3297</u>	SMART SCHOOLS	0.00	0.00	0.00	314,115.48	-314,115.48
<u>H 5031</u>	TRANFERS GENERAL FUND	0.00	4,690,880.00	4,690,880.00	4,690,880.00	0.00
<u>H 5710</u>	SERIAL BONDS	0.00	152,203.34	152,203.34	0.00	152,203.34
H Totals:		0.00	4,843,083.34	4,843,083.34	5,004,995.48	-161,912.14
Grand Totals:		0.00	4,843,083.34	4,843,083.34	5,004,995.48	-161,912.14

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1620	*	63,390.45	2,384,410.94	2,447,801.39	2,419,487.75	0.00	28,313.64
1625	*	884,957.45	194,632.29	1,079,589.74	149,757.15	188,211.55	741,621.04
9950	*	0.36	176,089.42	176,089.78	176,089.42	0.00	0.36
9999	*	0.00	4,300,000.00	4,300,000.00	0.00	0.00	4,300,000.00
Fund HTotals:		948,348.26	7,055,132.65	8,003,480.91	2,745,334.32	188,211.55	5,069,935.04
Grand Totals:		948,348.26	7,055,132.65	8,003,480.91	2,745,334.32	188,211.55	5,069,935.04

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED MAY 2024**

SCHOLARSHIP FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 5/31/2024



Account	Description	Debits	Credits
CM 200	Scholarship Cash	50,953.05	0.00
CM 200.1	DUE FROM GENERAL	1,032.89	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	514.95
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 510	Estimated Revenue	12,500.00	0.00
CM 522	Expenditures	0.00	0.00
CM 599	Appropriated Fund Balance	0.00	12,500.00
CM 980	Revenues	0.00	3,309.41
CM Fund Totals:		64,485.94	64,485.94
Grand Totals:		64,485.94	64,485.94

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>CM 2000.000</u>	RITA SULLIVAN	0.00	0.00	0.00	1,000.00	-1,000.00
<u>CM 2009.001</u>	GENERAL	0.00	0.00	0.00	250.00	-250.00
<u>CM 2016.001</u>	SOUND BEACH MUSIC SCHOLARSHIP	0.00	0.00	0.00	500.00	-500.00
<u>CM 2018.001</u>	LIVE LIKE SUSIE	5,000.00	0.00	5,000.00	600.00	4,400.00
<u>CM 2401.000</u>	INTEREST	7,500.00	0.00	7,500.00	959.41	6,540.59
CM Totals:		12,500.00	0.00	12,500.00	3,309.41	9,190.59
Grand Totals:		12,500.00	0.00	12,500.00	3,309.41	9,190.59

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED MAY 2024**

DEBT SERVICE FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 5/31/2024



Account	Description	Debits	Credits
V 200	CASH	129,152.42	0.00
V 3911	DUE FROM GENERAL	3,279.10	0.00
V 510	ESTIMATED REVENUE	1,992,682.00	0.00
V 522	EXPENDITURES	161,340.63	0.00
V 599	APPROPRIATED FUND BALANCE	0.00	40,000.00
V 630	DUE TO OTHER FUNDS	0.00	3,143.02
V 909	FUND BALANCE, UNRESERVED	0.00	110,233.89
V 960	APPROPRIATIONS	0.00	1,952,682.00
V 980	REVENUES	0.00	180,395.24
V Fund Totals:		2,286,454.15	2,286,454.15
Grand Totals:		2,286,454.15	2,286,454.15

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



<u>Account</u>	<u>Description</u>	<u>Budget</u>	<u>Adjustments</u>	<u>Revised Budget</u>	<u>Revenue Earned</u>	<u>Unearned Revenue</u>
<u>V 2401</u>	INTEREST EARNINGS	40,000.00	0.00	40,000.00	19,055.24	20,944.76
<u>V 5031</u>	INTERFUND TRANSFERS	1,952,682.00	0.00	1,952,682.00	161,340.00	1,791,342.00
	V Totals:	1,992,682.00	0.00	1,992,682.00	180,395.24	1,812,286.76
	Grand Totals:	1,992,682.00	0.00	1,992,682.00	180,395.24	1,812,286.76

ROCKY POINT UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9711	*	1,952,682.00	0.00	1,952,682.00	161,340.63	0.00	1,791,341.37
	Fund VTotals:	1,952,682.00	0.00	1,952,682.00	161,340.63	0.00	1,791,341.37
	Grand Totals:	1,952,682.00	0.00	1,952,682.00	161,340.63	0.00	1,791,341.37

**ROCKY POINT UNION FREE SCHOOL DISTRICT
FOR THE MONTH ENDED MAY 2024**

EXTRA CLASS FUND

ROCKY POINT UFSD

Trial Balance Report From 7/1/2023 - 5/31/2024



Account	Description	Debits	Credits
CM3 200	Extraclass Checking	66,458.38	0.00
CM3 291	Due From Other Funds	14,675.22	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	61,850.00	0.00
CM3 522	Expenditures	26,885.42	0.00
CM3 599	Appropriated Fund Balance	0.00	32,850.00
CM3 960	Appropriations	0.00	29,000.00
CM3 980	Revenues	0.00	46,649.00
CM3 Fund Totals:		169,869.02	169,869.02
Grand Totals:		169,869.02	169,869.02

ROCKY POINT UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>CM3 1000.102</u>	MATH HONOR SOCIETY	0.00	0.00	0.00	1,690.00	-1,690.00
<u>CM3 1000.103</u>	VARSITY CLUB	1,500.00	0.00	1,500.00	997.00	503.00
<u>CM3 1000.106</u>	STUDENT COUNCIL MS	9,000.00	0.00	9,000.00	2,944.00	6,056.00
<u>CM3 1000.107</u>	YEARBOOK MS	9,000.00	0.00	9,000.00	7,860.00	1,140.00
<u>CM3 1000.110</u>	BE A NICER NEIGHBOR CLUB	0.00	0.00	0.00	1,913.00	-1,913.00
<u>CM3 1000.111</u>	INTERACT COMMUNITY SERVICE CLUB	0.00	0.00	0.00	2,749.00	-2,749.00
<u>CM3 1000.112</u>	SKILLS USA HS COSMOTOLOGY	7,500.00	0.00	7,500.00	5,300.00	2,200.00
<u>CM3 1000.114</u>	HUMAN RIGHTS CLUB	350.00	0.00	350.00	107.00	243.00
<u>CM3 1000.116</u>	THESPIAN TROUPE #696	0.00	0.00	0.00	2,261.00	-2,261.00
<u>CM3 1000.117</u>	YEARBOOK HS	12,500.00	0.00	12,500.00	7,695.00	4,805.00
<u>CM3 1000.118</u>	STUDENT COUNCIL	11,000.00	0.00	11,000.00	3,069.92	7,930.08
<u>CM3 1000.125</u>	NATIONAL ENGLISH HONOR SOCIETY	500.00	0.00	500.00	250.00	250.00
<u>CM3 1000.129</u>	FISHING CLUB	7,500.00	0.00	7,500.00	5,346.50	2,153.50
<u>CM3 1000.130</u>	MS NATIONAL JUNIOR HONOR SOCIETY	0.00	0.00	0.00	3,240.00	-3,240.00
<u>CM3 2401.000</u>	INTEREST	3,000.00	0.00	3,000.00	1,226.58	1,773.42
CM3 Totals:		61,850.00	0.00	61,850.00	46,649.00	15,201.00
Grand Totals:		61,850.00	0.00	61,850.00	46,649.00	15,201.00

ROCKY POINT UFSD

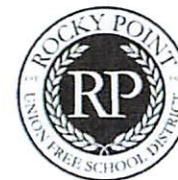
Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
3000	*	29,000.00	0.00	29,000.00	26,885.42	0.00	2,114.58
	Fund CM3Totals:	29,000.00	0.00	29,000.00	26,885.42	0.00	2,114.58
	Grand Totals:	29,000.00	0.00	29,000.00	26,885.42	0.00	2,114.58

**APPOINTMENT OF SUMMER TRAINING FOR ROCKY POINT FOOD
SERVICE WORKERS**

ROCKY POINT PUBLIC SCHOOLS



SURPLUS EQUIPMENT DISPOSAL

School: District Wide

Department: Technology

Name: Joseph Reyes

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
Chromebooks	See attached sheet	See attached sheet	See attached sheet	Being replaced with new Chromebooks for incoming Kindergarteners

Requestor Signature

Joseph Reyes

Date: 6/21/24

Assistant Superintendent Signature

[Signature]

Date: 6/24/24

Serial	Asset	Model - #	Serial	Asset	Model - #
NXHPWAA00202627F677611	5500001480	Acer R752 - N18Q6	NXHPWAA0020262BD487611	5500000617	Acer R752 - N18Q6
NXHPWAA0020261A2B57611	5500001720	Acer R752 - N18Q6	NXHPWAA0020261A2EB7611	5500001715	Acer R752 - N18Q6
NXHPWAA0020261A2487611	5500001693	Acer R752 - N18Q6	NXHPWAA0020262C0047611	5500001244	Acer R752 - N18Q6
NXHPWAA00203117C297611	5500003246	Acer R752 - N18Q6	NXGNJAA0029040293D7600	5500000433	Acer R751T - N16Q14
NXHPWAA00203117C3E7611	5500003413	Acer R752 - N18Q6	NXHPWAA002026283697611	5500002035	Acer R752 - N18Q6
NXHPWAA0020513E64E7611	5152	Acer R752 - N18Q6	NXHPWAA002031085F97611	5500002580	Acer R752 - N18Q6
NXHPWAA0020262C09A7611	5500001161	Acer R752 - N18Q6	NXHPWAA0020262C0957611	5500001257	Acer R752 - N18Q6
NXHPWAA0020261A2B27611	5500001683	Acer R752 - N18Q6	NXHPWAA0020262BDA27611	5500000707	Acer R752 - N18Q6
NXHPWAA0020262C0637611	5500001148	Acer R752 - N18Q6	NXHPWAA0020261F3A77611	5500001823	Acer R752 - N18Q6
NXHPWAA0020261A16B7611	5500001755	Acer R752 - N18Q6	NXHPWAA00202619DBB7611	5500001013	Acer R752 - N18Q6
NXHPWAA0020261A1467611	5500001737	Acer R752 - N18Q6	NXHPWAA0020262BF507611	5500001149	Acer R752 - N18Q6
NXHPWAA0020261A2EF7611	5500001709	Acer R752 - N18Q6	NXHPWAA002031180BE7611	5500002331	Acer R752 - N18Q6
NXHPWAA0020261A16F7611	5500001635	Acer R752 - N18Q6	NXHPWAA0020261A42D7611	5500000907	Acer R752 - N18Q6
NXHPWAA0020262BDC37611	5500001220	Acer R752 - N18Q6	NXHPWAA0020261AC6F7611	5500002146	Acer R752 - N18Q6
NXHPWAA00202619C9F7611	5500001862	Acer R752 - N18Q6	NXHPWAA0020261A17C7611	5500001846	Acer R752 - N18Q6
NXHPWAA0020260ACB47611	5500001231	Acer R752 - N18Q6	NXHPWAA0020261A3457611	5500000757	Acer R752 - N18Q6
NXHPWAA00202627F197611	5500001413	Acer R752 - N18Q6	NXHPWAA00202627ED17611	5500002005	Acer R752 - N18Q6
NXHPWAA0020260A9527611	5500001258	Acer R752 - N18Q6	NXHPWAA0020261A2857611	5500001752	Acer R752 - N18Q6
NXHPWAA0020262BF8F7611	5500001166	Acer R752 - N18Q6	NXHPWAA0020261ABC77611	5500000875	Acer R752 - N18Q6
NXHPWAA0020262BD007611	5500002273	Acer R752 - N18Q6	NXHPWAA0020090992D7600	5500000628	Acer R752 - N18Q6
NXHPWAA0020262BD7F7611	5500000726	Acer R752 - N18Q6	NXHPWAA00202627F0C7611	5500001113	Acer R752 - N18Q6
NXHPWAA0020262BD3A7611	5500001151	Acer R752 - N18Q6	NXHPWAA0020262BD287611	5500002210	Acer R752 - N18Q6
NXHPWAA0020260AC097611	5500001207	Acer R752 - N18Q6	NXKEAAA00131616C547600	11331	Acer Spin 511 - N20Q10
NXHPWAA0020262C0117611	5500001253	Acer R752 - N18Q6	NXKEAAA00131616BB17600	11259	Acer Spin 511 - N20Q10
NXHPWAA00203107BE07611	5500003216	Acer R752 - N18Q6	NXGNJAA00290404C167600	5500000496	Acer R751T - N16Q14
NXHPWAA0020262C0997611	5500001239	Acer R752 - N18Q6	NXGNJAA0029040294D7600	5500000303	Acer R752 - N18Q6
NXHPWAA00203117F8B7611	5500003018	Acer R752 - N18Q6	NXHPWAA0020261A0887611	5500000737	Acer R752 - N18Q6
NXHPWAA0020262C0B47611	5500001240	Acer R752 - N18Q6	NXH93AA0019300DC017600	7001	Acer R752 - N18Q6
NXHPWAA0020260AB8E7611	5500001205	Acer R752 - N18Q6	NXHPWAA002026282CE7611	5500001905	Acer R752 - N18Q6
NXHPWAA0020261AB197611	5500002140	Acer R752 - N18Q6	NXHPWAA0020310869E7611	5500002503	Acer R752 - N18Q6
NXHPWAA00202627F097611	5500001494	Acer R752 - N18Q6	NXKEAAA0013161BD1D7600	11010	Acer Spin 511 - N20Q10
NXHPWAA0020262BDCA7611	5500000700	Acer R752 - N18Q6	NXHPWAA0020262BDDE7611	5500000667	Acer R752 - N18Q6
NXHPWAA002031172DB7611	5500002375	Acer R752 - N18Q6	NXHPWAA00203117AF37611	5500002651	Acer R752 - N18Q6
NXHPWAA00203117A427611	5500002751	Acer R752 - N18Q6	NXHPWAA00202627F797611	5500001511	Acer R752 - N18Q6
NXHPWAA0020262BCDE7611	5500002188	Acer R752 - N18Q6	NXHPWAA00203107BBA7611	5500003207	Acer R752 - N18Q6
NXHPWAA00202627EF57611	5500001919	Acer R752 - N18Q6	NXHPWAA002031086D97611	5500002892	Acer R752 - N18Q6
NXHPWAA0020260ACD87611	5500001235	Acer R752 - N18Q6	NXHPWAA0020261F3ED7611	5500000873	Acer R752 - N18Q6
NXHPWAA0020261A2D67611	5500001740	Acer R752 - N18Q6	NXHPWAA002031086317611	5500002493	Acer R752 - N18Q6
NXGNJAA002904029417600	5500000382	Acer R751T - N16Q14	NXHPWAA0020262C0A07611	5500001109	Acer R752 - N18Q6
NXHPWAA0020260ABDB7611	5500001202	Acer R752 - N18Q6	NXHPWAA00203108AF77611	5500003098	Acer R752 - N18Q6
NXHPWAA0020310858F7611	5500002918	Acer R752 - N18Q6	NXHPWAA0020261F3657611	5500000998	Acer R752 - N18Q6
NXHPWAA0020262BD397611	5500000635	Acer R752 - N18Q6	NXGNJAA002842065087600	5500000308	Acer R751T - N16Q14
NXHPWAA0020262C0007611	5500001195	Acer R752 - N18Q6	NXHPWAA00203117FD57611	5500003173	Acer R752 - N18Q6
NXHPWAA0020262BCC17611	5500001176	Acer R752 - N18Q6	NXHPWAA0020310860E7611	5500002412	Acer R752 - N18Q6
NXHPWAA002026282437611	5500001407	Acer R752 - N18Q6	NXHPWAA002031086247611	5500002526	Acer R752 - N18Q6
NXHPWAA0020262BE0A7611	5500001209	Acer R752 - N18Q6	NXHPWAA0020261ACCB7611	5500002094	Acer R752 - N18Q6
NXHPWAA0020261A2E87611	5500001716	Acer R752 - N18Q6	NXHPWAA00202619CC97611	5500000744	Acer R752 - N18Q6
NXHPWAA0020261AAE07611	5500001756	Acer R752 - N18Q6	NXHPWAA0020262C0A37611	5500001025	Acer R752 - N18Q6
NXHPWAA0020261A3027611	5500001665	Acer R752 - N18Q6	NXHPWAA00203107D5D7611	5500003318	Acer R752 - N18Q6
NXH93AA0019300DBF17600	7023	Acer R752 - N18Q6	NXHPWAA0020262BD9C7611	5500000676	Acer R752 - N18Q6
NXHPWAA0020260AB217611	5500001190	Acer R752 - N18Q6	NXHPWAA002026282907611	5500001933	Acer R752 - N18Q6
NXKEAAA00131514D137600	11228	Acer Spin 511 - N20Q10	NXHPWAA002031180A27611	5500002334	Acer R752 - N18Q6
NXKEAAA001316168387600	11093	Acer Spin 511 - N20Q10	NXHPWAA0020262BD2D7611	5500002224	Acer R752 - N18Q6
NXKEAAA00131514F8E7600	11242	Acer Spin 511 - N20Q10	NXHPWAA002031180B97611	5500002329	Acer R752 - N18Q6
NXHPWAA0020261A34F7611	5500000763	Acer R752 - N18Q6	NXHPWAA002031086CE7611	5500002598	Acer R752 - N18Q6
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NXHPWAA00203117F1B7611	5500003154	Acer R752 - N18Q6	NXHPWAA00203117B4C7611	5500002705	Acer R752 - N18Q6
NXHPWAA002026283667611	5500001911	Acer R752 - N18Q6	NXHPWAA0020261AC697611	5500001972	Acer R752 - N18Q6

Serial	Asset	Model - #
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NXHPWAA0020261A1EF7611	5500000746	Acer R752 - N18Q6
NXGNJAA002904029327600	5500000368	Acer R751T - N16Q14
NXKEAAA00131514E0A7600	11220	Acer Spin 511 - N20Q10
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NXGNJAA0029040514B7600	5500000530	Acer R751T - N16Q14
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NXHPWAA002031180177611	5500003264	Acer R752 - N18Q6
NXHPWAA002031086AA7611	5500002607	Acer R752 - N18Q6
NXHPWAA00202619D507611	5500001281	Acer R752 - N18Q6
NXHPWAA00202624CDC7611	5500001187	Acer R752 - N18Q6
NXHPWAA0020261A2087611	5500000795	Acer R752 - N18Q6
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NXGNJAA00290402AC07600	550000482	Acer Spin 511 - N20Q10
NXHPWAA00203108B6D7611	500003076	Acer R752 - N18Q6
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NXGNJAA002904029667600	5500000360	Acer R751T - N16Q14
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NXHPWAA00203117D1C7611	5500003296	Acer R752 - N18Q6
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NXHPWAA002031086AC7611	5500002809	Acer R752 - N18Q6
NXHPWAA00203117FCC7611	5500003020	Acer R752 - N18Q6
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NXHPWAA0020260AC597611	5500001271	Acer R752 - N18Q6
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NXHPWAA0020261A1AC7611	5500001727	Acer R752 - N18Q6
NXHPWAA00203117FD47611	5500003122	Acer R752 - N18Q6
NXHPWAA0020261A3577611	5500000812	Acer R752 - N18Q6
NXHPWAA00202627F1D7611	5500001516	Acer R752 - N18Q6



Serial	Asset	Model - #
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NXHPWAA0020310865A7611	5500002539	Acer R752 - N18Q6
NXHPWAA0020262BCBB7611	5500002190	Acer R752 - N18Q6
NXHPWAA00202624EC07611	5500001011	Acer R752 - N18Q6
NXGNJAA0029040294F7600	5500000425	Acer R751T - N16Q14
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NXHPWAA00203108B267611	5500002786	Acer R752 - N18Q6
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NXHPWAA00203117B197611	5500002735	Acer R752 - N18Q6
NXGNJAA00290404BD67600	5500000554	Acer R751T - N16Q14
NXHPWAA002031083957611	5500002489	Acer R752 - N18Q6
NXHPWAA00202619DAF7611	5500001342	Acer R752 - N18Q6
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NXHPWAA00203117A877611	5500002757	Acer R752 - N18Q6
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NXHPWAA00202627EEA7611	5500001985	Acer R752 - N18Q6
NXHPWAA002026280B97611	5500001122	Acer R752 - N18Q6
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NXHPWAA002026281B87611	5500001095	Acer R752 - N18Q6
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NXHPWAA002026281CC7611	5500001980	Acer R752 - N18Q6
NXHPWAA00203117C4A7611	5500003354	Acer R752 - N18Q6
NXHPWAA00202619D177611	5500001289	Acer R752 - N18Q6
NXHPWAA002031085497611	5500002528	Acer R752 - N18Q6
NXHPWAA0020502C7BC7611		Acer R752 - N18Q6
NXHPWAA00202619D7D7611	5500001381	Acer R752 - N18Q6
NXHPWAA0020261A35A7611	5500000786	Acer R752 - N18Q6
NXHPWAA0020261AC1D7611	5500000806	Acer R752 - N18Q6
NXHPW110010311790F7611	5500002747	Acer R752 - N18Q6
HBH911100C0262BDCC7611		Acer R752 - N18Q6

ROCKY POINT PUBLIC SCHOOLS

SURPLUS TEXTBOOK DISPOSAL

SCHOOL Rocky Point Middle School DEPARTMENT Math NAME Ryan Stern

Title and Author	ISBN#	Copyright Date	Number to be Disposed of	Rationale
Go Math! Advanced 2018 Houghton Mifflin Harcourt	978-1-328-77296-1	2018	8	Outdated
Sta Adv (Go Math! Sta 2) Houghton Mifflin Harcourt	978-1-328-77300-5	2018	3	Outdated
NY Math Connects: Concepts, Skills, and Problem Solving, Course 3, Student Edition McGraw-Hill	978-0-07-888341-5	2009	4	Outdated
NY Math Connects: Concepts, Skills, and Problem Solving, Course 3, Student Edition McGraw-Hill	978-0-07-888338-5	2009	3	Outdated
Motion, Forces, and Energy Padilla, Michael J.	0-13-434492-8	2000	1	Outdated
New York math A Edwards, Mervine	0-87694-959-6	2001	2	Outdated

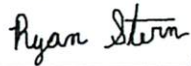

Requestor Signature  Date: 6/28/2024
 Assistant Superintendent  Date 7/2/24

ROCKY POINT PUBLIC SCHOOLS

SURPLUS TEXTBOOK DISPOSAL

SCHOOL Rocky Point Middle School DEPARTMENT Math NAME Ryan Stern

Title and Author	ISBN#	Copyright Date	Number to be Disposed of	Rationale
Algebra 1 Common Core Prentice Hall	987-0-13-328114-9	2015	32	Outdated
Amsco's Integrated Algebra 1 Ann Xavier Gantert	978-1-56765-585-8	2007	32	Outdated
Go Math! Sta Grade 7 2018 Houghton Mifflin Harcourt	978-1-328-76114-9	2018	9	Outdated
Go Math! Teacher Edition Accelerated 7 2014 Holt Mcdougal	978-0-544-14740-9	2014	4	Outdated
Go Math! Grade 8 2018 Houghton Mifflin Harcourt	978-1-328-76112-5	2018	11	Outdated
Go Math! Sta Grade 6 2018 Houghton Mifflin Harcourt	978-1-328-76113-2	2018	11	Outdated

Requestor Signature  Date: 6/28/2024
 Assistant Superintendent  Date 7/2/24

ROCKY POINT PUBLIC SCHOOLS



SURPLUS EQUIPMENT DISPOSAL

School: DW BHS

Department: Grounds

Name: Jeff Niemczyk

Description	Model#/Serial#	Property Tag #	Quantity	Reason for Disposal
18' Trailer	VIN# 5G081701 TCMR 3005	N/A	1	Has achieved useful life
John Deere UTV	VIN# W00422X0B4031	N/A	1	Has achieved useful life

Requestor Signature

Date: 7.2.24

Assistant Superintendent Signature

Date: 7/2/24

APPOINTMENT OF CHAPERONES, LUNCH DUTY AND PROCTORS

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

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

**MODIFICATION TO THE EMPLOYMENT AGREEMENT BETWEEN THE
BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT
AND SCOTT O'BRIEN**

AGREEMENT, made as of the 8th day of July 2024, by and between the Board of Education of the Rocky Point Union Free School District, Suffolk County, New York (hereinafter the "Board"), and Scott O'Brien, Superintendent of Schools ("Superintendent")

WHEREAS, the Board and Dr. O'Brien entered into an employment agreement, dated April 16, 2019 and subsequently amended on November 15, 2020, December 13, 2021, and July 6, 2023 employing Scott O'Brien, as Superintendent; and

WHEREAS, the parties wish to further modify the Agreement by amending certain terms set forth in the Agreement;

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, and intending to be legally bound thereby, the parties agree to modify the Agreement as follows:

1. Paragraph one (1) of the Agreement entitled "Term of Employment" shall be amended to extend the term of this agreement until July 7, 2029.
2. Subparagraph B of Paragraph 11 entitled "Vacation Days" shall be amended to read: "The Superintendent may redeem on an annual basis up to fifteen (15) unused vacation days at one hundred (100%) percent of his normal per diem rate of 1/240 of his annual salary."
3. This agreement, as amended and extended, shall be effective as of July 8, 2024 and shall remain in full force and effect through July 7, 2029.

IN WITNESS WHEREOF, the parties have caused this Modification to be executed as of the day and year first set forth above.

**BOARD OF EDUCATION OF
THE ROCKY POINT UFSD**

By: _____

Jessica Ward, President

Scott O'Brien, Superintendent of Schools

Witness:

Kelly White, District Clerk, RPUFSD

**MODIFICATION TO THE EMPLOYMENT AGREEMENT BETWEEN THE
BOARD OF EDUCATION OF THE ROCKY POINT UNION FREE SCHOOL DISTRICT
AND SUSANN CROSSAN**

AGREEMENT, made as of the 8th day of July 2024, by and between the Board of Education of the Rocky Point Union Free School District, Suffolk County, New York (hereinafter the “Board”), and Susann Crossan, Assistant Superintendent of Schools (“Assistant Superintendent”)

WHEREAS, the Board and Mrs. Crossan entered into an employment agreement, dated June 17, 2019 and subsequently amended on December 14, 2020, December 13, 2021, July 28, 2022, August 29, 2022, and June 12, 2023 employing Susann Crossan, as Assistant Superintendent; and

WHEREAS, the parties wish to further modify the Agreement by amending certain terms set forth in the Agreement;

NOW THEREFORE, for good and valuable consideration, receipt of which is hereby acknowledged, and intending to be legally bound thereby, the parties agree to modify the Agreement as follows:

1. Susann Crossan retired (by way of formal application to the NYSTRS) from the District effective July 30, 2022 (last day worked July, 29, 2022).
2. The District hereby agrees that this Agreement constitutes an additional one-year agreement contract (effective August 1, 2024 through August 31, 2025) providing for full-time service.
3. All terms and conditions of the employment agreement, dated June 17, 2019 and subsequently amended on December 14, 2020, December 13, 2021, July 28, 2022, August 29, 2022 and June 12, 2023, between the Board of Education of the Rocky Point Union Free School District and Susann Crossan, Assistant Superintendent of Schools will remain in place and will be adhered to, except sick days and, personal days will not be allowed to be cashed out or subject to payout for the 2022-2023; 2023- 2024; and 2024-2025 school years.
4. In the event that NYS elects to extend Section 211 subdivision 9 of the Retirement and Social Security Law the District shall have the ability to offer, in its sole discretion, to extend the terms and the benefits set forth herein beyond the 2024-25 school year.

IN WITNESS WHEREOF, the parties have caused this Modification to be executed as of the day and year first set forth above.

**BOARD OF EDUCATION OF
THE ROCKY POINT UFSD**

By: _____
Jessica Ward, President

Susann Crossan, Assistant Superintendent of Schools

Witness:

Kelly White, District Clerk, RPUFSD

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/8/2024**

7/8/2024 Schedule-A Classified Staff

Last	First	Position	Building	Rate	BOE Date	Amount	Effective Date	Description/Comments
Annicelli	Raymond	Custodial Worker I	DW	N/A	7/8/2024	N/A	6/10/2024	Resignation for personal reasons
Sorrentino	Salvatore	Guard	DW	N/A	7/8/2024	N/A	6/13/2024	Unpaid leave of absence for medical reasons beginning on 6/13/2024 half (1/2) day pm through 6/30/2024.
Giammarella	Lisa	Senior Office Assistant	HS	Annual-Step 14	7/8/2024	38,322.00	6/12/2024	Change in title as per Civil Service Rules and Regulations from Office Assistant to a promotional appointment as a Senior Office Assistant. Salary pro-rated.
Gieger	Lisa	School Nurse	HS	Hourly	7/8/2024	35.07	5/18/2024	Preparation for 8th grade school trip. No more than Fourteen (14) hours beginning 5/18/2024 through 5/19/2024.
Gangi	Patricia	Part-Time Office Assistant	FJC	N/A	7/8/2024	N/A	8/31/2024	Resignation to accept School Hall Monitor position.
Gangi	Patricia	School Hall Monitor	HS	Hourly-Step 8	7/8/2024	17.23	9/1/2024	Part-time (5 days per week, 5 hours per day) ten-month conditional appointment. Replaces K. Feldmann.
Souliopoulos	Toni	Food Service Worker	HS	N/A	7/8/2024	N/A	5/8/2024	Unpaid leave of absence for medical reasons beginning on 5/8/2024 through 6/30/2024.
Gervasi	Ashli	School Teacher Aide	DW	N/A	7/8/2024	N/A	6/26/2024	Resignation for personal reasons
Strong	Iris	School Lunch Monitor	JAE	N/A	7/8/2024	N/A	6/21/2024	Resignation for personal reasons
McDonald	Kristen	School Hall Monitor	MS	Annual-Step 12	7/8/2024	23,886.00	9/1/2024	Full-time ten-month contractual appointment. Replaces D. Carey.
Barber	Marianne	School Teacher Aide	DW	N/A	7/8/2024	N/A	9/2/2024	Amended retirement date
Bouton	Maran	School Teacher Aide	DW	N/A	7/8/2024	N/A	8/31/2024	Resignation to accept Teaching Assistant I position.
Bianco	Patrizia	Lead Food Service Worker	FJC	Hourly	7/8/2024	24.87	6/27/2024	Additional work
Golden	Jennifer	Office Assistant	FJC	Annual-Step 0	7/8/2024	29,856.00	7/15/2024	Full-Time, 12-Month probationary permanent appointment as per Civil Service rules and
Manchisi	Jeffrey	Groundskeeper I	DW	N/A	7/8/2024	N/A	7/12/2024	Resignation for personal reasons
Donovan	Melissa	School Lunch Monitor	JAE	N/A	7/8/2024	N/A	6/26/2024	Resignation for personal reasons

**Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/8/2024**

7/8/2024 Schedule-B Certified Staff

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Bertone	Jocelyn	Speech Teacher	FJC	N/A	7/8/2024	N/A	5/29/2024	Unpaid leave of absence for the purpose of childcare beginning 5/29/2024 through 6/26/2024.
Chen	Yang	Teaching Assistant III	MS	N/A	7/8/2024	N/A	6/21/2024	Rescind leave of absence for personal reasons beginning 6/21/2024 through 6/26/2024.
Mauceri	Tesia	School Social Worker	MS	N/A	7/8/2024	N/A	9/1/2024	Unpaid leave of absence for the the purpose of childcare beginning 9/1/2024 through 1/17/2025.
Heinzman	Ryan	Technology Teacher	MS	Annual B-Step 1	7/8/2024	50,346.00	9/1/2024	Full-time, ten-month probationary appointment commencing 9/1/2024 through 8/31/2028. The probationary expiration date will depend on the individual's APPR ratings. To receive tenure, Mr. Heinzman must have overall APPR ratings of effective or highly effective in at least three of four preceding years. If Mr. Heinzman receives an ineffective composite or overall APPR rating in her final year of probation, he will not be eligible for tenure at that time. Replaces M. Moorman. Effective 9/1/2024
Bouton	Maran	Teaching Assistant I	HS	Annual	7/8/2024	19,712.00	9/1/2024	Full-time ten-month probationary appointment commencing 9/1/24 through 8/31/28. Replaces C. DeRosa.
Borges	Brielle	School Social Worker	MS	Annual M-Step 1	7/8/2024	59,662.00	9/1/2024	Regular substitute appointment from 9/1/2024 through 1/22/2025. Replacing T. Brooks.
Christian	Kimberly	Director of MST	DW	Annual	7/8/2024	153,068.00	7/10/2024	Full-time, twelve-month probationary appointment as Director of MST commencing 7/10/2024 and ending 7/9/2028. Salary pro-rated. Replaces J. Watkis.

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/8/2024

7/8/2024 Schedule-C Non-Teaching Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Badamo	Ashley	Substitute Clerical	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Annicelli	Raymond	Substitute Custodian	DW	Hourly	7/8/2024	16.00	6/11/2024	2023-2024 school year
McCarville	Debra	Substitute Clerical	Dw	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Masterson	Rachel	Substitute Clerical	DW	Hourly	7/8/2024	30.79	7/1/2024	Beginning 7/1/2024 through 8/29/2024.
Masterson	Rachel	Substitute Clerical	DW	Hourly	7/8/2024	16.50	8/30/2024	Beginning 8/30/2024 through June 30, 2025.
Mulligan	Susan	Substitute Clerical	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Nelson	Ralph	Substitute Clerical	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Cummings	Kelly	Substitute Food Service Worker	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Napolitano	Anna	Substitute Food Service Worker	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Librizzi	Debra	Substitute Nurse	DW	Hourly	7/8/2024	28.00	7/1/2024	2024-2025 school year
Krepil	Patricia	Substitute Nurse	DW	Hourly	7/8/2024	28.00	7/1/2024	2024-2025 school year
Grippa	Vincent	School Communications Coordinator	DW	Hourly	7/8/2024	25.00	7/1/2024	2024-2025 school year
Behlen	Jeana	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Connolly	Susan	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Drews	Wendy	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Falcon	Jennifer	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Gilligan	Deborah	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
LaRosa	Denise	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Madurski	Bambie	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Michael	Christine	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Picone	John	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Rhodes	Melissa	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year

Rigoulot	Shore	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Scully	Marianne	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Sjoen	Heidy	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Strong	Iris	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Urneeb	Soma	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Winter	Susan	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Poitrowski	Daniel	Substitute Custodian	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Danseglgio	Vincent	Substitute Guard	DW	Hourly	7/8/2024	22.00	7/1/2024	2024-2025 school year
Holt	Alexander	Substitute Guard	DW	Hourly	7/8/2024	22.00	7/1/2024	2024-2025 school year
Koehne	James	Substitute Guard	DW	Hourly	7/8/2024	22.00	7/1/2024	2024-2025 school year
Niver	Glenn	Substitute Guard	DW	Hourly	7/8/2024	22.00	7/1/2024	2024-2025 school year
Pipe	Donald	Substitute Guard	DW	Hourly	7/8/2024	22.00	7/1/2024	2024-2025 school year
Wodzinski	Thomas	Substitute Guard	DW	Hourly	7/8/2024	22.00	7/1/2024	2024-2025 school year
Seckin	Deborah	Substitute Guard	DW	Hourly	7/8/2024	22.00	7/1/2024	2024-2025 school year
Musi	Kimberlie-Ann	Substitute Teacher Aide/Monitor	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year
Bucher	Kathleen	Substitute Clerical	DW	Hourly	7/8/2024	16.50	7/1/2024	2024-2025 school year

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/8/2024

7/8/2024 Schedule-D Teaching/Certified Substitutes

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Amendola	Justin	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Barone	Timothy	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Bernier	Dana	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Borges	Brielle	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Bucicchia	John	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Byrnes	Joshua	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Callaghan	Connor	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Carotenuto	Gregory	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Conti	Catherine	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Coppolone	Eric	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Dominguez	Marissa	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Esmaelzada	Elizabeth	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Fusaro	Chase	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Gallagher	Molly	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Gambino	Elizabeth	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Giammarella	Sara	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Gibaldi	Alexandria	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Gold	Jackie	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Goldberg	Chelsea	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year

Goldstein	Darren	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Hadzima	Glenn	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Hadzima	Romona	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Hurst	Sophia	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
La Lota	Anthony	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Leone	Jessica	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Lombardo	Stephanie	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Maltese	Taylor	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Marcellino	Joseph	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
McFadden	Katherine	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Mejia	Adriana	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Mileski	Ingrid	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Mitchko	Nicholas	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Molinaro	Elizabeth	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Molinaro	Jack	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Naples	Joseph	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Novellino	Frank	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
O'Neill	Megan	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Palmer	Pamela	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Pannizzo	Christopher	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Pescitelli	Dale	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Piazza	Christopher	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year

Pronsky	Jenna	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Ryan	Candace	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Sauer	Holden	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Sicoli	Alexandra	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Sofoklis	Samantha	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Sosnowy-Sabella	Joann	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Szybkowski	Dawn	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Szymanski	Robert	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Tous	Taylor	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Weilbacher	Eileen	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Williams	Thomas	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year
Verma	Vijay	Substitute Teacher/Teaching Assistant	DW	Daily	7/8/2024	130.00 non preferred; 160.00 preferred	7/1/2024	2024-2025 school year

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/8/2024

7/8/2024 Schedule-E Co-Curricular Positions 2023/2024

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Williams	James	Additional Supervision - ENL Teacher	DW	Hourly	7/8/2024	51.00	6/1/2024	Interview committee
Ardolino	Lindsey	ENL Teacher	DW	Hourly	7/8/2024	51.00	7/1/2024	Translation needs for the2024-2025 school year.
Calamonici	Maghan	Forien Language Teacher	DW	Hourly	7/8/2024	51.00	7/1/2024	Translation needs for the2024-2025 school year.
Foley	Lauren	Forien Language Teacher	DW	Hourly	7/8/2024	51.00	7/1/2024	Translation needs for the2024-2025 school year.
Breen	Teresa	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Costa	Jean	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Knapp	Craig	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Lopez	Mara	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Giannetto	Michael	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
O'Connor	Kim	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Serpico	Gabriella	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Smokler	Kim	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Acritelli-Hunt	Jacqueline	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Vieira	Deborah	Additional Supervision-Grade 3 Orientation	JAE	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Hollander	Jacklyn	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Trapani	Karen	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Adamski	Jaimie	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Hancock	Patricia	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Guerrisi	Kathleen	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Edmonds	Christine	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Kent	Nenagh	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Proffit	Alexa	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Sumwalt	Janel	Additional Supervision - Kindergarten Orientation/Kindersocial	FJC	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year
Knapp	Craig	Department Chair--Elementary Music	DW	Annual	7/8/2024	5,084.00	7/1/2024	2024-2025 school year
Schecher	Amy	Department Chair--Secondary Music	DW	Annual	7/8/2024	7,262.00	7/1/2024	2024-2025 school year
Stueber	Carrie	FJC Science Club	FJC	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Trapani	Karen	Garden Club - FJC	FJC	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Meschi	Jennifer	FJC Literacy Coordinator	FJC	Annual	7/8/2024	5,810.00	7/1/2024	2024-2025 school year
Ardolino	Lindsey	Memory Book - FJC	FJC	Annual	7/8/2024	1,730.00	7/1/2024	2024-2025 school year
Nentwich	Christopher	10th Grade Advisor	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Roviello-Meadows	Nyree	11th Grade Advisor	HS	Annual	7/8/2024	3,631.00	7/1/2024	2024-2025 school year
Eichler	Chester	12th Grade Advisor	HS	Annual	7/8/2024	5,810.00	7/1/2024	2024-2025 school year
Meier	Seth	9th Grade Advisor	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Meier	Seth	HS Art Honor Society	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Calamita	Kelly	HS Athletes Helping Athletes	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Schecher	Amy	HS Band 11-12	HS	Annual	7/8/2024	5,810.00	7/1/2024	2024-2025 school year

Tribby	Carly	HS Be A Nicer Neighbor	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Ackerman	Jill	HS Be A Nicer Neighbor	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Mancini	Jaimie	HS Choreographer	HS	Annual	7/8/2024	2,469.00	7/1/2024	2024-2025 school year
Meier	Seth	HS Department Club--Art	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Jones	Demi	HS Department Club-Science	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Tillinghast	Kent	HS Chess Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Mancini	Jaimie	HS Drama Coach (Pocket Theater)	HS	Per Production	7/8/2024	2,541.00	7/1/2024	2024-2025 school year
Schecher	Amy	HS Executive Director of Production	HS	Annual	7/8/2024	5,084.00	7/1/2024	2024-2025 school year
Poole	Matthew	HS Guidance Facilitator	HS	Annual	7/8/2024	11,695.00	7/1/2024	2024-2025 school year
Acritelli	Richard	HS History Honor Society	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Laughlin-Cotter	Heather	HS History Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Sohngen	Danielle	HS History Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Hludzinski	Rachel	HS Human Rights Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Messinetti	Margaret	HS Interact	HS	Annual	7/8/2024	3,631.00	7/1/2024	2024-2025 school year
Kenwood	Kyra	HS Jazz Band Ensemble	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Calamita	Kelly	HS Leaders Club	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Tribby	Carly	HS Manga Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Rand	Jason	HS Ornithology Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Schecher	Amy	HS Marching Band	HS	Annual	7/8/2024	5,810.00	7/1/2024	2024-2025 school year
Alfredson	Janece	HS Math Honor Society	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Nobre	Anthony	HS Musical Stage Manager	HS	Annual	7/8/2024	1,929.00	7/1/2024	2024-2025 school year
Matwey	Eric	HS National Science Honor Society	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Reilly	Thomas	HS National Honor Society	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Diament	Lauren	HS Newspaper (8 issues minimum)	HS	Annual	7/8/2024	5,810.00	7/1/2024	2024-2025 school year
Spitz	Jessica	HS Treble Choir	HS	Annual	7/8/2024	2,905.00	7/1/2024	2024-2025 school year
Fabrizio	Victoria	HS Math Team	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Mancini	Jaimie	HS Production Manager - Drama	HS	Annual	7/8/2024	1,743.00	7/1/2024	2024-2025 school year
Mancini	Jaimie	HS Production Manager - Musical	HS	Annual	7/8/2024	1,743.00	7/1/2024	2024-2025 school year
Gambino	Karen	HS Robotics Club Assistant Director	HS	Annual	7/8/2024	2,228.00	7/1/2024	2024-2025 school year
Werthner	Serina	HS S.A.D.D.	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Nobre	Anthony	HS Set Building	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year. Shared stipend.
Gabrinowitz	Joseph	HS Set Building	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year. Shared stipend.
Gabrinowitz	Joseph	HS Science Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Meier	Seth	HS Set Painting	HS	Annual	7/8/2024	1,453.00	7/1/2024	2024-2025 school year
Stiastny	Jeanne	HS Skills USA	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Conlon	Michael	HS Sound Choices Music Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Scalfani	Carl	HS Student Council	HS	Annual	7/8/2024	5,810.00	7/1/2024	2024-2025 school year
Conlon	Michael	HS Technical Advisor Musical Production	HS	Annual	7/8/2024	2,469.00	7/1/2024	2024-2025 school year
Acritelli	Richard	HS Varsity Club	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Conlon	Michael	HS Video Production Club (HS Day/Eve Events Support)	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Armine	Gregory	HS Yearbook	HS	Annual	7/8/2024	7,986.00	7/1/2024	2024-2025 school year
Spitz	Jessica	HS Thespan Society	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Mancini	Jamie	HS Thespan Society	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Hludzinski	Rachel	HS English Honor Society	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Blume	Christine	HS English Honor Society	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Blume	Christine	HS Mark Twain Contest	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Schumacher	Sarah	HS Mark Twain Contest	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year. Shared stipend.
Ventura	David	HS Guitar Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Gabrinowitz	Joseph	HS Fishing Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Spitz	Jessica	HS Senior High Choral Director	HS	Annual	7/8/2024	2,905.00	7/1/2024	2024-2025 school year

Schumacher	John	Technology/Makerspace Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Spitz	Jessica	HS Vocal Coach	HS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Sciarrone	Jessica	HS After School Library	HS	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year. Not to exceed \$1500.
Schumacher	Sarah	HS Creative Writing Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Spitz	Jessica	HS Director of Dramatics - Musical	HS	Annual	7/8/2024	2,905.00	7/1/2024	2024-2025 school year
Ragona Jr.	Vincent	HS Band 9 - 10	HS	Annual	7/8/2024	4,489.00	7/1/2024	2024-2025 school year
Spitz	Jessica	HS Varsity Choir	HS	Annual	7/8/24,4024	1,306.00	7/1/2024	2024-2025 school year
Butcher	Nicholas	HS Orchestra 9-12	HS	Annual	7/8/2024	4,489.00	7/1/2024	2024-2025 school year
Cella	Jensly	HS Gay & Straight Alliance Club	HS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Alberti	Patricia	JAE Mentoring Program	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Smokler	Kim	JAE Robotics Club	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Brown	Jennifer	JAE STEM Science Club	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Serpico	Gabriella	JAE Literary Magazine	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Yashowitz	Mark	JAE Academic Leadership	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Hill-Timpanaro	Laura	JAE Crafty Cooks Club	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Knapp	Craig	JAE Director of Dramatics	JAE	Annual	7/8/2024	2,905.00	7/1/2024	2024-2025 school year
Knapp	Craig	JAE Elementary Chorus Grade 3	JAE	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Knapp	Craig	JAE High Notes	JAE	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Ventura	David	4th Grade Orchestra	JAE	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Ventura	David	5th Grade Orchestra	JAE	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Monastero	Cailyn	4th Grade Band	JAE	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Monastero	Cailyn	5th Grade Band	JAE	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Knapp	Craig	JAE Elementary Chorus Grade 4-5	JAE	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Lobato	Raquel	JAE Memory Book	JAE	Annual	7/8/2024	1,730.00	7/1/2024	2024-2025 school year
O'Connor	Kim	JAE Yoga Club	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Oliveto	AnneMarie	JAE Literacy Coordinator	JAE	Annual	7/8/2024	5,810.00	7/1/2024	2024-2025 school year
Berretta	Laurie	JAE Technology Club	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Costa	Jean	JAE Student Council	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Ross-Licata	Allison	JAE Journalism Club	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Hill-Timpanaro	Laura	JAE Crafty Cooks Club II	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
May	Melissa	JAE Gardening Club	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Berretta	Laurie	JAE Kids Can Code Club	JAE	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Ragona Jr	Vincent	HS Marching Band Assistant	MS	Annual	7/8/2024	2,905.00	7/1/2024	2024-2025 school year
Moorman	Mark	HS Robotics Club Director	MS	Annual	7/8/2024	4,455.00	7/1/2024	2024-2025 school year
Parise	Megan	6th Grade Advisor	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Hoenig	Laura	7th Grade Advisor	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Ragona Jr	Vincent	6th Grade Band	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Schecher	Amy	7th Grade Band	MS	Annual	7/8/2024	3,486.00	7/1/2024	2024-2025 school year
Kenwood	Kyra	8th Grade Band	MS	Annual	7/8/2024	3,486.00	7/1/2024	2024-2025 school year
O'Connell	Catherine	MS After School Library	MS	Hourly	7/8/2024	51.00	7/1/2024	2024-2025 school year. Not to exceed \$1500.
Hamel	Gianna	Best Buddies	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Honan	Courtney	MS Mentoring Program	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
O'Connell	Catherine	Book of the Month Club	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Mauceri	John	MS Chess Club	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Mancini	Jaimie	MS Choreographer - Musical	MS	Annual	7/8/2024	2,469.00	7/1/2024	2024-2025 school year. Shared stipend.
Spitz	Jessica	MS Choreographer - Musical	MS	Annual	7/8/2024	2,469.00	7/1/2024	2024-2025 school year. Shared stipend.
Gordon	Jennifer	MS Community Service Club	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
LaBianca	Kristen	Department Club - Art Grade 6	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Buonconsiglio	Cara	Department Club - Art Grades 7/8	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Ciaccio	Robert	Department Club - Technology	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Ciaccio	Robert	MS Detention Duty	MS	Hourly	7/8/2024	29.00	7/1/2024	2024-2025 school year

Mamma	Audra	MS Detention Duty	MS	Hourly	7/8/2024	29.00	7/1/2024	2024-2025 school year
Kuhn	Lori	MS Detention Duty	MS	Hourly	7/8/2024	29.00	7/1/2024	2024-2025 school year
Prudenti	Valerie	MS Detention Duty	MS	Hourly	7/8/2024	29.00	7/1/2024	2024-2025 school year
Verderosa	Lauren	MS Garden Club	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Panella	Patrick	MS Guidance Facilitator	MS	Annual	7/8/2024	5,611.00	7/1/2024	2024-2025 school year
Walter	Meghan	MS Orchestra- Grade 6	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Walter	Meghan	MS Orchestra- Grade 7 & 8	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Lamia	Emily	MS Select Chorus	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Ventura	David	MS Guitar Club	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Ragona Jr	Vincent	MS Jazz Band	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Tsavos	John	MS Lois Lowry	MS	Annual	7/8/2024	470.00	7/1/2024	2024-2025 school year
Callahan	Dawn	MS National Junior Honor Society	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Scott	Patricia	MS Natural Helpers	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Katsapis	Elicia	MS Newspaper (5 issues min)	MS	Annual	7/8/2024	3,631.00	7/1/2024	2024-2025 school year
Scott	Patricia	MS Poetry/Coffee House	MS	Annual	7/8/2024	470.00	7/1/2024	2024-2025 school year
Schumacher	Sarah	MS Poetry/Coffee House	HS	Annual	7/8/2024	470.00	7/1/2024	2024-2025 school year
Spitz	Jessica	MS Director of Dramatics - Musical	MS	Annual	7/8/2024	2,905.00	7/1/2024	2024-2025 school year
Lamia	Emily	MS Production Manager - Musical	MS	Annual	7/8/2024	1,743.00	7/1/2024	2024-2025 school year
Moorman	Mark	MS Robotics Director	MS	Annual	7/8/2024	2,905.00	7/1/2024	2024-2025 school year
Nobre	Anthony	MS Set Building - Musical	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year. Shared stipend.
Gabrinowitz	Joseph	MS Set Building - Musical	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year. Shared stipend.
Lamia	Emily	MS Student Council	MS	Annual	7/8/2024	5,810.00	7/1/2024	2024-2025 school year
Parise	Megan	MS Yearbook	MS	Annual	7/8/2024	5,992.00	7/1/2024	2024-2025 school year
Moorman	Mark	MS Rookie Robotics	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Tsavos	Jonathan	MS Coding Club	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Lamia	Emily	6th Grade Chorus	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Lamia	Emily	7th Grade Chorus	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Lamia	Emily	8th Grade Chorus	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Gambino	Karen	MS Assistant Robotics Director	MS	Annual	7/8/2024	1,743.00	7/1/2024	2024-2025 school year
Fabrizio	Victoria	MS Chrome Depot Club	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Callahan	Dawn	MS Advisory Club	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Verderosa	Lauren	MS Beautiful Me Club	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Reilly	Thomas	MS 8th Grade Advisor	MS	Annual	7/8/2024	2,178.00	7/1/2024	2024-2025 school year
Murphy	David	MS Board Games	MS	Annual	7/8/2024	1,306.00	7/1/2024	2024-2025 school year
Meier	Seth	MS Set Painting	MS	Annual	7/8/2024	1,453.00	7/1/2024	2024-2025 school year
Arnesen	Jaimie	General Education Teacher	DW	Hourly	7/8/2024	92.76	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Callahan	Dawn	General Education Teacher	DW	Hourly	7/8/2024	98.49	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Cox	Jessica	General Education Teacher	DW	Hourly	7/8/2024	93.89	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Hancock	Patricia	General Education Teacher	DW	Hourly	7/8/2024	57.00	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Proffit	Alexa	General Education Teacher	DW	Hourly	7/8/2024	48.01	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Sumwalt	Janel	General Education Teacher	DW	Hourly	7/8/2024	94.83	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Tsavos	Jonathan	General Education Teacher	DW	Hourly	7/8/2024	91.84	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Varbero	Suzanne	General Education Teacher	DW	Hourly	7/8/2024	98.49	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year

Reilly	Thomas	General Education Teacher	DW	Hourly	7/8/2024	46.22	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Yashowitz	Mark	General Education Teacher	DW	Hourly	7/8/2024	96.74	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Stueber	Carrie	General Education Teacher	DW	Hourly	7/8/2024	89.79	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Ciliento	Sharon	General Education Teacher	DW	Hourly	7/8/2024	93.89	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Edmonds	Christine	General Education Teacher	DW	Hourly	7/8/2024	93.69	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Engellau	Jennifer	General Education Teacher	DW	Hourly	7/8/2024	98.49	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Filippi	Elizabeth	General Education Teacher	DW	Hourly	7/8/2024	95.78	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Gallino	Nicole	General Education Teacher	DW	Hourly	7/8/2024	88.62	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Kuhn	Lori	General Education Teacher	DW	Hourly	7/8/2024	98.49	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Marte	Gina	General Education Teacher	DW	Hourly	7/8/2024	92.05	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Pina	Nancy	General Education Teacher	DW	Hourly	7/8/2024	73.40	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Smokler	Kim	General Education Teacher	DW	Hourly	7/8/2024	98.49	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Lopez	Mara	General Education Teacher	DW	Hourly	7/8/2024	89.79	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Serpico	Gabriella	General Education Teacher	DW	Hourly	7/8/2024	48.01	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Guerrisi	Kathleen	General Education Teacher	DW	Hourly	7/8/2024	75.45	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Trapani	Karen	General Education Teacher	DW	Hourly	7/8/2024	60.60	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Muchnik	Marc	School Psychologist	DW	Hourly	7/8/2024	69.30	7/1/2024	Summer CSE/CPSE Committee Meetings & Evals. 2024-2025 school year
Picone	Meredith	School Psychologist	DW	Hourly	7/8/2024	85.70	7/1/2024	Summer CSE/CPSE Committee Meetings & Evals. 2024-2025 school year
Konsky	Diana	School Psychologist	DW	Hourly	7/8/2024	62.40	7/1/2024	Summer CSE/CPSE Committee Meetings & Evals. 2024-2025 school year
May	Melissa	School Psychologist	DW	Hourly	7/8/2024	46.22	7/1/2024	Summer CSE/CPSE Committee Meetings & Evals. 2024-2025 school year
Daly	Janice	Special Education Teacher	DW	Hourly	7/8/2024	73.40	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Fasano	Joanna	Special Education Teacher	DW	Hourly	7/8/2024	96.74	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Gastaldo	Ashley	Special Education Teacher	DW	Hourly	7/8/2024	73.40	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Lindsay	Scott	Special Education Teacher	DW	Hourly	7/8/2024	94.83	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Perri	Dawn	Special Education Teacher	DW	Hourly	7/8/2024	98.49	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year

Shanahan	Sherin	Special Education Teacher	DW	Hourly	7/8/2024	98.49	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Stalters	Jessica	Special Education Teacher	DW	Hourly	7/8/2024	95.78	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Vogel	Kristyn	Special Education Teacher	DW	Hourly	7/8/2024	87.74	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Laughlin-Cotter	Heather	Special Education Teacher	DW	Hourly	7/8/2024	73.40	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Behringer	Jamie	Special Education Teacher	DW	Hourly	7/8/2024	95.78	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Elcik	Deborah	Special Education Teacher	DW	Hourly	7/8/2024	85.70	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Luongo	Joselle	Special Education Teacher	DW	Hourly	7/8/2024	89.79	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Messinetti	Margaret	Special Education Teacher	DW	Hourly	7/8/2024	79.55	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Nardiello	Cynthia	Special Education Teacher	DW	Hourly	7/8/2024	87.74	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Pina	Nancy	Special Education Teacher	DW	Hourly	7/8/2024	73.40	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Prudenti	Valerie	Special Education Teacher	DW	Hourly	7/8/2024	94.83	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Rucano	Keri	Special Education Teacher	DW	Hourly	7/8/2024	85.70	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Smokler	Kim	Special Education Teacher	DW	Hourly	7/8/2024	98.49	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Valvo	Denise	Special Education Teacher	DW	Hourly	7/8/2024	85.70	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Parise	Megan	Special Education Teacher	DW	Hourly	7/8/2024	87.74	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Trapani	Karen	Special Education Teacher	DW	Hourly	7/8/2024	60.60	7/1/2024	Summer CSE/CPSE Committee Meetings. 2024-2025 school year
Cooper	Andrew	Speech Teacher	DW	Hourly	7/8/2024	96.74	7/1/2024	Summer Speech-Related Services & Evals. 2024-2025 school year
Kent	Nenagh	Speech Teacher	DW	Hourly	7/8/2024	57.00	7/1/2024	Summer Speech-Related Services & Evals. 2024-2025 school year
Egan	Patricia	Speech Teacher	DW	Hourly	7/8/2024	89.79	7/1/2024	Summer Speech-Related Services & Evals. 2024-2025 school year
Giannetto	Michael	Speech Teacher	DW	Hourly	7/8/2024	48.01	7/1/2024	Summer Speech-Related Services & Evals. 2024-2025 school year
Acritelli-Hunt	Jacqueline	Speech Teacher	DW	Hourly	7/8/2024	87.74	7/1/2024	Summer Speech-Related Services & Evals. 2024-2025 school year
Tyson	Brianna	Speech Teacher	DW	Hourly	7/8/2024	48.01	7/1/2024	Summer Speech-Related Services & Evals. 2024-2025 school year
Calore	Holly	Varsity Asst Field Hockey (Year 1)	DW	Annual	7/8/2024	4,938.00	8/26/2024	2024-2025 school year
Wandle	Jake	JV Football (Year 1)	DW	Annual	7/8/2024	4,938.00	8/19/2024	2024-2025 school year
Nesbitt	Kiera	MS Field Hockey (Year 1)	DW	Annual	7/8/2024	4,066.00	9/4/2024	2024-2025 school year
Fusaro	Zachary	Volunteer-Football (Year 1)	DW	N/A	7/8/2024	N/A	8/19/2024	2024-2025 school year
Ferrara	Samantha	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Fall Cheerleading

Fleischer	Jessica	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Fall Cheerleading
Acrtielli	Richard	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Cross Country
Poole	Matthew	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Cross Country
Bittner	Katie	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Field Hockey
DiLorenzo	Anthony	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Football
Capell	Daniel	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Football
Mattia	John	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Football
Connelly	Grant	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Golf
Camarda	Joseph	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Soccer
Dougherty	Sean	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Soccer
Costa	Peter	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Soccer
Goncalves	Rony	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Soccer
Buonconsiglio	James	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Tennis
Sussillo	Conor	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Volleyball
Calore	Holly	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Field Hockey
Apicella	Ryan	JV Boys Basketball (Year 18)	DW	Annual	7/8/2024	6,102.00	11/18/2024	2024-2025 school year
Archer	Charles	Varsity Asst. Girls Wrestling (Year 2)	DW	Annual	7/8/2024	5,230.00	11/18/2024	2024-2025 school year
Bittner	Katie	Varsity Girls Basketball (Year 2)	DW	Annual	7/8/2024	6,680.00	11/18/2024	2024-2025 school year
Camarda	Joseph	Varsity Head Boys Indoor Track & Field (Year 17)	DW	Annual	7/8/2024	7,844.00	11/18/2024	2024-2025 school year
DeVito	Anthony	Varsity Head Girls Wrestling (Year 3)	DW	Annual	7/8/2024	6,680.00	11/18/2024	2024-2025 school year
DiLorenzo	Anthony	MS Boys Basketball (Year 18)	DW	Annual	7/8/2024	5,521.00	11/4/2024	2024-2025 school year
DiLorenzo	Anthony	MS Girls Basketball (Year 18)	DW	Annual	7/8/2024	5,521.00	1/13/2025	2024-2025 school year
Dougherty	Sean	Varsity Asst. Girls Indoor Track & Field (Year 3)	DW	Annual	7/8/2024	5,230.00	11/18/2024	2024-2025 school year
Ferrara	Samantha	Varsity Head Cheerleading--Winter (Year 3)	DW	Annual	7/8/2024	6,099.00	11/18/2024	2024-2025 school year
Fleischer	Jessica	Varsity Asst. Cheerleading--Winter (Year 2)	DW	Annual	7/8/2024	4,938.00	11/18/2024	2024-2025 school year
Flinter	Emilyann	MS Cheerleading - Winter (Year 1)	DW	Annual	7/8/2024	4,066.00	11/4/2024	2024-2025 school year
Gold	Jackie	JV Wrestling (Year 2)	DW	Annual	7/8/2024	4,938.00	11/18/2024	2024-2025 school year
Gold	Jackie	MS Wrestling (Year 2)	DW	Annual	7/8/2024	4,357.00	1/13/2025	2024-2025 school year
Goldstein	Darren	Varsity Head Boys Wrestling (Year 23)	DW	Annual	7/8/2024	8,426.00	11/18/2024	2024-2025 school year
Jordan	James	Varsity Head Boys Basketball (Year 27)	DW	Annual	7/8/2024	8,426.00	11/18/2024	2024-2025 school year
Marchetta	Anthony	Varsity Asst. Boys Indoor Track & Field (Year 17)	DW	Annual	7/8/2024	6,394.00	11/18/2024	2024-2025 school year
Mattia	John	Varsity Head Girls Indoor Track & Field (Year 18)	DW	Annual	7/8/2024	7,844.00	11/18/2024	2024-2025 school year
Morbillo	Anthony	Varsity Asst. Boys Wrestling (Year 4)	DW	Annual	7/8/2024	5,230.00	11/18/2024	2024-2025 school year
Perrotte	Jennifer	MS Girls Volleyball (Year 22)	DW	Annual	7/8/2024	5,812.00	11/4/2024	2024-2025 school year
Reilly	Thomas	Varsity Boys Independent Swimming	DW	Chaperone	7/8/2024	see below*	11/18/2024	2024-2025 school year
Russo	Adrienne	JV Cheerleading - Winter (Year 7)	DW	Annual	7/8/2024	5,375.00	11/18/2024	2024-2025 school year

Serpico	Gabriella	JV Girls Basketball (Year 2)	DW	Annual	7/8/2024	4,938.00	11/18/2024	2024-2025 school year
Stern	Ryan	MS Wrestling (Year 4)	DW	Annual	7/8/2024	4,357.00	1/13/2025	2024-2025 school year
Carbone	Madison	Volunteer-Cheerleading (Year 2)	DW	Annual	7/8/2024	N/A	8/26/2024	2024-2025 school year
DiPasquale	Ted	Volunteer-Wrestling (Year 5)	DW	Annual	7/8/2024	N/A	11/18/2024	2024-2025 school year
Fitzpatrick	Kelly	Volunteer-Girls Basketball (Year 2)	DW	Annual	7/8/2024	N/A	11/18/2024	2024-2025 school year
King	Tom	Volunteer-Boys Basketball (Year 2)	DW	Annual	7/8/2024	N/A	11/18/2024	2024-2025 school year
Jordan	James	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Basketball
Apicella	Ryan	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Basketball
Bittner	Katie	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Basketball
Serpico	Gabrielle	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Basketball
Aschettino	Andrew	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Weight room
Ferrara	Samantha	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Cheerleading
Fleischer	Jessica	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Cheerleading
Russo	Adrienne	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Cheerleading
Camarda	Joseph	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Indoor Track
Marchetta	Anthony	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Indoor Track
Mattia	John	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Indoor Track
Dougherty	Sean	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Indoor Track
DeVito	Anthony	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Wrestling
Archer	Charles	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Girls Wrestling
Goldstein	Darren	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Wrestling
Morbillo	Anthony	Intramural Athletics	DW	Hourly	7/8/2024	24.00	7/1/2024	2024-2025 school year. Not to exceed 20 hours per program. Boys Wrestling
Rufa	Jonathan	Security Supervisor	DW	Annual	7/8/2024	25,000.00	7/1/2024	2024-2025 school year.
White	Kristen	Strategic Planning Coordinator	DW	Annual	7/8/2024	10,000.00	7/1/2024	Paid through the ARP grant. 2024-2025 school year.
Factor	Aaron	Strategic Planning Coordinator	DW	Annual	7/8/2024	10,000.00	7/1/2024	Paid through the ARP grant. 2024-2025 school year.
Brooks	Melinda	Strategic Planning Coordinator	DW	Annual	7/8/2024	10,000.00	7/1/2024	Paid through the ARP grant. 2024-2025 school year.
Blume	Christine	Curriculum Writing	HS	Hourly	7/8/2024	51.00	7/9/2024	Myths, Legends and Superheroes. Not to exceed 60 hours. Project completion by 5/15/2025.
Cilento	Sharon	Curriculum Writing	JAE	Hourly	7/8/2024	51.00	7/9/2024	Grade 5 Social Studies. Not to exceed 85 hours. Project completion by 5/15/2025.

Trojczak	Jarrold	High School Credit Recovery/Regents Test Prep/Proctoring/Grading Summer Program	HS	Hourly	7/8/2024	71.00	7/1/2024	July 2024 -August 2024; Funded through the ARP Act
Ardolino	Lindsey	High School Credit Recovery/Regents Test Prep/Proctoring/Grading Summer Program	HS	Hourly	7/8/2024	71.00	7/1/2024	July 2024 -August 2024; Funded through the ARP Act

*Up to two hours: \$59.00; in excess of two hours: \$87.00; Junior/Senior Prom: \$59.00 per hour 2024/2025 school year

Rocky Point UFSD
Personnel Schedule for Board of Education Approval - 7/8/2024

7/8/2024 -2024/2025 Schedule-F Community Education

Last	First	Position	Bldg.	Rate	BOE Date	Amount	Effective Date	Description/Comments
Pace	Michael	Driver's Education Instructor	DW	Per Session	7/8/2024	2,020.00	7/1/2024	2024-2025 school year
Dempsey	Judy Ann	Driver's Education Instructor	DW	Per Session	7/8/2024	2,020.00	7/1/2024	2024-2025 school year