<u>A G E N D A</u> <u>Annual Organizational Meeting and July 2015 Regular Business Meeting</u> Rocky Point Schools - Board of Education

July 9, 2015

I. OPENING OF MEETING BY DISTRICT CLERK

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

II. DISTRICT CLERK ADMINISTERS OATH OF OFFICE TO NEWLY ELECTED BOARD MEMBER EDWARD CASSWELL AND RE-ELECTED BOARD MEMBER SCOTT REH

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 ______, seconded by ______, the following resolution is offered:

BE IT RESOLVED, that the Board of Education make the following appointments for the 2015-2016 fiscal year at the annual expense indicated herin:

OFFICERS			
Item	POSITION	NAME	ANNUAL EXPENSE
1	District Clerk	Patricia Jones	\$13,900 per year
2	Assistant District Clerk	Loretta Sanchez	Current hourly rate for
			regular time and overtime, as
			required by the Board of
			Education
3	District Treasurer	Virginia Holloway	No additional compensation
			beyond contractual wages
4	Deputy District Treasurer	Linda Bilski	Current hourly rate for
			regular time and overtime as
			required by the Board of
			Education
5	Claims Auditor / Extra-	Dennehy	\$18,055 per year for weekly
	classroom activity accounts	Accounting	service
	claims auditor	Services	
		NON-OFFICERS	
	POSITION	NAME	ANNUAL EXPENSE
6	Tax Collector	Virginia Holloway	No additional compensation
			beyond contractual wages
7	Treasurer – Extra	Linda Bilski	\$6,300 per year
	Classroom Activities		
	Accounts		

8	External Auditors	R.S. Abrams & Co., LLP	\$32,000 per year
9	Internal Auditor	Nawrocki Smith, LLP	\$17,500 per year
10	General/Labor Counsel	Kevin Seaman, Esq.	Yearly retainer fee: \$25,000.00. Per hour fee of \$195.00 for litigation services.
11	Bond Counsel	Hawkins Delafield and Wood, LLP	As per contract
12	School Physicians	RockyPointMedical Care, P.C.(Dr. Gil); PeconicBay Medical CareConcussionSpecialists (at nocosttotodistrict):JenniferGray, DO,AnujaKorlipara,MD,Stoner, MD, MarkHarary, MD, PhilipSchrank, MD, andHayleyQueller,MDoftheSt.CharlesHospitalImPACT Program	As per contracts – Rocky Point Medical Care and Peconic Bay Primary Medical Care; ImPACT Program at no cost to district
13	Purchasing Agent	Debra Hoffman	\$23,950 per year
14	Deputy Purchasing Agent	Gregory Hilton	No additional compensation beyond contractual wages
15	Audit Committee Members	Edward Casswell, Scott Reh, Susan Sullivan, Melissa Brown, Sean Callahan	N/A
16	Incarcerated Youth/Designated Educational Official	Susan Wilson	No additional compensation beyond contractual wages
17	Liaison for Homeless Children and Youth	Jennifer Zaffino	As per BOE appointment
18	FERPA Officer	Susan Wilson	No additional compensation beyond contractual wages

19	Medicaid Compliance	Dr. Deborah De	No additional compensation
	Officer	Luca	beyond contractual wages
20	Section 504 Coordinators	Susann Crossan (RPHS), Dr. Scott O'Brien (RPMS),	No additional compensation beyond contractual wages
		Linda Towlen (JAE), Virginia	
		Kelly-Gibbons	
		(FJC), Andrea	
		Moscatiello (District)	
21	Title IX Coordinators /	Susan Wilson, Anja	No additional compensation
	Complaint Officers	Groth, Dr. Scott	beyond contractual wages for
	-	O'Brien, Gregory	employee coordinators; as
		Hilton, and District	per contract for General
		General Counsel	Counsel
22	Americans with Disabilities	Dr. Deborah De	No additional compensation
	Act (ADA) Coordinator	Luca	beyond contractual wages
23	Records Management	Gregory Hilton	No additional compensation
	Officer		beyond contractual wages
24	Records Access Officer	Gregory Hilton	No additional compensation
			beyond contractual wages
25	Records Appeal Officer	Dr. Michael Ring	No additional compensation
26	Federal Child Nutrition	Maureen Branagan	beyond contractual wages No additional compensation
20	Program Hearing Official	Maureen Dranagan	beyond contractual wages
27	Federal Child Nutrition	Maureen Branagan	No additional compensation
	Program Reviewing Official		beyond contractual wages
28	Federal Child Nutrition	Maureen Branagan	No additional compensation
	Program Verification Official		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	Susann Crossan	No additional compensation
		(RPHS); Dr. Scott	beyond contractual wages
		O'Brien (RPMS);	
		Linda Towlen	
		(JAE); Virginia	
		Gibbons (FJC)	

33	Dignity Act Coordinators	Susann Crossan	No additional compensation
		(RPHS); Michael	beyond contractual wages
		Gabriel (RPHS);	
		Dr. Scott O'Brien	
		(RPMS); James	
		Moeller	
		(RPMS);Linda	
		Towlen (JAE);	
		Joseph Tapler	
		(RPHS); Virginia	
		Kelly-Gibbons	
		(FJC); Dr. Courtney	
		Herbert (JAE); Dr.	
		Deborah De Luca	
		(District-wide)	
34	Certifier of Payrolls	Dr. Michael Ring	No additional compensation
			beyond contractual wages
35	Residence Determination	Susan Wilson	No additional compensation
	Designee		beyond contractual wages
36	District Emergency	Amy Agnesini	No additional compensation
	Management Coordinator		beyond contractual wages
37	Testing Integrity Officers	Anja Groth and Dr.	No additional compensation
		Deborah De Luca	beyond contractual wages
38	Special Counsel – Existing	Hamburger,	Per hour fee of \$195.00 for
	litigation prior to July 1,	Maxson, Yaffe, &	litigation services.
	2015 until conclusion	McNally, LLP	

Ayes_____

Nays_____

Motion Carried_____ 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 2015-2016:

Chase Manhattan Bank TD Bank Capital One Bank Bridgehampton National Bank

Ayes	Motion Carried
	Or
Nays	Motion Defeated

B. REGULAR MONTHLY MEETINGS

(Ed. Law 1708 (quarterly), 2504)

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

BE IT RESOLVED, that the regular business school board meetings for the 2015-2016 school year be held at times and locations to be identified prior to date of each meeting, on the dates listed herein.

August 31, 2015	Regular Meeting
September 28, 2015	Regular Meeting
October 26, 2015	Regular Meeting
November 23, 2015	Regular Meeting
December 21, 2015	Regular Meeting
January 11, 2016	Regular Meeting
February 1, 2016	Regular Meeting
March 21, 2016	Regular Meeting
April 13, 2016	Regular Meeting / BOCES Budget Vote and Elections
May 3, 2016	Public Hearing (Budget) (Ed. Law 2017 (5))
May 17, 2016	Regular Meeting and Budget Vote/Election
	(Ed. Law 2022-a)
June 20, 2016	Regular Meeting
July 14, 2016	2016-2017 Organizational Meeting/Regular Meeting
Ayes	Motion Carried
•	Or

Nays

C. DISTRICT ANNUAL PUBLIC HEARING/BUDGET VOTE/ELECTION (Ed. Law 2022-a; Ed. Law 2017 (5))

Upon a motion made by _____, seconded by

Motion Defeated_____

____, the following resolution is offered:

BE IT RESOLVED that pursuant to Section 2022-a of the Education Law the third Tuesday in May (May 17, 2016) 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 3rd day of May, 2016, is hereby designated as the District Public Hearing date to review the proposed budget that will be voted upon on May 17, 2016.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

D. OFFICIAL NEWSPAPERS

(Ed. Law 2004; Gen. Municipal Law 103)

Upon a motion made by ______, seconded 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 2015-2016 school year.

Aves

Nays_____

Motion Carried_____ Or Motion Defeated_____

VI. OTHER APPOINTMENTS

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

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

BE IT RESOLVED, that in accordance with Commissioner's Regulations, Part 200, each Board of Education shall appoint a Committee/Subcommittee on Special Education in accordance with the provisions of the Education Law, Section 4402. The following people and positions are recommended for Board of Education approval for the 2015-2016 school year as listed herein.

Chairperson	Deborah De Luca
Chairperson	Andrea Moscatiello

Chairmanaan	Kriston White
Chairperson	Kristen White
Chairperson	Tanesha Hunter
Chairperson	Beth Apostoli
Alternate Chairperson	Mark Muchnik
Alternate Chairperson	John Haggerty
Alternate Chairperson	Juliet Williams
Alternate Chairperson	Meredith Picone
Student's Teacher	as per Education Law 4402
Alternate Parent Member	Jenny Andersson
Alternate Parent Member	Nancy Collins
Alternate Parent Member	MaryAnne Palmese
Alternate Parent Member	Maria Quaglio
School Psychologist	Mark Muchnik
School Psychologist	John Haggerty
School Psychologist	Juliet Williams
School Psychologist	Meredith Picone
District Special Education	Teacher Members
District Regular Education	Teacher Members
School Physician	Rocky Point Medical Care, P.C. (Dr. Gil)
	Peconic Bay Primary Medical Care

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 2015-2016 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 2015-2016 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 people and positions are recommended for Board of Education approval for the 2015-2016 school year as listed herein.

Chairperson	Deborah De Luca
Chairperson	Andrea Moscatiello
Chairperson	Kristen White
Chairperson	Tanesha Hunter
Chairperson	Beth Apostoli
Alternate Chairperson	Mark Muchnik
Alternate Chairperson	John Haggerty
Alternate Chairperson	Juliet Williams
Alternate Chairperson	Meredith Picone
Student's Teacher	as per Education Law 4402
Alternate Parent Member	Jenny Andersson
Alternate Parent Member	Nancy Collins
Alternate Parent Member	MaryAnne Palmese
Alternate Parent Member	Maria Quaglio
School Psychologist	Mark Muchnik
School Psychologist	John Haggerty
School Psychologist	Juliet Williams
School Psychologist	Meredith Picone
District Special Education	Teacher Members
District Regular Education	Teacher Members
School Physician	Rocky Point Medical Care, P.C. (Dr. Gil)
	Peconic Bay Primary Medical Care

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

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

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

Ayes	Motion Carried
	Or
Nays	Motion Defeated

C. SURROGATE PARENT:

Upon a motion made by _____, seconded by

_____, the following resolution is offered:

BE IT RESOLVED, that in accordance with Commissioner's Regulations, Part 200, each Board of Education shall appoint a Surrogate Parent in accordance with the provisions of the Education Law, Section 4402. The following person is recommended for Board of Education approval for the 2015-2016 school year to serve as a Surrogate Parent: Ms. Nancy Collins.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

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

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

IT IS HEREBY RESOLVED, that pursuant to a parental request for an Impartial Hearing 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 posthearing activities at the rate agreed upon at the time of the IHO's appointment.

D. (3) 2015-2016 COMPENSATION SCHEDULE FOR IMPARTIAL HEARING OFFICERS

BE IT FURTHER RESOLVED, that the Rocky Point Board of Education approves the 2015-2016 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 2015-2016 school year the rate is \$100.00 per hour.

The District will also reimburse the IHO for certain travel and other hearingrelated 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. Michael F. Ring, Chief School Officer, be hereby

authorized as district representative to file all applications in compliance with Federal and State regulations and grants for the 2015-2016 school year.

Ayes	Motion Carried
-	Or
Nays	Motion Defeated

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

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

BE IT RESOLVED, that Dr. Michael F. Ring, Superintendent of Schools, and/or his designee, be authorized to approve all conferences, workshops, etc. requests for school district staff members for the 2015-2016 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 2015-2016 school year as indicated herein.

Central Office – Dr. Michael F. Ring	\$100.00
Business Office – Gregory Hilton	\$100.00

\$100.00
\$100.00
\$100.00
\$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 2015-2016 school year, and that Linda Bilski, Deputy School District Treasurer, and Gregory Hilton, School Business Official, and Dr. Michael F. Ring, Superintendent of Schools, be authorized to sign checks for the 2015-2016 school year in the absence of Virginia Holloway; and furthermore that two signatories be required for any check exceeding \$10,000 and that the signatories for such checks be the School District Treasurer and the Superintendent of Schools or the School Business Official

Ayes	Motion Carried
-	Or
Navs	Motion Defeated

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

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

BE IT RESOLVED, that, pursuant to Commissioner's Regulation Section 170.2 and accordance with Board of Education policy number 5330, Dr. Michael F. Ring, Chief School Officer and Gregory Hilton, School Business Official (acting in the same capacity as the Assistant Superintendent for Finance and Operations) be authorized to approve budget transfers during the 2015-2016 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_____

 Nays_____
 Motion Defeated_____

G. AUTHORIZATION TO INVEST DISTRICT FUNDS

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

BE IT RESOLVED, that Virginia Holloway, District Treasurer, during the school year 2015-2016, 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 AGREEEMENT 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 2015-2016 at an estimated cost of \$7,919,674, subject to change based on the actual needs for programs and services during the 2015-2016 school year.

Ayes_____

Nays_____

Motion Carried	
Or	
Motion Defeated	

VIII. OTHER ITEMS

A. 2016-2017 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 2016-2017 Budget Development Calendar as attached.

Ayes_____

Motion Carried_____ Or Motion Defeated_____

Defeated

Nays_

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

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

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

Ayes	Motion Carried
-	Or
Nays	Motion Defeated

C. 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 2015-2016 school year.

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 2015-2016 fiscal year as indicated herein.

Non-Instructional Staff:	
Clerical	\$ 10.25 per hour
Custodial	\$ 10.25 per hour
Food Service Worker	\$ 10.25 per hour
Licensed Security	\$ 15.65 per hour
Teacher Aide/ Monitor	\$ 10.25 per hour
Registered Nurse	\$ 28.00 per hour
Maintenance Mechanic III	\$ 18.86 per hour
Budget Hearing/Vote/Election St	aff:
Chief Inspector	\$10.00 per hour
Board of Registration	\$10.00 per hour
Teller	\$10.00 per hour
Poll Clerk	\$10.00 per hour
Substitutes for above	\$10.00 per hour
Teaching Staff:	
	te Teacher Per Diem Daily Rate \$100.00
	the Teacher Ter Diem Dany Rate \$100.00
continu substitu	s where the substitute assignment lasts fifty (50) ous days or more for the same teacher, the te will be paid at a per diem rate of \$225 ng on day fifty-one (51).
C. Substitu	te Teaching Assistant Per Diem Daily Rate \$85
Ayes	Motion Carried
	Or
Nays	Motion Defeated
ROCKY POINT SCHOOL DIS	STRICT SAFETY PLAN
Linen a motion made h	y, seconded by
, the following t	
DE IT DESOI VED that when the	a recommendation of the Superintendent of
-	e recommendation of the Superintendent of approves and adopts the Bocky Point School

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

Ayes_____ Motion Carried_____

E.

 Nays_____
 Or

 Motion Defeated______

F. ADOPTION OF PURCHASING MANUAL

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

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

Ayes_____

Nays_____

Or Motion Defeated_____

Motion Carried_____

G. OPENING/CLOSING OF DISTRICT BANK ACCOUNTS

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

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

Ayes	Motion Carried
	Or
Nays	Motion Defeated

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. AUDIT COMMITTEE CHARTER

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

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

Ayes	Motion Carried
	Or
Nays	Motion Defeated

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

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

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

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

Ayes_____

Nays

Motion Carried_____ Or Motion

K. REVIEW, REVISION AND RE-ADOPTION OF BOARD OF EDUCATION POLICIES NUMBER 5661 and 7521 (*FIRST READING*):

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

BE IT RESOLVED, that the Board of Education reviews and re-adopts Policy Number 5661 – District Wellness Policy and Policy Number 7521 – Students with Life Threatening Allergies (*First Reading*).

Ayes_____ Motion Carried_____ Or

Nays Would Defeated	Nays	Motion Defeated
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L. 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 2015-2016 fiscal year, with associated estimated costs as follows:

Nassau/Suffolk School Boards Association \$3,350.00

 Ayes_____
 Motion Carried_____

Or
 Or

Nays_____
 Motion Defeated_____

M. SURPLUS BOOKS & MATERIALS

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 books and materials.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

N. RFP #R16-02 AWARD – PHYSICIAN SERVICES

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education appoints Rocky Point Medical Care, PC and Peconic Bay Primary Medical Care, PC for physician services in accordance with the scope of services submitted in response to the district's request for proposal, as per the attached.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

O. RFP #R16-04 AWARD – MEDICAID CONSULTANT SERVICES

Upon a motion made by _____, seconded 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 district to enter into an agreement with Zycron Industries for Medicaid consultant services in accordance with the scope of services submitted in response to the district's request for proposal, as per the attached.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

P. CONTRACTS FOR UNIVERSAL PRE-KINDERGARTEN SERVICES FOR THE 2015-2016 SCHOOL YEAR

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes the Superintendent of Schools to enter into a Memorandum of Agreement with Step by Step Preschool, Trinity Lutheran Nursery School, and Little Rascals Child Care Learning Center for Universal Pre-Kindergarten services for the 2015-2016 school year.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

Q. ASSISTIVE TECHNOLOGY EVALUATION SERVICES AGREEMENT 2015-2016 – COMPLETE REHAB

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 Rocky Point Union Free School District to enter into a service agreement with Complete Rehabilitations PT, OT, SLP of the Hamptons, PLLC for assistive technology evaluations and related services for special education students for the 2015-2016 school year, as per the attached.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

R. TIME for KIDS SUBSCRIPTION DONATION

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of 600 TIME for Kids subscriptions for the Joseph A. Edgar Intermediate School, paid from a voucher issued as a result of a postcard campaign sponsored by the PTA, valued \$2,400.00

Ayes	Motion Carried
	Or
Nays	Motion Defeated

S. DONATION – A+ SCHOOL REWARDS FROM STOP & SHOP

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation from Stop & Shop and the A+ School Rewards program in the amount of \$46.22, as per the attached.

BE IT FURTHER RESOLVED, that the Rocky Point Union Free School District hereby approves, upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$46.22 as a result of the donation from Stop & Shop and the A+ School Rewards program.

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

A 2110 500 06 0000 (MS)	\$46.22
Ayes	Motion Carried
Nays	Motion Defeated

T. TARGET DONATION TO DISTRICT

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves and accepts the donation from Target in the amount of \$50.00

BE IT FURTHER RESOLVED, that the Rocky Point Union Free School District hereby approves, upon the recommendation of the Superintendent of Schools, to increase the general fund budget by \$50.00 as a result of the donation from Target.

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

A 2110 500 06 0000 (MS) \$50.00

Ayes	Motion Carried
	Or
Nays	Motion Defeated

U. 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 2015-2016 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 2015-2016 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

V. ABOLISHMENT OF SCHOOL-RELATED PROFESSIONAL POSITIONS

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education, in accordance with Sections 80, 85 and 86 of Civil Service Law and Rule 20 of Suffolk County Civil Service Rules, hereby abolished the following positions in their respective classification areas: Two (2) full-time, non-competitive title school teacher aides.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

IX. COMMITTEES ON SPECIAL EDUCATION/PRESCHOOL SPECIAL EDUCATION RECOMMENDATIONS

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 recommendations of Schedule 7-9-15-A and 7-9-15-B.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

X. RECERTIFICATION OF THE ROCKY POINT UFSD ANNUAL PERFORMANCE REVIEW PLAN

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

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education of the Rocky Point Union Free School District hereby recertifies the Annual Professional Performance Review (APPR) Plan in

compliance with Education Law Section 3012-c, 8 N.Y.C.R.R. 302 and 8 N.Y.C.R.R.100.2; and

BE IT FURTHER RESOVLED, that the Superintendent is directed to file the foregoing Implementation Certification Form certifying that the Rocky Point UFSD multi-year APPR Plan is still in effect and fully implemented

Ayes	Motion Carried
	Or
Nays	Motion Defeated

XI. PERSONNEL SCHEDULE B-1

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 change as per schedule B-1.

Ayes	Motion Carried
	Or
Nays	Motion Defeated

XII. PERSONNEL SCHEDULES A, B, C, D, E and F

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 as per schedules A, B, C, D, E and F.

Ayes_____ Mo

Nays_____

Motion Carried_____ Or Motion Defeated_____

XIII. NEW BUSINESS

XIV. EXECUTIVE SESSION (if necessary)

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

to discuss _____.

The Board returned to Open Session at_____

XV. ADJOURNMENT

Moved by_____
Seconded by_____

Vote_____

Time_____

ROCKY POINT UNION FREE SCHOOL DISTRICT

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



Telephone: (631) 744-1600

Fax: (631) 849-7556

Dr. Michael F. Ring Superintendent of Schools Mr. Greg Hilton School Business Official

April 15, 2015

Mr. John Dennehy, Jr. John F. Dennehy Jr., CPA, PC 28 North Country Road, Suite 204 Mt. Sinai, NY 11766

Re: RFP #R13-01 Internal Claims Auditor Contract Extension for 2015-16

Dear Mr. Dennehy:

The current 2012-2013 contract between John F. Dennehy Jr. CPA, PC. and The Rocky Point UFSD, under RFP #R13-01, allows for the extension of said contract 30 days prior to expiration, upon mutual written agreement between the parties. It is the District's intent to offer the extension for the 2015-2016 school year at the same rates, terms and conditions, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Business Office at the above address by May 15, 2015.

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

Sincerely,

Gregory Hilton School Business Official

AGREEMENT

John F. Dennehy Jr. Certified Public Accountant, PC agrees to extend the current Internal Claims Auditor contract, under the same terms and conditions as per RFP #R13-01, for the period 7/1/15-6/30/16.

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

Date 4-20-2015

Certified Public Accountant, PC 28 North Country Boad Suite 204 Mount Sinai, NY 11766

June 12, 2012

Debra Hoffman Rocky Point UFSD District Adminstrative Office 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

RE: RFP #: R13-01

ORIGINAL PROPOSAL - INTERNAL CLAIMS AUDITOR

I am pleased to submit a formal proposal for the position of Internal Claims Auditor for the Rocky Point Union Free School District for the period July 1, 2012 to June 30, 2013.

Part I Management and Oualifications

 A. John F. Dennehy Jr., CPA, PC. NYS Professional Service Corporation # 096718 28 North Country Road, Suite 204 Mount Sinai, NY 11766 (631) 928-5406

> John F. Dennehy Jr., CPA NYS License # 108708

B. The firm has been providing claims auditing services since January of 2007. Districts that the firm has provided services to include Babylon School District (2009 to present), Levittown School District (2007 through 2010), Rocky Point School District (2007 to present) and Roosevelt School District (2010 to present).

C. Separation of Duties refers to the fact that one individual is not able to defraud the district of funds by performing multiple functions in the claims process. For example, the same person who approves a purchase order should not be the same individual who receives an order and approves payment of the claim.

In the past, the firm has assisted Rocky Point School District in improving its internal controls in two primary areas. Early in our relationship, the purchase order signer often did sign off on the payment of claims (mostly due to the small staff). However, on all occasions when this occurred, we required the business office to receive proper authorization from a qualified administrator. The issue was quickly resolved, and the business office has made arrangements so that this situation almost never occurs at present.

The second area where we have assisted the district is in the security aspect of user permissions for Finance Manager. During an investigation into a claim during 2008, it was discovered that individuals were able to increase existing purchase orders through Finance Manager who did not

Telephone (631) 928-5406

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Jax (631) 474-5366

have that authority. Through this discovery, the business office initiated a project to review the permissions for Finance Manager for all employees.

D. Company Officer - John F. Dennehy, Jr., CPA - President.

E. Names and Credentials

John F. Dennehy, Jr., CPA

- Certified Public Accountant License #108708
- Saint Leo University, BA in Accounting, Magna Cum Laude
- Internal Claims Auditor since January 2007
- Staff Accountant for Internal and External Audits for Corporate and Non-Profit Organizations since 1994.

David Prokop, Esq.

- Dickinson School of Law, Juris Doctorate 1984
- Boston College, BS in Economics, Magna Cum Laude
- Internal Claims Auditor since 2007
- Legal background specializing in contract law

Carol Ann Dennehy

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- Mount Sinai School District, 27 years as employee in various positions
- Internal Claims Auditor since 2008
- Strong background in school district budgeting and purchasing

*Please see attached resumes

F. We are not aware of any potential conflicts of interest that John F. Dennehy, Jr., CPA, PC might have in providing Claims Auditing Services to Rocky Point School District.

G. John F. Dennehy, Jr., CPA, PC has not been involved in any past or present civil or criminal legal investigations, litigations, or regulatory actions.

H. John F. Dennehy, Jr., CPA, PC has represented two school districts as Claims Auditors while each district was undergoing audit by the New York State Department of Education. For both districts, the firm received a favorable oral report from the state during its audit of the Levittown School District. The state auditor informed the firm that the firm's efforts went "well above and beyond" the normal efforts for the claims auditor function.

Part II Engagement Cost

A. Hourly Rates

1. Onsite Claims Auditors (all staff) - \$80 per hour (regular rates between \$125 and \$200).

2. Report Preparation (all staff) - \$80 per hour (regular rates between \$125 and \$200).

3. Board Meetings, Telephone Consultations, Offsite Claims Approvals - \$80 per hour (regular rates between \$125 and \$200).

4. Photocopies and other administrative - \$45 per hour (regular rate \$65).

B. Estimated Hours	
1. Weekly Claims Audit	
Onsite Claims Auditors	182 hours
Report Preparation	36 hours
Board Meetings, Telephone Consultations, Offsite Claims Approvals	6 hours
Photocopies and other administrative	3 hours

2. Bi-weekly Claims Audit	
Onsite Claims Auditors	169 hours
Report Preparation	36 hours
Board Meetings, Telephone Consultations, Offsite Claims Approvals	6 hours
Photocopies and other administrative	3 hours

C. Component and Engagement Total Costs 1. Weekly Claims Audit Onsite Claims Auditors \$14,560 Report Preparation 2,880 Board Meetings, Telephone Consultations, Offsite Claims Approvals 480 Photocopies & other administration 135 Total Engagement for Weekly Audits \$18,055

2. Bi-weekly Claims Audit	
Onsite Claims Auditors	\$13,520
Report Preparation	2,880
Board Meetings, Telephone Consultations, Offsite Claims Approvals	480
Photocopies & other administration	135
Total Engagement for Bi-weekly Audits	\$17,015

Payment

Total fee will be paid out equally over twelve months. If the weekly Claims Audit option is selected, the monthly fee will be \$1,504.59. If the bi-weekly Claims Audit option is selected, the monthly fee will be \$1,417.92:

Duties and responsibilities to be performed as Internal Claims Auditor include, but are not limited to the following:

- (a) Verification of the accuracy of invoices and claim forms
- Ensuring proper approval of all purchases: checking that purchases constitute legal (b) expenses of the school district
- Determining that purchase orders have been issued in accordance with Board of (c) Education policy, and applicable state laws
- Comparison of invoices or claims with previously approved contracts (d)
- (e) Comparison of vouchers with purchase orders (f)
- Determining that charges are not duplication(s) of items already paid
- Determining that vouchers are properly itemized and supported by proof of delivery (g)

- (h) Reviewing price extensions, claiming of applicable discounts, and inclusion of shipping and freight charges
- Reviewing for inappropriate sales taxes applied to invoices
- (j) Approving all charges that are presented for payment which are supported with documentary evidence indicating compliance with all pertinent laws, policies and regulations
- (k) Review payroll checks and compare to personnel records and labor contracts for correctness of compensation and benefits
- Reviewing of written requests for travel expense advances under Section 77-B of General Municipal Law

The audit will be a deliberate and thorough process to determine that payments are proper. The process will ascertain that the payments are made for valid and legal purposes and that School District obligations were incurred by an authorized District official.

It is my further understanding that the School District reserves and retains the following rights with regard to its request for proposal (RFP):

- To negotiate with any firm submitting a proposal
- (2) To reject any and all proposals it receives
- (3) To select a proposal other than the one offering the lowest price to the School District

It is also my understanding that The Rocky Point Union Free School District has properly and formally established the office of Internal Claims Auditor under Section 1709(20) (a) of the New York State Education Law.

As Internal Claims Auditor, I would be directly responsible to the Board of Education of The Rocky Point Union Free School District.

Further, the powers and duties of the Board of Education with respect to auditing, with respect to allowing or rejecting all accounts charged, and with respect to claims or demands against the school district shall be exercised and exercisable by such auditor(s).

Respectfully submitted,

F. Dennehy sident

School Representative

\$17,015

Please indicate audit option selected

weekly bi-weekly

Please indicate appropriate annual fee \$18,055

Enclosures - resumes for John F. Dennehy, Jr., CPA, David Prokop, Esq., Carol Ann Dennehy, NYS licensing information

ROCKY POINT UNION FREE SCHOOL DISTRICT



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

Telephone: (631) 744-1600

Fax: (631) 849-7558

Dr. Michael F. Ring Superintendent of Schools Mr. Greg Hilton School Business Official

April 23, 2015

Ms. Marianne Van Duyne, CPA R.S. Abrams & Co., LLP 3033 Express Drive North, Suite 100 Islandia, NY 11749

Re: RFP #R12-02 External Auditing Services Contract Extension for Year End June 30, 2016

Dear Ms. Van Duyne:

The current External Auditing Services contract between R.S. Abrams & Co., LLP and The Rocky Point UFSD allows for the extension of said contract 30 days prior to expiration, upon mutual written agreement between the parties. The District would like to offer the extension for the 2015-2016 school year at the rates, terms and conditions set forth in the above referenced RFP, subject to Board of Education approval.

Please sign your acknowledgement below and return to the Debra Hoffman, Purchasing Agent, at the above address by May 20, 2015.

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

Sincerely,

Greg Hilton School Business Official

AGREEMENT

R.S. Abrahms & Co., LLP agrees to extend the current External Auditing Services contract, under the same terms and conditions as per RFP #R12-02, for the period 7/1/15-6/30/16.

Representative - R.S. Abrams & Co., LLP

Date: 1

II. PROFESSIONAL FEES

Our fees are based on the time spent on the engagement and the billing rates of the individuals assigned. We will bill the District as work progresses throughout the year. If any additional engagements are requested, we will bill the District at our standard billing rates. This fee includes meetings with the Audit Committee and with the Board of Education. We will not seek reimbursement for travel, lodging, subsistence, or other out-of-pocket costs incurred in connection with the audit of the District's finances. Although we have strong credentials with public school audits, our firm is nevertheless smaller than the other firms you have asked to propose, and our overhead rates are lower. We pass those savings along to clients like Rocky Point Union Free School District. This can be an important factor in your decision. Our goal is to help you contain your costs. With R.S. Abrams & Co., LLP you get industry prominence at a reasonable rate. Based on our experience in other similar engagements, our proposed fee is as follows:

A. TOTAL ALL INCLUSIVE MAXIMUM PRICE:

Fiscal year ending June 30, 2012	<u>\$28,000</u>
Fiscal year ending June 30, 2013	<u>\$29,000</u>
Fiscal year ending June 30, 2014	\$30,000
Fiscal year ending June 30, 2015	\$31,000
Fiscal year ending June 30, 2016	\$32,000

B. BILLING RATES:

Title	Regular Hourly Rate	Quoted Hourly Rate
Partner	\$170	\$150
Manager	\$150	\$125
Senior Auditors	\$110	\$ 90
Staff Auditors	\$95	\$75

Although fees are important, they should not, in our view be the determining factor in the selection of an accounting firm for the Rocky Point Union Free School District. The choice of independent accountants and business advisors should always be made primarily on the basis of qualifications, capabilities and commitment.

We will spare no effort, now or in subsequent years, to find common ground for providing the level of services Rocky Point Union Free School District requires, at a reasonable cost.

R.S. Abrams & Co., LLP External Audit Proposal for Rocky Point Union Free School District Page 11

NAWROCKI SMITH LLP

ROCKY POINT UNION FREE SCHOOL DISTRICT Internal Auditor

PART II - A

a Name of Firm

Nawrocki Smith LLP

Lauren M. Agunzo

\$

CPA

17,500

17,500

18,000

18,000

18,000

Fee

b

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I, Lauren Agunzo, am certified to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District

Total All-Inclusive Maximum Price for the period of July 1, 2015 through June 30, 2016

Total All-Inclusive Maximum Price for the period of July 1, 2016 through June 30, 2017

Total All-Inclusive Maximum Price for the period of July 1, 2017 through June 30, 2018

Total All-Inclusive Maximum Price for the period of July 1, 2018 through June 30, 2019

Total All-Inclusive Maximum Price for the period of July 1, 2019 through June 30, 2020

Internal Auditor	Est. Hours	Rate	Charges
Partner	18	175	2,800.00 *
Manager	50	150	7,200.00 *
Senior	60	125	-
Total	128		7,500.00
			17,500.00

*The District will not be billed for Board of Education/Audit Committee meetings.

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Kevin A. Seaman

COST SUMMARY SHEET Attachment B

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RFP #R15-02 Legal Services

Retainer Base Fee (annual) as described	\$2 رون per year		
Hourly Rate for Litigation in all areas of general counseling	\$ 19	per hour	
Hourly Rate for service not covered in the Base Retainer Fee or any other contract fee:			
Partners and Senior Counsel	\$ 19,-	per hour	
Associates	\$	per hour	
Paralegals/Law Graduates	\$	per hour	

Please indicate any minimum billing time per service (minutes per call, hours per visit, etc.) no min. billing time

Bills are to be presented on a monthly basis and will be paid on the next regular warrant following receipt and approval. All out-of-pocket costs are to be itemized and billed as they accrue. Preparation and copies of routine documents are the responsibility of the firm.

HAMBURGER, MAXSON, YAFFE & MCNALLY, LLP

Attorneys at Law 225 Broadhollow Road, Suite 301E Melville, New York 11747 631.694.2400 Fax: 631.694.1376 HMylaw.com

June 26, 2015

VIA E-MAIL

RICHARD HAMBURGER

rhamburger(a hmylaw.com

Dr. Michael F. Ring, Superintendent of Schools Rocky Point Union Free School District 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

Dear Dr. Ring:

I write to request that at your next organizational meeting to be held in July, the Board issue a resolution confirming that our firm continue to provide legal services as directed by the Superintendent or Board of Education for the purpose of finalizing the matters currently being worked on by this firm at our current School District hourly rate of \$195 for all attorneys.

Thank you.

Very truly yours,

Richard Hamburger

/cp

EASTERN SUFFOLK BOCES 201 SUNRISE HIGHWAY PATCHOGUE, NY 11772

Form AS-7 Page 1

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2015 by and between the EASTERN SUFFOLK BOCES, party of the first part, and ROCKY POINT UFSD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2015-16 school year at the indicated cost:

		Basis for Current Contract				
Program/ Serial No. Service	Quantity/ Share	Unit Cost Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
001.100 Administration	0.0000	0.0000 Actual Usage	201,989.00	201,989.00	0.00	201,989.00
002.100 Rental of Facilities	0.0000	0.0000 Actual Usage	103,391.00	103,391.00	0.00	103,391.00
101.100 Career and Technical Education	90.0000	12,839.0000 Student	0.00	1,155,510.00	0.00	1,155,510.00
101.120 Career and Tech, Ed./Transportation	7.0000	905.0000 Student	0.00	6,335.00	0.00	6,335.00
103.110 Special Career Education 12-1-1	11.0000	22,622.0000 Annual	0.00	248,842.00	0.00	248,842.00
103,120 Special Career Education 8-1-1	3.0000	27,766.0000 Annual	0.00	83,298.00	0.00	83,298.00
202.100 Special Education 12-1-1 (Full Day)	5.0000	48,775.0000 Student	0.00	243,875.00	0.00	243,875.00
202.110 Special Education 12-1-1 (Partial)	3.0000	30,241,0000 Student	0.00	90,723.00	0.00	90,723.00
202.225 Related Service - Hearing ImpInd	1.0000	4,536,8000 sess/stud/wk/yr	0.00	4,536.80	0.00	4,536.80
202.235 Related Service - Occ. Therapy (Ind)	5.0000	4,536.8000 sess/stud/wk/yr	0.00	22,684.00	0.00	22,684.00
202.260 Related Svce- Speech/Lang (Group)	10.0000	2,251.2000 sess/stud/wk/yr	0.00	22,512.00	0.00	22,512.00
202.275 Related Svc - Indivdual Aide (FT)	2.0000	51,782.0000 Year	0.00	103,564.00	0.00	103,564.00
202.400 RelSvc-Transition Svc Pgm -full day	1.0000	48,775.0000 Student	0.00	48,775.00	0.00	48,775.00
202.405 RelSvc-Transition Svc Pgm -part day	3.0000	24,388.0000 Studient	0.00	73,164.00	0.00	73,164.00
203.100 Spec Ed 6-1-1 Class (Full Day)	3.0000	69,405.0000 Studient	0.00	208,215.00	0.00	208,215.00
203.205 Related Service - Counseling (Ind)	3,0000	4,536.8000 sess/stud/wk/yr	0.00	13,610.40	0.00	13,610.40
203.210 Related Svc - Counseling (Group)	4.0000	2,251,2000 sess/stud/wk/yr	0.00	9,004.80	0.00	9,004.80
203.235 Related Svc - Occ. Therapy (Ind)	3.0000	4,535.8000 sess/stud/wk/yr	0.00	13,610.40	0.00	13,610.40
203.275 Related Svc - Individ, Aide (FT)	3.0000	51,782,0000 Year	0.00	155,346.00	0.00	155,346.00
203.290 Autism/Behav. Consult. &Trainings	3.0000	227.0500 Hour	0.00	681,18	0.00	681.18
203.295 Aut/Behav Home App. Behav. Anal.	4.0000	168.2000 Hour	0.00	672.80	0.00	672.80
203,297 Autism/Behavioral - Parent Training	4,0000	168,2000 Hour	0.00	672.80	0.00	672.80
203.335 Evaluation - Neuropsychological	5.0000	312.5700 Hour	0.00	1,562.85	0.00	1,562.85
203.365 Eval Psycho-Ed./Reevaluation	5.0000	625,1400 Evaluation	0.00	3,125,70	0.00	3,125,70

WinCap Ver. 15.06.05.2259

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EASTERN SUFFOLK BOCES 201 SUNRISE HIGHWAY PATCHOGUE, NY 11772

Form AS-7 Page 2

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSD

School Year 2015-16

	Basis for Current Contract						
Program/ Serial No. Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
03.380 Eval Psych./SB Cody Center	4.0000	1,250.2800	Evaluation	0.00	5,001.12	0.00	5,001.12
03.456 Augment Comm Eval/Svcs/Troubleshoot	1,0000	442,8100	Hour	0.00	442.81	0.00	442.81
05.100 Special Education 8-1-1 (Full Day)	32.0000	61,137.0000	Student	0.00	1,956,384.00	0.00	1,956,384.00
05.110 Special Education 8-1-1 (Partial Da	6.0000	37,905.0000	Student	0.00	227,430.00	0.00	227,430.00
05.205 Related Svc - Counseling (Ind)	30.0000	4,536.8000	Sess/Stud/Wk/Yr	0.00	136,104.00	0.00	136,104.00
05.210 Related Svc - Counseling (Group)	30.0000	2,251.2000	Sess/Stud/Wk/Yr	0.00	67,536.00	0.00	67,536.00
05.215 Related Svc - ESL (Ind)	1.0000	4,536.8000	Sess/Stud/Wk/Yr	0.00	4,536.80	0.00	4,536.80
05.235 Related Svc - Occ Therapy (Ind)	10.0000	4,536.8000	Sess/Stud/Wk/Yr	0.00	45,368.00	0.00	45,368.00
05.245 Related Svc - PT (Individual)	10.0000	4,536,8000	Sess/Stud/Wk/Yr	0.00	45,368.00	0.00	45,368.00
05.255 Related Svc - Speech/Lang Imp (Ind)	10.0000	4,536,8000	Sess/Stud/Wk/Yr	0.00	45,368.00	0.00	45,368.00
05.260 Related Svc - Speech/Lang Imp (Grp)	30.0000	2,251.2000	Sess/Stud/Wk/Yr	0.00	67,536.00	0.00	67,536.00
05.275 Related Svc - Individual Aide (FT)	16.0000	51,782.0000	Year	0.00	828,512.00	0.00	828,512.00
05.290 Autism/Behav Cons./Trainings	1.0000	227.0600	Hour	0.00	227.06	0.00	227.06
05.295 A/B - Home App. Behav. Analysis	2.0000	168.2000	Hour	0.00	336.40	0.00	336.40
05,297 Autism/Behav, - Parent Training	2.0000	168.2000	Hour	0.00	336.40	0.00	336.40
05.300 Evaluation - Assistive Technology	7.0000	2,083.8000	Evaluation	0.00	14,586.60	0.00	14,586.60
05.375 Eval - Speech/Language	15.0000	833.5200	Evaluation	0.00	12,502.80	0.00	12,502.80
13.100 Itinerant Vision	2.0000	5,366.0000	Sess/Stud/Wk/Yr	0.00	10,732.00	0.00	10,732.00
13.422 Itinerant Vision Consult	1.0000	134,1500	Session	0.00	134.15	0.00	134.15
13.436 Itinerant Orient & Mobility Consult	1.0000	134,1500	Sess/Stud/Wk/Yr	0.00	134,15	0.00	134.15
20.300 Itinerant Home ABA	4.0000	168.2000	Hour	0.00	672,80	0.00	672.80
19.100 Regional Alternative High School	0.0000	0.0000	Actual Usage	130,000.00	130,000.00	0.00	130,000.00
35.190 Sharp	0.0000	0.0000	Actual Usage	177,000.00	177,000.00	0.00	177,000.00
35.200 Middle School iCare	0.0000	0.0000	Actual Usage	128,000.00	128,000.00	0.00	128,000.00
38.110 Outreach AC Non-Classified Students	1.0000	61,137.0000	Studient	0.00	61,137.00	0.00	61,137.00
38.120 Hospital Bound-Non-Class. Students	1.0000	1,735.0000	Week	0.00	1,735.00	0.00	1,735.00
40.100 Arts-in-Ed Coordination Fee	0.0000	0 0000	Actual Usage	1,069.45	1.069.45	0.00	1,069.45

EASTERN SUFFOLK BOCES 201 SUNRISE HIGHWAY PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

School Year 2015-16

EASTERN SUFFOLK BOCES

ROCKY POINT UFSD

Basis for Current Contract Quantity/ Unit Current Initial Adjustments Current Program/ Cost Basis Serial No. Share Cost To Date Service Fixed Cost Contract Contract 440.110 Arts-In-Education Programs 0.0000 0.0000 Actual Usage 6,290.85 6,290.85 0.00 6.290.85 440,120 Enrichment Pgm - Conf. for Kids 0.0000 657,0000 Service 1,314.00 1,314.00 0.00 1,314.00 444.310 Safari 890.00 0.00 890.00 444.310.110 Safari Training 1.0000 890.0000 Day 0.00 2,300.00 2,300.00 0.00 2,300.00 444.310.130 Safari K-12 Core Content Librar 1.0000 0.0000 Actual Usage 444.310.140 Safari K-8 Core Content Library 1,0000 0,0000 Actual Usage 3,450.00 3,450.00 0.00 3,450.00 444,310,160 Safari K-8 Schlessinger Media Con 0.0000 Actual Usage 569.25 569.25 0.00 569.25 1.0000 339,25 444.310.170 Safari 9-12 Schlessinger Media Co 1,0000 0.0000 Actual Usage 339.25 339.25 0.00 678.50 678.50 0.00 678,50 444.310.180 Safari Encyclopedia 20th Cent. Co. 1,0000 0.0000 Actual Usage 0.00 109.25 0.0000 Actual Usage 109.25 109.25 444,310,190 Safari Almanac Newsreel Content P 1.0000 0.0000 Actual Usage 914.25 914.25 0.00 914.25 444,310,210 Safari Additional Content Package 1.0000 0.0000 Actual Usage 1,380.00 1,380.00 0.00 1.380.00 444.310.220 Safari Misc. Charges 1.0000 508.100 Library Automation 508.100.130 Library Auto (2001 - 5000 Enroll) 1.0000 2.318.0000 Per District 0.00 2.318.00 0.00 2,318.00 4,509,40 4,509.40 0.0000 0.0000 Actual Usage 4,509.40 0.00 508.200 Follett, Follett Destiny & OPALS 45,000.00 45,000.00 0.00 45 000 00 514.210 Internet Service Provisioning 1.0000 0.0000 Actual Usage 27,379,17 0.00 27.379.17 3.343.0000 8,1900 Student 0.00 514,470 School Data Bk Svc -Inclusive Svc 23.020.7200 Annual 0.00 23,020.72 0.00 23,020.72 514,480 School Data Bk Svc - Incl Svc. 1.0000 3.4400 Student 0.00 11,499.92 0.00 11,499,92 514.520 NYS Reg. Report per stud-PS/PK-12 3,343,0000 514,530 NYS Required Reporting 3.343.0000 0.6000 Student 0.00 2,005.80 0.00 2.005.80 1.562.85 0.00 1,562,85 515,150 Neuropsychological - 10 hr. max. 5.0000 312 5700 Hour 0.00 516.210 Lib, Svc/Media-Virtual Ref, Collect 516 210.110 Virtual Ref. Collect 3-12 Prorate 0.0000 0.0000 Actual Usage 9,973.00 9.973.00 0.00 9,973.00 0.0000 Actual Usage 9,744.00 9,744.00 0.00 9,744.00 516.220 Library Services - Supp. Databases 0.0000 516.300 Library Svc/Media Part. (50% disc) 1 159 0000 Per District 1,159.00 516.300,130 Lib/Med 2001-5000 stud. (50% disc 1,0000 0.00 0.00 1.159.00 531,100 NYS Curriculum & Assessment Svc 0.00 531 100 110 NYS Curr/Assess Svc 1 000 + stude 1.0000 8,000,0000 Service 8,000.00 0.00 8,000.00

June 08, 2015 09:33:58 am

EASTERN SUFFOLK BOCES 201 SUNRISE HIGHWAY PATCHOGUE, NY 11772

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Contract for Cooperative Educational Services

School Year 2015-16

EASTERN SUFFOLK BOCES

ROCKY POINT UFSD

Basis for Current Contract Quantity/ Unit Adjustments Initial Current Program/ Current Cost Basis Share Cost Fixed Cost Contract To Date Contract Serial No. Service 531.200 My Learning Plan (MLP) 531,200,120 MLP - Cont. Annual Lic. Instruct. 250.0000 25.0000 User 0.00 6.250.00 0.00 6.250.00 0.00 405.00 531,200,130 MLP - Cont. Ann. Lic. Non-Instruc 27.0000 15.0000 User 0.00 405.00 531,300 Customized Staff Development. 0.0000 0.0000 Actual Usage 132,200.00 132,200.00 0.00 132,200.00 0.0000 Actual Usage 28,483,75 28.483.75 0.00 28.483.75 531.310 Customized Staff Dev. (Coord. Fee) 0.0000 531,400 Ed. Lead., Dev. & Place, Svc(Basic) 0.0000 3.000.0000 Service 0.00 9,000.00 -9.000.00 0.00 1.0000 4,000.0000 Service 0.00 4.000.00 0.00 4,000.00 531,410 Ed. Leadership, Dev. & Place, Exp. 13,452,25 531.440 Staff Development-Public Relations 0.0000 0.0000 Actual Usage 13.452.25 13.000.00 452.25 532,100 Model Schools 532,100,120 Model Schools > 2001 students 1.0000 7.752.0000 Annual 0.00 7,752.00 0.00 7,752.00 601.030 RTIm Direct 1 6000 Student 6.255.94 6 255.94 0.00 6,255,94 601.030.120 RTIm License Fee 0 0000 0.00 0 0000 0.0000 Actual Usage 625.59 625.59 625.59 601.030.240 RTIm Mgmt. Fee 10% cost of servic 601.030.250 RTIm BOCES Support 0.0000 0.3500 Student 1,381,68 1,381,68 0.00 1,381.68 601.040 IEP Direct 1.0000 6.460.0000 Annual 0.00 6,460,00 0.00 6,460.00 601.040.190 IEP Dir. Maint. Fee > 200 Stdnts 7,7000 Student 0.00 4 666.20 0.00 4,666.20 601.040.210 IEP Dir Per Student Maint Fee >99 606 0000 0.0000 Actual Usage 1,112.62 1,112.62 0.00 1,112.62 601.040.230 IEP Dir, Maint, Coord Fee - 10% 0.0000 601.040.270 IEP Dir, Annual BOCES Sup >200 1.0000 8,488,8000 Annual 0.00 8,488,80 0.00 8,488,80 601.060 NYSE Directors 1.720.0000 Annual 1,720.00 0.00 1,720.00 601.060.140 NYSE 200 or more students 1.0000 0.00 601.060.150 NYSE Direct Workstations 7.0000 90.0000 Each 0.00 630.00 0.00 630,00 601.060.160 NYSE Mgmt Fee - 10% Cost of Svc 0.0000 0.0000 Actual Usage 235.00 235.00 0.00 235.00 303.5300 Annual 0.00 303.53 0.00 303.53 601.060.170 NYSE Direct BOCES Annual Support 1.0000 601.080 Centris Sync 0.2500 Per RWADA 997.88 997.88 0.00 997.88 0.0000 601.080.140 Centris Annual Maint 1750-20,0000 601.080.150 Centris Administrative Fee - 10% 0.0000 0.0000 Actual Usage 99,79 99,79 0.00 99,79 0.1400 Per RWADA 0.00 537.32 0.00 537.32 601.080.160 Centris BOCES Support 3,838,0000 312,0000 Annual 0.00 312.00 0.00 312.00 601,110 eRate-Intellipath App Processing 1.0000 468.00 468.00 601,130 eRate- Document Momt - One Coser 1,0000 468.0000 Annual 0.00 0.00 601,150 Admin One-Time Tech. Acq. 1.0000 0.0000 Actual Usage 19,094.39 19,094.39 0.00 19,094.39

EASTERN SUFFOLK BOCES 201 SUNRISE HIGHWAY PATCHOGUE, NY 11772

Form AS-7 Page 5

Contract for Cooperative Educational Services

School Year 2015-16

EASTERN SUFFOLK BOCES

ROCKY POINT UFSD

Basis for Current Contract Quantity/ Unit Initial Adjustments Current Current Program/ **Cost Basis** Share Cost **Fixed Cost** Contract To Date Contract Serial No. Service 0.0000 Actual Usage 5,700.00 5,700.00 5,700.00 601.200 Web Services - Public Relations 0.0000 0.00 45.000.00 45,000.00 0.00 45,000.00 601.335 Hosted NOC Management Services 1.0000 0.0000 Actual Usage 601.340 LAN/WAN Support Services 1.0000 0.0000 Actual Usage 200.000.00 200,000.00 0.00 200,000.00 601.402 Appr/Mppr 601,402,190 APPR/MPPR Teachscape 1.0000 0.0000 Actual Usage 26,123.40 26.123.40 0.00 26,123.40 601.410 Election Management Systems 1.0000 0.0000 Actual Usage 9,799.06 9,799.06 0.00 9,799.06 601.410.210 BOLD/EMS 2.0 Annual Licensing 0.0000 Actual Usage 3.498.21 3,498,21 0.00 3,498.21 601,410.220 BOLD/Library/Bond Vote/Revote 2.0 1.0000 601,415 Cafeteria Systems POS 10.680.00 0.00 10.680.00 601,415,110 Cafe, Sys, On-Site Support 12,0000 890,0000 Day 0.00 601.415.140 Cafe. Sys. Licensing - Nutrikids 1.0000 0.0000 Actual Usage 2,930.00 2,930.00 0.00 2,930.00 0.0000 Actual Usage 724.50 724.50 0.00 724.50 601,430 Edge Annual License 1.0000 601.440 Emergency Notification Systems 0.0000 Actual Usage 6,123,75 6.123.75 0.00 6,123,75 601,440,120 Connect Ed Unlimited Premium 1.0000 575.00 575.00 601 440 140 Connect Ed Annual Cost 1.0000 0.0000 Actual Usage 575.00 0.00 601,450 Document Imaging/ Scanning Services 0.00 601,450.320 FileBound Hosting < 250k Im/Docs 1.0000 4.075.0000 Annual 0.00 4.075.00 4.075.00 1.0000 500,0000 Annual 0.00 500.00 0.00 500.00 601,450.325 FileBound SW Main Support <250k 601,455 Finance Manager 11 285 0000 Annual 12,305.00 12.305.00 0.00 12,305.00 601,455,150 Fin Mngr Lvl A BOCES Sup < 4000 0.0000 601,455,190 Fin Mngr Off-Site Bckp B 1000-399 0.0000 4.299.0000 Annual 5,299.00 5,299.00 0.00 5,299.00 601,455.230 Fin Mngr Software Annual License 1.0000 0.0000 Actual Usage 28,719.58 28,719.58 0.00 28,719.58 3,182.50 950.0000 3.3500 Per Form 0.00 3,182,50 0.00 601,455,240 Fin Mngr W2/1099 Production 601.710 eSchoolData 3,343.0000 15,7500 Student 0.00 52,652.25 0.00 52,652.25 601.710.110 eSchoolData License Fees K-12 0.0000 Actual Usage 5,350.48 5,350.48 0.00 5,350,48 601.710.130 eSchoolData Mgmt Fee - 10% of svc 0.0000 8.0000 Student 0.00 26,744.00 0.00 26,744.00 601,710.140 eSchoolData K-12 BOCES Support 3.343.0000 601,710,180 eSchoolData .2 In-District Suppor 1.0000 23,763.2700 Annual 0.00 23,763.27 0.00 23,763.27 852,50 852.50 0.00 852.50 0.0000 Actual Usage 601,710,900 eSchoolData - Other Services 0.0000 601.810 AIMSweb 6.3700 Student 0.00 4,433.52 0.00 4,433.52 601,810,120 AIMSweb Pro-complete 696 0000 601,810,180 AIMSweb Coord Fee 10% of svc 0.0000 0.0000 Actual Usage 443.35 443.35 0.00 443.35

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EASTERN SUFFOLK BOCES 201 SUNRISE HIGHWAY PATCHOGUE, NY 11772

Form AS-7 Page 6

Contract for Cooperative Educational Services

School Year 2015-16

EASTERN SUFFOLK BOCES ROCKY POINT UFSD

Program/ Serial No. Service	Quantity/ Share	Unit Cost Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
01.830 eBoard						
601.830.110 eBoard District Wide Package	0.0000	19.6800 Teacher	4,665.12	4,665.12	0.00	4,665.12
01.990 Test Scanning and Reporting						
601.990.100 Individual Student Report Setup F	1.0000	75.0000 District	0.00	75.00	0.00	75.00
601.990.160 Test Scan/Rpt NYS ELA Grades 3-8	1,530.0000	4.7800 Test	0.00	4,780.00	2,533.40	7,313.40
601.990.170 Test Scan/Rpt NYS Math Grades 3-8	1,530.0000	4.7800 Test	0.00	4,780.00	2,533.40	7,313.40
601.990.180 Test Scan/Rpt NYS Science 4 &/or	500.0000	4.7800 Test	0.00	1,912.00	478.00	2,390.00
601.990.300 Test Scan/Rpt NYSESLAT	73,0000	9.1800 Test	0.00	670.14	0.00	670.14
601.990.310 Test Scan/Rpt NYSAA	28.0000	14.9500 Test	0.00	299.00	119.60	418.60
601.990.320 Test Scan/Rpt Regents All Exams	2,100.0000	2.9200 Test	0.00	6,132.00	0.00	6,132.00
09.300 Med/Comm. PR Consulting Svcs	0.0000	0.0000 Actual Usage	29,396.25	28,400.00	996.25	29,396.25
12.110 Cooperative Bidding						
612.110.110 Coop Bidding Grp A (2900+ sdnt)	1.0000	8,650.0000 Year	0.00	8,650.00	0.00	8,650.00
18.120 Health/Safety Basic Svc Base Price	1,0000	3,808.0000 Service	0.00	3,808.00	0.00	3,808.00
18.130 Health/Safety Basic Svc # bldgs	1.0000	402.0000 Building	0.00	402.00	0.00	402.00
8,150 Health/Safety - Specialist	1,0000	20,078.0000 Day/Week/Year	0.00	20,078.00	0.00	20,078,00
8.160 Health/Safety - Security Consultant	0.0000	0.0000 Actual Usage	58,000.00	58,000.00	0.00	58,000.00
3.110 Nonpublic Textbk Distr - Admin Fee	1,0000	73.0000 Student	0.00	73.00	0.00	73.00
23.120 Nonpublic Txtbk DistTextbook Fee	50.0000	188.0000 Per Student Est	0.00	9,400.00	0.00	9,400.00
28.120 Sub-Service (Level 2)	375.0000	142.5300 Per User	0.00	53,448,75	0.00	53,448.75
44.110 Intellipath - Line Charges (ESB)	1.0000	0.0000 Annual	417.60	417.60	0.00	417.60
44.150 Verizon Phone Charges	1.0000	0.0000 Actual Usage	12,000.00	12,000.00	0.00	12,000.00
57.496 Quarterly Policy Rev. (Erie 1)	1,0000	1,650.0000 Service	0.00	1,650.00	0.00	1,650.00
57.497 Quarterly Admin. Rev. (Erie 1)	1.0000	1,650.0000 Service	0.00	1,650.00	0.00	1,650.00
55.490 State Aid Planning - Questar III	0.0000	0.0000 Service	3,110.00	3,110.00	0.00	3,110.00
76.490 GASB 45 (Capital BOCES)	0.0000	0.0000 Service	7,908.00	7,908.00	0.00	7,908.00

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EASTERN SUFFOLK BOCES 201 SUNRISE HIGHWAY PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES ROCKY POINT UFSD			School Year 2015-16				
		Basis for	Current Contract —				
Program/ Serial No. Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
90.490 On-Line Application Service-Putnam	0.0000	0.000	0 Actual Usage	7,000.00	7,000.00	0.00	7,000.00

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EASTERN SUFFOLK BOCES 201 SUNRISE HIGHWAY PATCHOGUE, NY 11772

EASTERN SUFFOLK BOCES		School Year 2015-16	
ROCKY POINT UFSD			
		Summary:	ds: 7,614,293.85 <u>(Except 001/002)</u>
		<u>Total of Service Costs - All Fun</u> Capital Costs:	103,391.00 (<u>CoSer 002)</u>
		Adm. & Clerical Costs:	201,989.00 (CoSer 001)
		Total Contract Costs:	7,919,673.85
The party of the second part hereby agrees to to the party of the first part according to the f 10 Times per year			
This contract shall not be valid or binding un	til It is annoved by the Commissioner of Fr	ducation	
IN WITNESS WHEREOF, the parties have set t			
	EASTERN SUFFOLK BOCES	201 SUNRISE HIGHWAY, PATCHOGUE, NY, 11772-	
Signature, President and/or Clerk, BOCES	(Party of the First Part)	(Post Office Address)	
	ROCKY POINT UFSD	Administrative Office, 90 Rocky Point-Yaphank Rd ., Rocky Point, NY, 117	78-
Signature, President and/or Clerk, Board of Education (As Authoized)	(Party of the Second Part)	(Post Office Address)	



ROCKY POINT SCHOOL DISTRICT 2016-2017 BUDGET DEVELOPMENT CALENDAR

DA	TE(S)	ACTION
10/16/2015	,	Preliminary Budget Meeting all Administrators/ Distribution of all Budget Materials
10/19/2015 - 10/23/2015	5 Various	Review of Budgets with Principals and Directors
11/13/2015	Friday	Return Budget Request forms to the Business Office
12/18/2015	Friday	Submission of Completed Draft Budget to the Superintendent
1/8/2016	Friday	Submission of Draft Budget to the Board of Education by the Superintendent
1/11/2016	Monday - 6:00 PM	Board Meeting and Budget Workshop
2/1/2016	Monday - 6:00 PM	Board Meeting and Budget Workshop
3/1/2016	Friday	Submission of the Property Tax Cap Worksheet
2/26/2016	Friday	Board of Education Candidate Petitions Available for Pick-Up
3/21/2016	Monday	Board Meeting and Budget Overview
4/18/2016	Monday – 5:00 PM	Deadline for Submission of Petitions for Board of Education Candidates
4/20/2016	Wednesday	Adoption of the 2016-2017 Budget, BOE Meeting (Property Tax Report Card must be approved by the Board)
4/20/2016	Wednesday	Application for Absentee Ballots Available for Pick Up at the Office of the District Clerk
4/21/2016	Thursday	Submission and Publication of the Property Tax Report Card
4/22/2016	Friday	Finalize the Budget Brochure
4/26/2016	Tuesday	Budget and Required Attachments Must be Made Available Upon Request at Each School Building.
4/26/2016	Tuesday	Salary Disclosure Notice Submission to State
5/3/2016	Tuesday – 7:00 PM	Public Hearing on the School Budget
5/4/2016	Wednesday	Mail School Budget Notice to all Qualified Voters
5/10/2016	Tuesday	Special Voter Registration Day 9 AM to 9 PM at the High School
5/10/2016	Tuesday	Deadline to Receive an Absentee Ballot Application by Mail
5/12/2016	Thursday	Last Day Qualified Voters May Register with the District
5/17/2016	Tuesday	School Budget Vote and Annual Election

ROCKY POINT UNION FREE SCHOOL DISTRICT

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

BEST VALUE

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

"PIGGYBACKING" LAW-EXCEPTION TO COMPETITIVE BIDDING

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

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

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

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

THE PURCHASING AGENT

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

PROCEDURE FOR BIDS: ADVERTISEMENTS, OPENINGS, EVALUATIONS

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

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

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

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

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

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

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

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

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

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

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

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

The Board must adopt the contract by resolution.

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

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

Bid bonds or deposits may be required, at the discretion of the Purchasing Agent, on all purchase contracts. Deposits may be required for labor or service contracts. Performance Bonds of one hundred percent (100%) of the bid price may be required for contracts at the discretion of the Purchasing Agent.

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

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

SUBMITTING A FORMAL BID REQUEST

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

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

Requests must include the following:

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

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

PURCHASE SPECIFICATIONS

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

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

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

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

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

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

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

EVALUATION OF PRODUCTS/QUALITY CONTROL

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

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

REQUISTIONING/ORDERING

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

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

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

PREPARATION OF PURCHASE ORDER

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

- Description of item requested
- Quantity required
- Code to be charged
- Vendor number
- Date
- Signature of budget supervisor
- Bid, contract number

- Delivery instructions
- Discounts as appropriate
- Ship to information
- Bill to information
- Unit price
- Total price
- In no circumstances are Purchase Orders to be mailed directly to supplier without first routing through the Purchasing Office

PROCESSING OF PURCHASE ORDER

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

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

BLANKET ORDERS

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

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

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

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

The amount of the blanket purchase order shall be determined by the Purchasing Agent and the Budget Supervisor. It should be based on information available in the records covering previous fiscal years and data obtained from the Budget Supervisor. Blanket purchase orders, <u>must</u> be used only in compliance with GML 103 and 104.b. Each blanket purchase order must have a fixed maximum monetary amount (i.e. not to exceed

\$_____) and must be limited to a specific time period (i.e. This blanket purchase order good thru _____).

- > The Budget Supervisor should keep a record of the purchases made to insure that they do not exceed the amount allowed by the blanket purchase order.
- When supplies are delivered or picked up, receipts, delivery slips, or other documents transmitted by the vendor will be legibly signed, and name printed by the individual receiving the supplies. The blanket purchase order number will be placed on the documents which will be attached to the payment (white) copy of the purchase order and forwarded to Accounts Payable in a timely manner. When the amount allowed on the blanket purchase order is reached the order should be closed, and a new blanket purchase order typed.
- > Partial payments on blanket orders shall be made on a monthly basis even when the amount is less than the minimum of \$50.00.
- > All employees authorized to purchase shall carry with them, to the vendor, encumbered purchase order signed by the purchasing agent. No orders should be accepted by vendors unless they are in receipt of a signed purchase order.
- Once a blanket purchase order is established, the open purchase order can only be increased with proper authorization by the Purchasing Agent after verifying that sufficient funds exist within the applicable appropriations budget code.

CONFIRMING ORDERS

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

PETTY CASH

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

INSUFFICIENT APPROPRIATIONS

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

RECEIPT/PAYMENT OF PURCHASE ORDERS

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

CANCELLATION OF ORDER

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

Appendix A

ROCKY POINT PURCHASING PROCEDURES

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

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

- 1. Purchase Contracts up to \$20,000
 - a. Contracts up to \$5,000: Verbal quotes at the discretion of the Business Office. Documentation may include notations or verbal quotes.
 - b. Contracts from \$5,001 to \$20,000: Written quotes from at least three separate vendors (if available).
- 2. Public Works Contracts up to \$35,000
 - a. Contracts up to \$7,000: At the discretion of the Business Office.
 - b. Contracts from \$7,001 to \$10,000: Documented telephone quotes from at least three separate vendors (if available).
 - c. Contracts from \$10,001 to \$35,000: Formal written quotes from at least three separate vendors (if available).

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

ROCKY POINT PURCHASING PROCEDURES

Alternative proposals or quotations will not be required for the following purchases:

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.

Student Activity and District Sponsored Contracts:

Group:

MS and HS Student Council Dances Leaders Club Varsity Club Career Advisory Partnership (CAP) BANN NYC trip Senior Prom High School Production High School Production High School Production High School-PSAT/SAT HS Yearbook MS Yearbook Thespian Troupe High School Jr. Prom Mark Twain Literary Awards Boys Varsity Golf Service Contracts: DJ Catering hall Catering hall Catering hall Coach buses, restaurant, Circle Line Coach buses, yacht /catering hall Set materials Photographer-Commencement ceremony **Princeton Review classes** Printing Printing Coach buses, restaurant, theater tours Lighting, Sound **Catering Hall** Golf Course Use (Rolling Oaks)

AUDIT COMMITTEE CHARTER Revised July 2013

Audit Committee Authority

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

Mission

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

Composite and Requisite Skills

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

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

Duties and Responsibilities

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

• External Audit Focus

• Provide recommendations regarding the selection of the external auditor to the Board of Education

- Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter, and understand the scope of the external audit process.
- Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable
- Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the district's system of internal controls, and, working directly with the external auditor, assist the Board of Education in interpreting such documents
- Make a recommendation to the Board of Education on accepting the annual audit report
- Review every corrective action plan developed by the school district and assist the Board of Education in the implementation of such plan

• Internal Audit Focus

- Make recommendations to the Board of Education regarding the appointment of the internal auditor
- Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities
- Review significant recommendations and findings of the internal auditor
- Monitor implementation of the internal auditor's recommendations by management
- Participate in the evaluation of the performance of the internal audit function

• Administrative Matters

- Hold regularly scheduled meetings no less than once per fiscal year
- Review and revise the Audit Committee Charter, as necessary

Meetings and Notification

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

The District Clerk will be responsible to:

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

Decision Making Process

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

Reporting Requirements

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

Review of the Charter

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

Community Relations

SUBJECT: 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;

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;
- 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;
- 1) Circumstances under and procedures by which referral to appropriate human service agencies shall be made;
- m) A <u>minimum suspension period</u> 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 <u>minimum suspension period</u> 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;

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(l)(2)

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

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Non-Instructional/Business Operations

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.)

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Non-Instructional/Business Operations

SUBJECT: DISTRICT INVESTMENTS (Cont'd.)

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

Implementation

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

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

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

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

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Non-Instructional/Business Operations

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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Non-Instructional/Business Operations

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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Non-Instructional/Business Operations

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.

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 <u>must</u> 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

Non-Instructional/Business Operations

SUBJECT: PURCHASING (Cont'd.)

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

Environmentally Sensitive Cleaning and Maintenance Products

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

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

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

SUBJECT: PURCHASING (Cont'd.)

Non-Competitive Bidding Purchases

The Board's internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is <u>not</u> 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.

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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 -- School Food Service Program (Lunch and Breakfast)

Non-Instructional/Business Operations

SUBJECT: SCHOOL SAFETY PLANS

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

District-Wide School Safety Plan

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

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

Building-Level School Safety Plans

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

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

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

Filing/Disclosure Requirements

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

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

Adoption Date 3/23/09 Revision Dates 8/29/11, 7/11/13 Review Dates 07/12/12, 8/25/14, 8/31/15

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SUBJECT: ROCKY POINT SCHOOL DISTRICT'S COMPREHENSIVE ATTENDANCE PLAN

Objectives

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

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

Strategies Employed to Accomplish Objectives

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

Increase awareness of policy among students by:

- a) Including a copy in the student agenda book for 6th through 12th grade students.
- 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)

Students

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. <u>Excused absences are defined as</u>: 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. <u>All other absences, lateness, or early dismissals will be considered unexcused</u>.

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.

Students

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.

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

Absences

- a) All absences from class will be covered by this policy. <u>No distinction will be made between</u> 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
After the 21st absence:	absences and may lose credit if absences continue. 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:

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Students

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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.

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.

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

Consequences of Excessive Absenteeism at the Elementary Level

a) A doctor's note may be required.

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

Incentives and Consequences for Attendance Patterns

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

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

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

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

Adoption Date 3/23/09 Revision Dates 7/12/12, 7/11/13 Review Dates 8/25/14, 8/31/15

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Non-Instructional/Business Operations

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SUBJECT: DISTRICT WELLNESS POLICY

The purpose of a Wellness Policy is to assist the Board of Education, Administration, and District Staff to support student achievement by creating a healthy school environment, as well as encourage students to make healthy choices.

In 2004 the United States Congress passed The Child Nutrition and WIC (Women, Infants, and Children) Reauthorization Act. This Federal Public Law (PI 108.265 Section 204) requires school districts with federally funded food service programs to develop and adopt a Wellness Policy that addresses the nutritional and physical activities of their students. School districts must comply with this mandate by the start of the 2006-2007 school year beginning July 1. As districts develop their own specifically tailored Wellness Policy, they should receive input from their stakeholders, parents, students, school board members, school food service professionals, school administrators, licensed professionals, and the community. The law requires each school district to develop a Wellness Policy that includes references to nutrition and childhood obesity.

It is understood that children should have access to healthy foods, the opportunity to be physically active, and the opportunity to achieve personal success so that they can strive to become responsible citizens of our communities. It is commonly accepted that overall wellness improves student attendance, which in turn can improve a child's ability to learn.

Through the legislation cited above, the school community has been charged with aiding parents in being responsible for the overall health and well-being of their children. It is now predicted that the current generation of students will be the first to see a decline in their life expectancies compared to that of their parents. It has been reported that obesity rates are on the rise. It appears that physical inactivity and increased calorie intake are the predominant causes for this alarming trend. At the current time, it has been reported that heart disease, cancer, stroke, and diabetes are responsible for two-thirds of the deaths in the United States. The major risk factors for these diseases – unhealthy eating habits, physical inactivity, and obesity – are often established in a child's formative school years.

Whereas, children need access to an environment that encourages the practice of eating healthy foods and participating in life-long physical activities in order to grow, learn and thrive;

Whereas, health eating, adequate physical activity and better health enhances optimal student attendance and learning;

Thus, the Rocky Point Union Free School District is committed to providing school environments that educate and protect children's health, well-being, and ability to learn through healthy eating and physical activity. Therefore, it is the policy of the Rocky Point Union Free School District that:

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Non-Instructional/Business Operations

SUBJECT: DISTRICT WELLNESS POLICY -(Cont'd.)

- a) The District will engage students, parents, teachers, school administrators, food service professionals, health professionals, Board of Education members, and other interested community members in developing, implementing, monitoring and reviewing the Districtwide Wellness Policy on Nutrition and Physical Activity.
- b) All students in grades PreK-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- c) Foods and beverages sold or provided by schools will meet or exceed the minimum nutrient standards established by the USDA School Food Service Program. This is to be reviewed on a regular basis by the Superintendent, Board of Education, and Wellness Committee.
- d) The School Food Service Program will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutritional needs of students; and will provide clean, safe, pleasant settings and adequate time for students to eat. The School Food Service Program will be supervised by a director with the minimal qualifications of an undergraduate degree in nutrition or food-related field.
- e) All schools in the school District will participate in available Federal Meals Programs including the School Breakfast Program and National School Lunch Program.
- The District will continue to provide nutrition, health, and physical education that promotes health eating choices, encourages physical activity, and supports overall student wellness.
- g) Schools will establish linkages between health education and school meal programs.
- Schools will provide education to foster lifelong habits of healthful eating and physical activity.
- i) All school-based activities will be consistent with the District's Wellness Policy goals.

Federal Regulation:

Part 210.11 of the National School Lunch Program and Part 220.12 of the School Breakfast Program regulations prohibit certain foods from being sold in food service areas during the breakfast or lunch period.

Foods of Minimal Nutritional Value:

A food-that provides-less than 5-percent of the US-RDA for eight specified nutrients per serving, and/or-per-100-calories. The nutrients specified are protein, vitamins-A and C, niacin, riboflavin, thiamine, calcium, and iron. All food will meet the USDA guidelines.

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Non-Instructional/Business Operations

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

The prohibited foods specifically include soda water, water ices (excluding ices containing fruit or fruit juice), chewing gum, hard candy, jellies and gums, marshmallow candies, fondants (soft mints, candy corn), licorice, spun candy (cotton candy) and candy-coated popcorn.

New York State Law:

This law regarding the sale of non-nutritious foods is even more stringent. Chapter 647 of the Laws of 1987 prohibits the sale of the above-mentioned items, including all candy, from the beginning of the school day until the end of the last scheduled meal period in all parts of the building, in all public schools, regardless of whether or not the school participates in the Federal Child Nutrition Programs.

A public school cannot sell or serve soda or candy of any type in the student store or from a machine located **anywhere there is student access** in the building before the school day officially ends.

In a non-public school, the only time foods of minimal nutritional value are not allowed to be sold to students is during the lunch period; the food service area is the only location that they may not be sold. Delete this

Competitive Foods:

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The sale of competitive foods may be allowed in the food service area during the lunch period only if all income from the sale of such foods accrues to the benefit of the nonprofit school food service or the school or student organizations approved by the school and follow the Smart Snacks Guidelines.

Administrative

Policy Regulations and Guidelines

- The Rocky Point School District will create a Wellness Committee to develop, monitor, and review the School Food Service Program, and any Physical Activity Policies adopted by the District.
- b) The Wellness Committee may serve as a resource for schools while the Wellness Policy is being implemented.
- c) The Wellness Committee will research various communication tools, events and support programs to provide to parents, students and the community, along with information regarding the positive impact that healthy choices can have on their child's education and life.

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Non-Instructional/Business Operations

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

Implementation

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The administrative regulations for implementation of the nutrition component of the Rocky Point Union Free School District's Wellness Policy will be phased in according to the following schedule:

 a) The Frank J. Carasiti Elementary School and the Joseph A. Edgar-Intermediate School will be compliant as of September 1, 2006.

b) Rocky Point Middle School will be compliant as of September 1, 2007.

c) Rocky Point High School will be compliant as of September 1, 2008.

All schools and programs will be compliant with the "no soda will be available on school grounds" regulation according to this phase-in schedule. Delete all- no longer pertinent

Nutrition, Health, and Physical Education

Policy Regulations and Guidelines

Health Education will continue to:

- a) Teach, encourage, and support healthy choices by students.
- b) Integrate nutritional concepts into various subject areas.
- c) Promote nutritional education to students.
- d) Encourage students to start each day with a healthy breakfast.
- e) Share information with the community and parents to help encourage families to teach children about health and nutrition.

Implementation

Nutrition, Health, and Physical Education Programs, which include Health Education, Physical Education, and Family and Consumer Service courses, will meet the following New York State Learning Standards:

- a) Standard 1 Personal Health and Fitness
- a) Standard 2 A Safe and Healthy Environment
- c) Standard 3 Resource Management 1, 2, and 3

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Non-Instructional/Business Operations

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SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

Physical Activity

Policy Regulations and Guidelines

- Teachers will be encouraged to develop lesson plans and opportunities that promote physical education, physical activities, and nutrition education.
- b) Elementary students will continue to receive supervised recess periods during the day, preferably outdoors, during which the District will encourage physical activity. When possible, recess may be scheduled before a student's lunch period.
- c) In accordance with National and State recommended guidelines, the District recognizes the benefits of providing students with at least sixty minutes of physical activity per day. Opportunities for physical activity may include: physical education classes, recess periods, interscholastic athletics, intramural sports, physical activity programs, as well as the opportunities for physical activity programs that parents provide for their children outside of the school day.
- d) Physical activity equipment will continue to be maintained and safe for student use.
- e) The District will research methods of providing information and assisting parents to incorporate physical activity into their children's lives.

Other School Based Activities

- Students will be encouraged to adopt their own personal fitness plans and goals to create an environment that supports wellness.
- b) The District's Wellness Policy goals should be considered when planning school-based activities such as school events, field trips, dances, and assemblies.
- c) In the effort to support student wellness, to the extent possible, the District will encourage fundraising activities that promote students making healthy choices and consider food allergies.

Implementation

a) All students in grades K-12, including students with disabilities, students with special health eare needs, and students in alternative educational settings, shall receive daily physical education or its equivalent for the entire school year. All students in grades K-12, including students with disabilities and students with special health care needs and students in alternative educational settings, shall receive physical education or its equivalent for the entire school year. Grades K-5 will receive physical education daily and grades 6-12 will receive physical education daily and grades 6-12 will receive physical education every other day.

b) A certified physical education teacher will teach all physical education classes. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement.

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Non-Instructional/Business Operations

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

- Students will spend at least 50% of physical education class time participating in moderate to vigorous physical activity.
- d) All elementary school students will have 20 minutes each day of supervised recess (weather permitting and preferably outdoors) during which school personnel should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Use of Food in the Classroom

Policy Regulations and Guidelines

- a) Food and beverages sold by the Food Service Program will offer a variety of healthy choices and should include selections that fall under the New York State Choose Sensibly Program. This includes vending machines and a la carte sales. Food and beverages sold by the Food Service Program will offer a variety of healthy choices and should include selections that fall under the NYS/ USDA guidelines. This includes vending machines and a la carte sales.
- b) The Food Service Program will take every measure to ensure that the foods and beverages they serve meet the nutrition requirements established by local. State and Federal regulation guidelines.
- c) Teachers will continue to promote healthy choices for students' classroom snacks.
- Cultural Celebrations/Events: Cultural foods-are allowed as part of a celebration-of-ethnic diversity.
- <u>Cultural Celebrations/ Events: Cultural foods will not be permitted as part of a celebration</u> of ethnic diversity. Other forms of recognition of the event can be used.
- Teachers in the Family Consumer Science, Life Skills, Science classes
- or any other class using food in their lesson plan will give a modified assignment to a student if a written note is received from their parent re: allergy restrictions.

Implementation

It is the policy of the Rocky Point Union Free School District that food shall not be used in the classroom, except as part of a snack brought from home for individual consumption or a birthday celebration*.

It is the policy of the Rocky Point Union Free School District that food shall not be used in the classroom, except as part of a snack brought from home for individual consumption only, **No food shall be used for birthday or seasonal celebrations during the school day.

A list of recommended snacks shall be provided to parents at the start of each school year. Food shall **not** be used or distributed in the classroom for the following reasons:

As an incentive or reward

b) For instructional purposes

As part of holiday or seasonal celebration** c)

Birthday celebrations may take place once a month per class.
 ** The celebration of holidays and seasons with special privileges, activities, songs, games, etc. is to be encouraged as an alternative to food-based celebrations.

20132015 5661 7 of 10

Non-Instructional/Business Operations

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

Fundraising:

a) Food cannot be sold as a fundraiser on campus during the school day. Food cannot be sold as a fundraiser on campus during the school day up to ½ hour after the last class ends,

b) No soda or eandy may be sold by school sponsored clubs, teams and organizations as a fundraiser at any time on school grounds.

b) Building use forms will be filled out each time the school is used for an outside event. There will be a section on the form for allergy awareness information. Groups are encouraged to include allergy safe foods in their sales or meals. Groups are also encouraged to visit snacksafely.com for approved snack items. All areas where food is consumed should be sanitized and safe for students to use the next day. Groups will be reminded food is not permitted in the gymnasium and auditorium.

b) Building use forms will be filled out each time the school is used for an outside event. There will be a section on the form for allergy awareness information. In such section, groups will be encouraged to use allergy- friendly and nut-free snacks and foods in their sales and meals. In connection therewith, groups will be encouraged to read food labels to help in selecting snacks and foods that are allergy- friendly and do not include peanuts or tree nuts as ingredients. Visit the district website at http://www.rockypointufsd.org/resources/links for additional food allergy information. All areas where food is consumed by groups should be sanitized and safe for students to use the next day. Groups will be reminded food is not permitted in the gymnasium and auditorium.

Nutrient Standards

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Policy Regulations and Guidelines

Food Safety and Environment

- Food and beverages sold by the Food Service Program should comply with the Local, State and Federal food safety and sanitation regulations.
- b) To the extent possible, the District will provide students adequate time, 15 minutes from the time the student is seated, for lunch.
- c) The District will continue to:
 - 1. Encourage children to eat breakfast.

 Operate, if supported by the community, if supported by the community, a School Breakfast Program.

 If applicable, notify If applicable, notify parents and students of the availability of healthy breakfast items.

d) If possible, lunch periods may be scheduled in the middle of the student's school day.

- e) When possible, schools should not schedule tutoring, club, or organizational meetings or activities during mealtimes, unless students may be permitted to eat during such activities.
- f) Dining areas should be clean and have comfortable space for seating students.
- g) Students-will-be-reminded-and-encouraged-to-wash-their-hands-before-eating.Students will be reminded and encouraged to wash their hands before and after eating.
- Food should not be used as a reward or a punishment for student behaviors, unless it is detailed in a student's Individualized Education Plan (IEP).
- Given concerns about sanitation, allergies and other restrictions on some children's diets, students will be discouraged from sharing their foods or beverages with one another during meal or snack times.

20132015 5661 8 of 10

Non-Instructional/Business Operations

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

The District will continue to promote and encourage access to complete lunch meal for j) students.

Food Service Program

- Continues to be an educational support activity and remain financially self-supporting. a)
- b) Will continue in its attempt to provide affordable access to a variety of nutritious foods that support healthy choices for student wellness.
- The District will continue to employ a Food Service Director, who is properly qualified. c) certified and/or credentialed, to manage the School Food Service Program.
- School food service personnel shall have adequate training in food service operations, and d) are considered an integral part of the school community.
- The District will prevent the overt identification of students eligible for free and reduced c) price school meals by using electronic identification and payment systems.
- f) For safety and security of the food and facility, access to the food service operations are limited to food service staff and authorized persons.

Implementation

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During the school day, all food sold or provided to children within the Rocky Point Union Free School District will meet the following nutrient standards:During the school day (the period from midnight before to 30 min, after the end of the official school day), all food sold or provided to children within the Rocky Point Union Free School District will meet USDA guidelines including all meals, snacks and beverages.

Snacks (Foods of minimal nutrition value) Snacks shall meet the following criteria: Total fat equal to or less than 7 grams of fat per serving Saturated fat equal to or less than 2 grams per serving Sodium equal to or less than 360 milligrams per serving Sugar equal to or less than 15 grams per serving Delete all Artificial sweeteners are acceptable -All snacks must be provided in single serving packages

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5661 9 of 10

Non-Instructional/Business Operations

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

Trans fats (or partially hydrogenated oils) are known to have a negative impact on the health of children and adults. As non-naturally occurring trans fat-free products become NOTE: available, standards regarding trans fats will then be considered.

b) Beverages

All beverages shall meet the following criteria:

Total fat equal to or less than 3 grams per 8 ounce serving.

Sweetened beverages must-meet-the-following-standards:

Sugar equal to or less than 23 grams per 8 ounce serving* (Plain or flavored milk in 8-ounce containers consistent with the Long Island School Food Service Purchasing Cooperative specifications is acceptable.) (a)

-Container-size less than or equal to 12 ounces. (b)

Sodium equal to or less than 200 milligrams per serving.

Caffeine less than or equal to 10 milligrams per 8 ounce serving

No soda will be available in any vending machines on school grounds.

*One-hundred percent (100%) fruit juices are an exception to the sugar standard since they naturally-provide 26-30 grams of sugar per 8 ounce serving. Fruit juice also provides many nutrients, and confers health-benefits in moderate portions. Therefore, 100% fruit juice can be provided in containers that are 12 ounces or less:

e) Meals

All meals served to students outside the school cafeteria should be consistent with the US Dietary Guidelines.

Reimbursable meals served in the cafeteria will meet USDA standards and be consistent with the US Dietary Guidelines. 2

Monitoring/Review of Policy

The Superintendent (or designee) will ensure compliance with established District-wide a) Nutrition and Physical Activity Wellness Policy. All of the Wellness information can be downloaded and printed by community members. Contact information will also be on the website.

Nutrition education goals will be set, assessed and reported on, Allergy education for staff and students will be encouraged. b)

c)

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5661 10 of 10

Non-Instructional/Business Operations

SUBJECT: DISTRICT WELLNESS POLICY (Cont'd.)

- db) School Food Service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the Superintendent or designee.
- This policy will be reviewed annually, or when deemed necessary, specifically to assess the financial impact of implementation on the District. The School Food Service Program ce) operates on a self-sufficient, not-for-profit basis, and must remain financially solvent.

Note:

A resource binder to facilitate the implementation of this policy shall be available in the following locations:

- Library/Media Center in each school building. a)
- b) Athletic Department Office
- Child Nutrition Office c)
- District Office d)

Resource information and links will be available to all on the district website.

Child Nutrition and WIC Reauthorization Act of 2004, Public Law 108-265 Section 204 Richard B. Russell National School Lunch Act , 42 United States Code (USC) Section 1751 et seq. Child Nutrition Act of 1966, 42 United States Code (USC) Section 1771 et seq. 7 Code of Federal Regulations (CFR) Section 210.10 Healthy Hunger Free Kids Act of 2010, Federal Register, Vol. 78, No. 36

Adoption Date 3/23/09 Revision Date Review Date

2015	7521
	1 of 2

Students

SUBJECT: STUDENTS WITH LIFE THREATENING ALLERGIES

Students, parents, school personnel and health care providers must all work together to provide the necessary information and training to allow children with chronic health problems to participate as fully and safely as possible in the school experience.

Particularly for those students with chronic conditions such as asthma and allergies (food, insect sting, etc.) which may result in severe, life-threatening reactions to various environmental triggers, it is necessary that the District work cooperatively with the parent(s) and the healthcare provider to:

- a) Develop an individual health care plan that includes all necessary treatments, medications, training and educational requirements for the student. If the student is eligible for accommodations based upon the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding evaluation and identification;
- b) Obtain appropriate health care provider authorization in writing that includes the frequency and conditions for any testing and/or treatment; symptoms and treatment of any conditions associated with the health problem; and directions for emergencies; and
- c) Secure written parent permission and discuss parental responsibility that includes providing the health care provider's orders, providing any necessary equipment, and participation in the education and co-management of the child as he/she works toward self-management.

The District will work toward assisting students in the self-management of their chronic health condition based upon the student's knowledge level and skill by:

- a) Adequately training all staff involved in the care of the child;
- b) Assuring the availability of the necessary equipment and/or medications;
- c) Providing appropriately trained licensed persons as required by law;
- Providing additional appropriately trained adults to complete delegated tasks as allowed by law;
- e) Developing an emergency plan for the student; and
- f) Providing ongoing staff and student education.

Students

SUBJECT: STUDENTS WITH LIFE THREATENING ALLERGIES (Cont'd.)

Use of Epinephrine Auto-Injector Devices (Epi-Pens) in the School Setting

The administration of epinephrine by epi-pen to a student with a known severe allergy needing an anaphylactic treatment agent may be performed by a school staff member responding to an emergency situation when such use has been prescribed by a licensed prescriber. However, a registered professional nurse/nurse practitioner/physician/physician's assistant must have trained the staff member to administer the epi-pen for that particular emergency situation and given him/her approval to assist the student in the event of an anaphylactic reaction.

Documentation of training must be maintained in the Anaphylaxis Protocol for Non-Licensed School Staff Members for each affected student. The emergency response by non-licensed school staff members is permitted under the Medical Practice Act (Education Law Section 6527(4)(a)) and the Nurse Practice Act (Education Law Section 6908 (1)(a)(iv)) and is covered by the "Good Samaritan Law" (Public Health Law Section 3000-a).

Establish a protocol whereby a student experiencing anaphylaxis that has not been previously diagnosed may also be treated at school, under a patient non-specific order written by the District's medical director. This order authorizes only the school nurse (a registered professional nurse) using his/her best judgment to administer medication in the event of an unanticipated anaphylactic episode. This may include an allergic reaction to food, insect stings and latex allergens.

Americans with Disabilities Act, 42 United States Code (USC) Section 12101 et seq. Individuals with Disabilities Education Act (IDEA), 20 United States Code (USC) Sections 1400-1485 34 Code of Federal Regulations (CFR) Part 300 Section 504 of the Rehabilitation Act of 1973, 29 United States Code (USC) Section 794 et seq. Education Law Sections 902(b), 6527 and 6908 Public Health Law Section 3000-a. 3000-c

NOTE: Refer also to Policy #7513 -- Administration of Medication



NASSAU-SUFFOLK SCHOOL BOARDS ASSOCIATION, INC.

MAILING ADDRESS: P.O. BOX 385, Bellmore, NY 11710-0385 OFFICE: 219 Bedford Avenue, Bellmore, NY 11710-0385 BRIAN J. SALES, PRESIDENT Tel (516) 781-2053 Fax (516) 679-0401 e-mail: info@nssba.org LORRAINE DELLER, EXECUTIVE DIRECTOR

	DECEIVE		
BILL TO	JUN 1 6 2015	INVOICE NO.	DATE
Rocky Point UFSD		8361	7/1/2015
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			7/1/2015
	SCRIPTION	AMO	
2015-2016 Annual Membership [Jues		3,350.00
Make check payable to Nassau-S	Suffolk School Boards Assoc.	otal	
Remit to:PO Box 385, Bellmore N	IY 11710	otai	\$3,350.00

ROCKY POINT UNION FREE SCHOOL DISTRICT

SURPLUS TEXTBOOK DISPOSAL

SCHOOL: RPHS

DEPARTMENT: LOTE

ADMINISTRATOR: M. Brooks

Title and Author	ISBN#	Copyright Date	Number to be Disposed of	Rationale
Situaciones by Valette	0669313653	1994	98	Books out of date

ASSISTANT SUPERINTENDENT: Deborah De Ruca DATE: 6/25/15

ROCKY POINT PUBLIC SCHOOLS

SURPLUS TEXTBOOK/MATERIALS DISPOSAL

SCHOOL Frank J Carasiti Elementary DEPARTMENT

ADMINISTRATOR Marc Muchnik

Title and Author	Model #/Serial #	Copyright Date	Number to be Disposed of	Rationale
Wechsler Preschool and Primary Scales of Intelligence, Third Edition	WPPSI-III	2002	1	Outdated Evaluation
Wechsler Intelligence Scale for Children, Fourth Edition	WISC-IV	2003	1	Outdated Evaluation

Asst. Superintendent of Instruction Deborah De Luca Date 0125/15

REQUEST FOR PROPOSAL

The Board of Education of the Rocky Point Union Free School District at Rocky Point, Town of Brookhaven, Suffolk County, New York hereby invites sealed proposals for:

RFP#: R16-02 TITLE: PHYSICIAN SERVICES

The District will receive sealed proposals on or prior to 12:00 PM on June 5, 2015 at the Administrative Office, 90 Rocky Point-Yaphank Road, Rocky Point, NY. Proposals received after stated date will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside with the RFP# and Title.

Proposals will be opened on the stated date, but will not be read aloud. Any interested party may attend. There will be no discussion at the time of the opening of the proposals. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of the proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing agent, or his/her designee, shall make such determination

The Rocky Point Union Free School District and Board of Education reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district.

All documents, including specifications, may be examined and obtained between the hours of 9:00 A.M. and 3:00 P.M., Monday through Friday at the District Administrative Office, 90 Rocky Point-Yaphank Road, Rocky Point, New York, beginning Thursday, May 7, 2015.

> BY ORDER OF THE; Board of Education Rocky Point Union Free School District At Rocky Point, Town of Brookhaven Suffolk County, New York

By: Debra Hoffman Purchasing Agent

DATED: May 7, 2015

LEGAL ADVERTISING

Rocky Point Union Free School District

Michael F. Ring, Ed.D. Superintendent of Schools

Gregory Hilton School Business Official Administrative Office 90 Rocky Point-Yaphank Road Rocky Point, NY 11778 (631) 849-7563 (631) 849-7556

REQUEST FOR PROPOSAL

RFP#: R16-02TITLE: PHYSICIAN SERVICESDATE OF OPENING: June 5, 2015TIME: 12:00 PM

To All Providers:

Please submit a sealed proposal for Physician Services for the Rocky Point Union Free School District. The District will receive sealed proposals on, or prior to 12:00 PM on June 5, 2015. Proposals received after stated date will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

RFP#: R16-02

TITLE: PHYSICIAN SERVICES

Proposals will be opened on the stated date, but will not be read aloud. Any interested party may attend. There will be no discussion at the time of the opening of the proposals. The names of the proposing firms shall be available following the proposal opening.

Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of the proposal opening. Alterations to said proposals must be submitted in writing. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing agent, or his/her designee, shall make such determination

The Rocky Point Union Free School District and Board of Education reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district.

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you very much for your cooperation.

Debra Hoffman Purchasing Agent

Provider Name:

ROCKY POINT UNION FREE SCHOOL DISTRICT

REQUEST FOR PROPOSAL

RFP#:R16-02TITLE: Physician ServicesDATE OF OPENING: June 5, 2015TIME: 12:00 PM

I. <u>PURPOSE</u>

The Rocky Point Union Free School District, hereinafter referred to as the "School District, District, or Rocky Point" invites proposals from New York State licensed physicians and firms/agencies, to provide the District with physician services.

In accordance with the School District's policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of §103 of General Municipal Law.

The School District requests proposals from New York State licensed physicians and firms interested in providing physician services to the School District for the 2012-2013 School Year.

II. <u>RECEIPT PROPOSALS</u>

An original and one (1) copy of the proposal must be submitted to the Purchasing Department. Envelopes must be clearly marked **R16-02 PHYSICIAN SERVICES** and the name and address of the Proposer. Proposals must be received no later than **12:00PM on June 5, 2015** at the following address:

> Administrative Office Rocky Point Union Free School District 90 Rocky Point-Yaphank Road Rocky Point, NY 11778

There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals, attending pre-proposal conferences, or interview(s) in responding to this request. Proposals submitted after the stated time and date will not be considered and will be returned to the firm unopened.

III. SCOPE OF SERVICE

General Responsibilities

The Rocky Point Union Free School District ("District") requires qualified individuals or firms to provide professional services as an independent contractor for various physician services to students and employees of the District as needed. Individuals/firms must be licensed by the State of New York to practice medicine in the State of New York and maintain such license during the period of engagement.

The physician shall provide some or all, but not limited to the following services:

- a. Physical examinations for pupils;
- b. Sports physicals;
- c. Chart review;
- d. Special Education physicals;
- e. Employee physicals
- f. Hepatitus B Series inoculations/follow up blood work to employees, as needed with prior approval of the District

It will be the responsibility of the provider to schedule appointments so that the services can be timely rendered. It will not be the responsibility of the DISTRICT to schedule either the date, time, or place that the services are to be rendered or the manner in which the services are to be rendered. These items are left to the professional discretion of the provider.

Any medical materials which may be necessary to perform the services will be provided by the provider, at the provider's sole cost and expense.

IV. PROPOSAL SUBMISSIONS

All proposals must be submitted in two parts. Part 1 must consist of responses to the management and qualifications items. Part 2 must consist of complete contract cost and pricing information. Incomplete submissions will not be considered for award. Proposals should not be excessively long, and should be submitted in a format that permits copying for review by the Board of Education. Only two copies of each proposal will be accepted, one copy titled "ORIGINAL" and the second titled "COPY". Each page of the quotation must state the firm submitting the proposal, the fact that the RFP is being submitted to Rocky Point Union Free School District, and the page number. All materials submitted in response to this request for proposal shall become the property of the District.

PART 1 - Management and Qualifications

All proposers must be qualified to provide the within services to the School District. In addition, each individual or firm submitting a proposal shall:

- Provide the name and title of person(s) submitting the proposal, the firm's main address, and primary and secondary points of contact with telephone and fax numbers.
- Provide a brief history of provider's medical practice.
- Provide evidence that you are licensed by the State of New York to practice medicine in the State of New York.
- Provide information on its experience in providing physician services to school districts, if any.
- Provide at least *three* client references from similar contracts. Include contact names, addresses and telephone numbers.
- Provide any other information that might be beneficial to the School District.

PART 2 - Cost

Each firm submitting a proposal shall:

A. State the rates (flat rate per service) at which the above listed services of the physician would be provided to the School District, for services both at the school and at the provider's office.

- B. The cost proposal must be an all-inclusive amount for the full range of services required for one year under the contract. No additional billing will be allowed for travel expenses, parking, participant materials, or other incidentals.
- C. Proposer may include in its proposal items not specified in this RFP, which it would consider pertinent. All such alternatives must be listed separately from the proposal and the cost thereof must be separate and itemized.
- D. Provide any other relevant information that will assist the School District in evaluating your Proposal.

V. <u>PROPOSAL EVALUATION</u>

A. Proposals received will be evaluated by the School Business Official to determine whether the requirements of this RFP are met and to make a recommendation to the Board of Education for contract award.

Proposals shall be evaluated based upon the following criteria, evaluated on a scale of 1-3, with 3 carrying the most weight:

- 1. Proposer's comprehension of the required (work) Scope of Services (2)
- 2. Professional Qualifications/Experience (3)
- 3. Total proposed price (3)
- 4. Client references (2)

B. The evaluation process is designed to award the proposal not necessarily to the proposer of least cost, but rather to the proposer with the best combination of attributes based on the evaluation criteria.

VI. INTERVIEW

The award process may include an interview at the discretion of the District.

VII. SPECIFICATION CLARIFICATION/INQUIRIES

All inquiries with respect to this Request for Proposal must be directed as follows:

Purchasing Agent Rocky Point Union Free School District 90 Rocky Point-Yaphank Road Rocky Point, NY 11778 Phone: 631-849-7563 Fax: 631-849-7556

VIII. FINANCIAL STATEMENT OF THE CORPORATION

Proposers shall submit the most recent financial statement for the company. The District reserves the right to use third party companies to verify financial information provided.

In addition, Rocky Point Union Free School District may make such investigations it deems necessary to determine the ability of the Proposer to perform the work. The Proposer shall furnish to the District within five (5) days of a request, all such information and data for this purpose as may be requested. The District reserves the right to reject any Proposal if the information submitted by, or investigation of, such Proposer fails to satisfy the District that such Proposer is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein. Conditional Proposals will not be accepted.

IX. FREEDOM OF INFORMATION LAW

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84-90, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the Proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, THE **PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**" The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

X. RIGHT TO REJECT REQUESTS FOR PROPOSAL

The District reserves the right to reject without prejudice any and all proposals received under this Request for Proposal.

XI. TERM OF CONTRACT

Contract Period: July 1, 2015 through June 30, 2016. This contract shall be for one (1) year, with the option to renew for three (3) one-year periods, upon approval by the Board of Education for each year. The District reserves the right to terminate the contract without cause, with thirty (30) days written notice to the contractor. No contract becomes binding until the necessary funds have been approved. This Proposal will be utilized on an "as-needed" basis. There is no guarantee that any/all of the services listed will be utilized.

Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. In the event of termination of the contract, the District's responsibility shall be to pay for unpaid services performed and authorized costs incurred by the Vendor.

XI. INSURANCE PROVISION

The Service Provider 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 Service Provider shall not commence work under this contract until they have obtained all insurance as required and such insurance has been approved by the District.

A. For All Coverages:

Any deductible or self-insured retention must be declared to and approved by the District. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the District, its Board of Education, (Board) officers, employees or volunteers.

In the event that any of the insurance coverage to be provided by Service Provider contains a deductible, Service Provider shall indemnify and hold School District harmless from the payment of such deductible, which deductible shall in all circumstances remain the sole obligation and expense of Service Provider.

B. Commercial General Liability Insurance:

Liability Insurance or Medical Malpractice Insurance shall be, at minimum, the amount of \$1,000,000 per occurrence, \$3,000,000 annual aggregate, and you agree to hold harmless and identify the District against any claims or damages arising out of your acts or omissions.

C. Workers' Compensation and Employers Liability:

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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.

XII. LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provision thereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained therein.

NAME & ADDRESS OF VENDOR:

(Please Print)

FEDERAL EMPLOYER ID #.

TELEPHONE NUMBER:	()

FAX NUMBER (

SIGNATURE & TITLE:

NO CONTRACT BECOMES BINDING UNTIL THE NECESSARY FUNDS HAVE BEEN APPROVED FOR THE FISCAL YEAR DURING WHICH THE CONTRACT IS IN EFFECT.

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

REFERENCES

Company Name:	
Address:	
Contact Person:	
Telephone: ()	
Dates of Contract(s)	
Company Name:	
Address:	
Contact Person:	
Telephone: ()	
Date of Contract(s)	
Company Name:	
Address:	
Contact Person:	
Telephone: ()	
Date of Contract(s)	

. .

AFFIDAVIT OF COMPLIANCE STATE OF

COUNTY OF

_____, being duly sworn, deposes and says:

- That (s)he is an officer or representative of ______ 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 _______ 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 Employee, Administrator or Board	Relationship between parties

Signed

Date

Sworn to before me this_____ Day of______ , 20__

Notary Public

Seal

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 herby certifies that:

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

Signature

Title

RESOLUTION-for corporate bidders only

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

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

The foregoing is a true and correct copy of the resolution adopted by

Corporation at a meeting	the	_day of	_20	and is	still in	full	force	and	effect	on	this
day of	20										

Seal of the Corporation

Secretary

Evaluation Sheet

RFP # <u>R16-02 Physician Ser</u>vices Date Due: <u>6/5/15 12pm</u>

CRITERIA (1-3)	Rocky Point Medical Care	Peconic Bay Medical Care	Harbor View . Medical Services
Comprehension of Scope of Work (2)	10/20	10/20	2/4
Qualifications/Experience (3)	10/30	10/30	2/10
Proposed Cost/price (3)	9/27	9/27	0/0 (no cost sheet)
Client References (2)	10/20	10/20	0/0 (no school experie

Total:

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97

97

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North Country Family Health Dr. Erika Jurasits, DO 745 Route 25A Rocky Point, NY 11778

Dr. Eileen H. Korpi 281 Route 25A Mt. Sinai, NY 11766

North Country Medical Care Dr. Dhillon Jagpreet 43 Radio Avenue Miller Place, NY 11764

RFP Enclosed RFP: #R16-02 Physician Services Date Due: June 5, 2015, 12:00pm

RFP Enclosed RFP: #R16-02 Physician Services Date Due: June 5, 2015, 12:00pm

RFP Enclosed RFP: #R16-02 Physician Services Date Due: June 5, 2015, 12:00pm ► Bend along line to Feed Paper Bert Service Pop-up Edge™

Rocky Point Medical Care Dr. John J. Gil, MD 575 Route 25A Rocky Point, NY 11778

Dr. George Ruggiero, DO Peconic Bay Medical 271 Rte. 25A, #2 Wading River, NY 11792



Dr. Joel Morgenstern 45 Route 25A, Ste E2 Shoreham, NY 11786

Dr. Mark D. Wasserman 555 Route 25A Miller Place, NY 11764

RFP Enclosed RFP: #R16-02 Physician Services Date Due: <u>June 5, 2015, 12:00pm</u>

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John Gil, MD Rocky Point Union Free School District RFP #: R16-02 مرجد جراما

PART 1 - Management and Qualifications

Page 1

•John Gil, MD, D.A.B.F.P. is a Board Certified Physician in the practice of Family Medicine. Dr. Gil has been in solo practice serving the Rocky Point area and the surrounding communities for twenty-five (25) years. Rocky Point Medical Care, PC (RPMC) was first established in 1990 and has become a thriving practice founded upon the consistent and thorough care provided by Dr. Gil. He serves the needs of individuals ranging in age from infancy to geriatrics. RPMC provides a wide range of services including, but not limited to, tests necessary to diagnose various medical conditions, EKG, medication prescriptions, blood work, spirometry, audiometry, visual, vitals, referrals, as well as other various comprehensive clinical health related services. Dr. Gil refers patients when conditions arise that are out of his realm of expertise and has established long lasting professional relationships with his colleagues and peers in the medical and ancillary professions. Rocky Point Medical Care has become a lighthouse in the community where many loyal patients seek Dr. Gil's professional advice and diagnostic expertise. RPMC is known as a caring office and a place where patients are known and remembered. Many lives have been saved over the years due to the keenness of Dr. Gil's medical acumen.

John Gil, M.D., D.A.B.F.P Rocky Point Medical Care, PC 575 Route 25A Rocky Point, NY 11778 (631)821-9000 (631) 821-9114 FAX Email: jjgmd@optonline.net

- Dr. Gil's experience working with school districts includes having been the school physician at Connetquot School District since 1991, Rocky Point School District since 1998, Port Jefferson School District since 2011 and Mt. Sinai School District since 2010. Duties include performing annual health examinations for students' mandated and sports physicals, work permit examinations, employee physicals including DOT physicals for bus drivers, necessary vaccinations as required, chart reviews for students, and occasional special ed physicals. Dr. Gil has been available for CSE meetings, parent meetings and administration meetings in reference to pupils' health concerns as they relate to the educational setting. Dr. Gil has been available for phone conversations with nursing staff from various school buildings as the needs arise. With such extensive experience working with various school districts, Dr. Gil has become known in his professional capacity as school physician who can be relied on by school administrators, nursing staff, parents and pupils.
- •Enclosed please find references
- Enclosed please find copy of Dr. Gil's medical license for the State of New York of Family Medicine.
- Enclosed please find a copy of proof of Dr. Gil's certification by the American Board of Family Medicine.

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John Gil, MD Rocky Point Union Free School District RFP #: R16-02

Page 2

Dr. Gil provides the full scope of medical supervision for Connetquot School district, Rocky Point School District, Port Jefferson School District and Mt. Sinai School District as required. During Dr. Gil's tenure as school physician for Connetquot School District, several public health condition have arisen. During the outbreak of H1N1 flu epidemic in 1009-2010, Dr. Gil contacted the Suffolk County Department of Health and procured H1N1 vaccine, which he administered to appropriate staff and students at no cost to the school district

- •John Gil, M.D., Solo Practitioner, will be doing all the work for the Rocky Point School District himself without extended medical professionals.
- Enclosed please find Dr. Gil's Curriculum Vitae.
- Enclosed please find recent financial statement for RPMC.
- Enclosed please find Professional Liability Policy.
- Presently, Dr. works full time at RPMC and would be available to visit Rocky Point School District on Tuesdays and Wednesdays to be scheduled in advance by the District's nursing staff and Dr. Gil. Additionally, Dr. Gil is available in his office Monday through Friday and available by phone for any questions that may arise in reference to the health of students and employees in the District.
- Dr. Gil is Certified in the imPACT Concussion Program, April, 2011.

REFERENCES

Company Name:	Connequot School District
Address:	760 Ocean Avenue, Bohemia, NY 11716
Contact Person:	Barbara Lightstone, Director of Pupil Personnel Services
Telephone:	(631) 244-2215
Dates of Contract:	1991-Present
Company Name:	Connetquot School District
Address:	760 Ocean Avenue, Bohemia, NY 11716
Contact Person:	Greg Murtha, High School Principal
Telephone:	(631) 244-2215
Dates of Contract:	1991-Present
Company Name:	Connetquot School District
Address:	760 Ocean Avenue, Bohemia, NY 11716
Contact Person:	Mary Lou Assante, Athletic Director
Telephone:	(631) 244-2215
Dates of Contract:	1991-Present

Page 3

2

PART 2 - COST

1.	Scope of Service Mandated Physical examinations for pupils	
а.	@ District	\$12.00
b.	@RPMC	\$25.00
2.	Sports Physicals	
а.	@ District	\$12.00
b.	@RPMC	
		\$25.00
3.	Chart Reviews	\$3.00
	Operated Estimate Directory	
	Special Education Physicals	
·a.	•	\$12.00
b.	@ RPMC	\$25.00
5.	Employee Physicals	
	@ RPMC	# @0.00
b.	Hepatitis B vaccine	\$60.00
Ы.		\$80.00
	a. Hepatitis B Surface antibody	per lab costs
6.	Physician Consult Services	
	@ CSE Meetings @ District	\$100.00
b.		•
		\$100.00
7	Physicals of students with concussions @ RPMC	
а.	Students will be charged under their private insura	ance
1	If advantages and the second s	

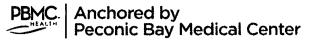
 b. If students does not have private insurance, cost to be paid by District \$100.00

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

\$1,000.00

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PBMC MEDICAL GROUP Peconic Bay Primary Medical Care, PC Prime Care Medical of Long Island, PC

June 3, 2015

Debra Hoffman, Purchasing Agent Administrative Office Rocky Point Union Free School District 90 Rocky Point-Yaphank Road Rocky Point, NY 11778 185 Old Country Road, Suite 2 Riverhead, NY 11901 Phone: (631) 298-4479 Fax: (631) 591-3047

496 County Road 111, Bldg. B Manorville, NY 11949 Phone: (631) 405-3200 Fax: (631) 395-6010

54 Woodville Road Shoreham, NY 11786 Phone: (631) 929-1256 Fax: (631) 929-8313

Re: RFP#: R16-02 Physician Services

Dear Ms. Hoffman:

The PBMC Medical Group is pleased to submit a proposal for Physician Services. Anchored by Peconic Bay Medical Center and the PBMC Health continuum of care, the PBMC Medical Group is the largest multi-specialty physician group in eastern Suffolk County. Serving the north and south forks of Long Island, our family medicine, internal medicine, pediatric, and medical and surgical specialists provide outstanding care to the families of Suffolk County, including more than 89,000 patient visits in 2014.

Deeply rooted in the communities they serve, the practitioners within the PBMC Medical Group include board certified physicians in Family Medicine, Internal Medicine, Pediatrics, and certified Nurse Practitioners and Physician Assistants who offer the entire spectrum of primary care services, from urgent care to preventive care and diagnosis and treatment of acute and chronic illnesses. PBMC Health has seven primary care offices located in Shoreham, Manorville, Riverhead, Hampton Bays, Center Moriches, West Hampton Beach and Mattituck to provide convenient access to students and their families. The Manorville campus provides extended hours and weekend hours for urgent care needs and on-site radiology. Currently, several physicians within the PBMC Medical Group are actively providing East End School Districts with student physical and athletic examinations as well as consultative and other support services. Further, we have an orthopedic trauma specialist at our Manorville and Riverhead locations.

We believe the size and depth of the PBMC Health continuum of healthcare services allows us to offer the Rocky Point School District unsurpassed stability in the provision of care to their families, and we have undertaken this important community initiative with the full clinical support of Peconic Bay Medical Center.

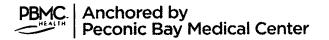
Sincerely,

v hy ou

George Ruggiero, DO Managing Director PBMC Medical Group

PBMC MEDICAL GROUP

RFP# R16-02



PBMC MEDICAL GROUP Peconic Bay Primary Medical Care, PC Prime Care Medical of Long Island, PC 185 Old Country Road, Suite 2 Riverhead, NY 11901 Phone: (631) 298-4479 Fax: (631) 591-3047

496 County Road 111, Bldg. B Manorville, NY 11949 Phone: (631) 405-3200 Fax: (631) 395-6010

54 Woodville Road Shoreham, NY 11786 Phone: (631) 929-1256 Fax: (631) 929-8313

RFP#: R16-02 Physician Services

Company Profile

The practitioners within the PBMC Medical Group include board certified physicians in Family Medicine, Internal Medicine, Pediatrics, and certified Nurse Practitioners and Physician Assistants who offer the entire spectrum of primary care services, from urgent care to preventive care and diagnosis and treatment of acute and chronic illnesses. PBMC Health has seven primary care offices located in Shoreham, Manorville, Riverhead, Hampton Bays, Center Moriches, West Hampton Beach and Mattituck to provide convenient access to students and their families. The Manorville campus provides extended hours and weekend hours for urgent care needs and on-site radiology. Currently, several physicians within the PBMC Medical Group are actively providing East End School Districts with student physical and athletic examinations as well as consultative and other support services. Further, we have an orthopedic trauma specialist at our Manorville and Riverhead locations.

PBMC Medical Group's broad range of services, expertise, and experience in delivering health services to school districts will provide to Rocky Point Union Free School District with the stability and continuity of care it is seeking. We are confident that we can deliver the scope of services outlined in Part III Scope of Services, General Responsibilities (a-f)

Biographies and/or resumes, Professional Licenses and Proof of Malpractice are attached for our physicians: George Ruggiero, DO, Family Medicine, Robert Rubin, DO, Pediatrics, Luigi Buono, DO, Family Practice, Cynthia Carlson, MD, Family Practice, Brian McNulty, MD, Family Practice, Vishnudat Seodat, MD, Family Practice and Kaushik Manthani, DO, Family Practice.

Biographies and/or resumes, Professional Licenses and Proof of Malpractice are attached for our Physician Assistants and Nurse Practitioners who may be involved in the provision of services. These include Mary Kate Berry, RN, MSN, ANP, Ann Morrill, RPA-C, Patricia Sondgeroth, MPAS, RPA-C, James Earl, FNP, Elizabeth Sanders, RPA-C, Jessica Berman, RPA-C, Alfonso Scotti, RPA-C, Denise Karavas, RPA-C and Danielle Stobe, RPA-C.

Dr. George Ruggiero currently provides school health services to the Rocky Point Union Free School District and Shoreham-Wading River School District. Dr. Luigi Buono provides school health services to Mattituck School District and the PBMC Medical Group provides school health services to the Riverhead School District.

The PBMC Medical Group has identified no conflict of interest that would prevent it from delivering school health services to the Rocky Point Union Free School District.

PBMC. Anchored by Peconic Bay Medical Center

PBMC MEDICAL GROUP Peconic Bay Primary Medical Care, PC Prime Care Medical of Long Island, PC 185 Old Country Road, Suite 2 Riverhead, NY 11901 Phone: (631) 298-4479 Fax: (631) 591-3047

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54 Woodville Road Shoreham, NY 11786 Phone: (631) 929-1256 Fax: (631) 929-8313

Service Fee \$ 25.00 ea Student - Physical Education and Sports Exams - On Site (School) Sports Requalification and Working Papers - On Site (School) \$ 20.00 ea \$ 25.00 ea Employee Physical Exams - Physician Office \$ 5.00 ea **Chart Reviews PPD/Mantoux Testing** \$ 10.00 ea \$ 30.00 ea X-Ray Hepatitis B Vaccinations \$ 20.00 ea \$ 20.00 ea **Hepatitis B Labs** Attendance at Football Games or other Sporting Events \$250.00 ea Consultative Services: staff development, crisis management team, \$250.00/hr policy development, public health law, additional services as needed

RFP#: R16-02 Physician Services

ZYCRON

INDUSTRIES, LLC

MEDICAID BILLING for School districts

CARYN J HINSON, MBA, MSED 44 North Chestnut Street New Paltz NY 12561 (800) 587-5156 (phone and fax) Rocky Point SD,

ZYCRON Industries

(800) 587-5156

44 North Chestnut Street, New Paltz, NY, 12561

Executive Summary of Services

At Zycron we provide an all inclusive full service Medicaid Billing solution to school districts, not just data entry for billing. We back every submission, we guarantee it. Best of all we will recover the maximum amount of revenue both timely and accurately of all the great services we provide, we are consistently complimented on our excellence in providing our all inclusive professional services. Services such as:

- 1. **Revenue Maximization**. Zycron will maximize your reimbursements, 100% in accordance with Federal guidelines. Producing no fears of losing (returning) revenue from future audits.
- 2. Cost reduction. A Reduction in cost will be a direct result of Zycron eliminating the need for Rocky Point SD to provide staff to perform any aspect of Medicaid Billing. Current budgeted staff will be freed to perform other duties. Zycron's fees have been consistently less than our schools costs of independently performing the billing.
- 3. Audit representation. Zycron will be onsite and meet directly with any and all auditors. We generated the claim; we will back any audit on our submissions. This is not just confidence, it is in our contract.
- 4. Veteran experienced staff. Our experienced team is comprised of Medicaid billing experts, solely dedicated to providing Medicaid Billing to schools. Our staff is completely trained in most IEP software and Special Education software, some examples include: IEP Direct, IEP Plus, Part 200, Medicaid Data Systems.
- 5. Self audits. Not only do we perform quality control audits on all claim submissions we generate, we will immediately audit the last two years of claims generated by Rocky Point SD staff. We will immediately recover all applicable monies for services rendered but not billed for.
- 6. Streamlined collection of documentation. We provide streamlined forms for service providers that assist in reducing duplication of information, with the minimal amount needed to qualify as "supporting documentation" for bill generation.
- 7. **Document retention**. We retain the supporting documentation for every bill generated; meeting the Federal minimum retention guidelines of 7 years from the date the service is paid.
- 8. Loss prevention. We identify loss revenue opportunities, implement corrective action, document the dollar value associated, and provide this information to the appropriate service provider with a courtesy copy to the appropriate supervisors.
- 9. Management reports. We provide full documentation of bills generated and projected future revenue. Reports assist the school in realizing Medicaid value of services for past, present and future claims.
- 10. Security and confidentiality. With today's concerns and regulations of HIPPA and FERPA, Zycron closely follows their guidelines. We take them very seriously and we stay close to the ever evolving requirements. As a secure and confidential provider our contract contains our commitment, guarantees and as an added component, all consultants sign an individual confidentiality agreement.
- 11. Senior Consultant. To enhance our relationships, a senior consultant is assigned responsibility as "account manager". He or she is available at any time for any and all Medicaid issues.
- 12. School representation. Zycron will represent Rocky Point SD at all Medicaid meetings. In addition, we will maintain contact with the State Education Department (SED) and the Department of Health (DOH) to stay continuously in touch with current and future trends.
- 13. Administrative support. We will handle Supplemental Security Income (SSI) releases and Statement of Reassignments. As well as provide a calendar of services for district's completion of their SS-9.
- 14. Bill reconciliation. We will follow each bill generation all the way through to reconciliation of remittance statements. We will reconcile all Paid, Pended and Denied claims.
- 15. 100% Compliance. We meet all mandated guidelines and so will the complete life cycle of bill generation processed by Zycron.

General Information

"The Medicaid program has been supportive of school based health care as an effective method of providing access to essential medical care to eligible children. There are, however, challenges in the collaboration between the Medicaid program and the schools. Federal Medicaid requirements are complex and requirements are changing. Because many schools are unaccustomed to these requirements and the complexity of operating in the "medical service world", understanding and negotiating Medicaid in order to receive reimbursement often has the effect of placing a considerable administrative burden on schools."

-Medicaid and School Health: A Technical Assistance Guide

By the Health Care Finance Administration

Our goals and objectives at Zycron are to make clear to you our economical approach to performing School Based Medicaid Billing. In addition, we believe that by providing the necessary information, meeting to review your current workflow and to answer questions on our services, then your decision to work with Zycron will be a well educated one.

At Zycron, we strive to demonstrate our expertise through our professional dedication to meet our objectives for our schools. These objectives consistently revolve around maximizing revenue, and minimizing expenses. Thirdly, but no less important is the need for Zycron to develop a lasting relationship with each of our schools that lasts well into the future. We know that making promises for today without consideration of a long term view is not the win-win solution that our schools seek.

With this said, for more than 16 years Zycron has been providing an all inclusive Medicaid Billing solution to New York State schools. Many of our schools (see attached reference list) were overwhelmed by the ever-changing demands, and complexities associated with Medicaid. Some had put forth an extensive amount of exhaustive efforts, building up high costs to adequately train their staff to be competent. After this many schools found their staff to be less than motivated to perform the responsibilities, which led them to seek other positions within the district. Unfortunately, this and for other reasons, such as new changes in Medicaid, their costs continued to rise. This burden became heavier than many districts could accept (not to mention their aggravation and frustration). This led to our introduction. Our success at Zycron has been attributed to retention of steady knowledgeable staff, with extensive Medicaid Billing experience. Up to date training on current standards and awareness to future changes has helped us to leverage our position. Our services are exclusively dedicated to school based Medicaid billing, this is all we do. An additional and significant part of our success is directly attributed to our team approach with working with each of our schools. By this we mean, that we fully share and become integrated into the individual cultures of our schools and assist them with the same diligence and professionalism expected from a high caliber service provider. Zycron is that high caliber service provider.

Please take a minute to read the following questions. We ask each potential district the following 10 self assessment questions. These questions will help to identify current billing at Rocky Point SD and give additional insight to services we provide;

Are parental releases, provider credentials and statements of reassignments on file?

Are referring providers checked against the excluded list?

Are claims submitted monthly with supporting documentation?

Are monthly billing status reports available to you?

Are there preventative measures to avoid incorrect billing?

Do you know how much reimbursement is due to the district for the next three months?

Is Rocky Point SD represented regularly at Medicaid meetings?

Is there a person in charge of the 7 year federal record retention schedule? (with the supporting documentation).

During a state audit will the school representative be able to provide documentation and answer billing questions?

Are speech services billed for with a NYS licensed Speech Pathologists or ASHA certified?

Are you familiar with the new ICD-9 code requirements?

Every "yes" answer is a credit to you and your school! It is not easy to answer yes to all of these question. Every "no" speaks to the difficulty in managing the Medicaid billing process. With Zycron, "Yes" is always the answer to these questions and many more.

We meet all of our Districts needs and expectations flawlessly. Without hesitation, we have transitioned all of their needs into one program providing them the benefits of Medicaid reimbursement without burdening their staff with the headache from its complexities of unnecessary stress on the administrative officials who were unsure of compliance or return. The results we have generated are easily found through our references. We will give you, Rocky Point SD SD and the Board of Education the same services and security in knowing that you are 100% in compliance with the Federal mandated guidelines associated with billing. The additional comfort from

knowing that your district is maximizing your return for services provided, will leave you with less concerns and more time to allocate for other activities.'

Deliverables

What we propose is a full service, complete Billing solution. Resulting in 100% of the Medicaid billing responsibility placed exclusively on Zycron Industries. We define full service Medicaid billing by the responsibilities we propose to assume.

Highlights of these responsibilities are as follows:

Complete detailed review of current billing process. Full audit of the last twenty four months of billing to recover missed reimbursements. Verify and collect all service provider's credentials (must be kept on file). Prepare eligibility updates regularly. Submit updates to identify new Medicaid eligible students regularly. Identify SSI student eligibility and obtain signed releases. Review IEPs for all Medicaid eligible (MA) students. Identify services being provided to MA students. Implement a checklist verification of IEP's to services rendered. Audit last 24 months of IEP's to billing statements to meet guidelines for recovery of service. Streamline receipt of supporting documentation from in district and out of district service providers. Identify missing service documentation (with cumulative dollar value of revenue loss). Communicate lost revenue to service provider (cc'ing Chief Financial Officer and Superintendent). Perform on time monthly billing entry. Prepare and submit monthly claims. On time monthly billing submission in adherence to DOH schedule. Quality controls of billing submission by second consultant, with 100% match of documentation. Reconcile paid, pended, and denied reimbursements monthly. Project anticipated revenue for reimbursement. Obtain third party Statement of Reassignments. Audit representation. Attend Medicaid meetings on behalf of Rocky Point SD SD. Implementation of loss prevention strategies with providers. Develop record retention schedule. Assist district in filing their SS9s.

<u>Time Frame</u>

The time frame for Zycron to begin performing the Medicaid Billing will be completely contingent upon your decision to go forward with our services. Based on your findings, and your desire to continue forward with this process, we would need to schedule a formal meeting to fully review your current claiming process and answer any of your questions. Once we are able to meet, we will provide a formal contract for review by your legal team. Subject to approval, by the appropriate personnel or Board (which we can make, assist or provide additional documentation for the presentation to the Board) we would be prepared to start immediately. We can, with confidence state that we are prepared to start the process within two days of signing the contract.

*** Reminder. As we will immediately begin auditing to recover missed revenue for the last 24 months, each month of delay reduces the window for generating a retroactive claim for any overlooked submissions. It is monies your district deserves and we are committed to obtaining for you.

Compensation

We believe that our low cost and high level service to be the deciding factors. Even with this we know that compensation is a question that must be answered directly. Zycron is fully prepared to meet and discuss compensation in person. In a time when the budget and state aid can not be stretched enough to cover all your needs, you can relax with us in that our service fees are generated from the monies we recover for you. We never submit an invoice until you receive your check from Medicaid Management Information Systems. Therefore we never impose upon your district's cash flow. Upon receipt of your check, we will then submit an invoice requesting payment in 30 days. Our service fee is, fifteen percent (15%), for all claims submitted by Zycron Industries to the Federal and/or State government for services rendered by the District to disabled students or others. The service fees are based on the check amounts as received by Medicaid Management Information Systems (MMIS).

Conclusion

Most of our districts began our relationship by telling us that they did not need our services. They had the billing under control and <u>were</u> <u>performing Medicaid billing exclusively in house</u>. After accepting our offer to meet to review their current process, Zycron saved and continues to save these schools hundreds of thousands of dollars each year while maximizing their reimbursements. Consolidated in one complete operation they began to receive information through our customized management reports that they never had before. Our costs (charged after your school receives monies) are less than existing full time employees. Thus your school will be able to utilize budgeted staff to perform other duties.

Our comprehensive and rewarding approach includes a strict quality review, loss prevention strategies and on-site audit representation. Not only will we prepare your district for new services and changing requirements, we will also review past claims to recover reimbursements not recovered. We know we will meet all your needs. We also know it is easy to make such a claim that is why we back our services in writing, in our contract. We have also made several guarantees which are also backed in writing. We don't take the word guarantee lightly. We are so confident in our services that if for any reason Rocky Point SD find's dissatisfaction with Zycron, than our relationship can be dissolved. You are open to utilize the "out clause" that can be found in our contract. We know you won't need it, but we provide it in writing.

Now that we have conveyed our confidence and flexibility in our services to handle the complexity of the Medicaid program's process for submission of claims, we ask for the opportunity to meet in person. We would like to review with you the current Medicaid process, districts policies/procedures and to answer any questions. This meeting will affirm the value of our services and assist us to formalize the best approach, individually tailored, to meet all of your needs. We believe a meeting would be a value to both of our teams. Today schools are subjected to cuts in aid and a shrinking budget. It only makes sense to maximize allowable reimbursements and to cut costs. To both of these, Zycron is the answer!

We at Zycron look forward to helping Rocky Point SD achieve its financial and administrative goals. At your convenience, we are ready to take the next step. Please call me at (800) 587-5156 to set an appointment convenient to your schedule.

Respectfully,

Caryn Hinson Zycron Industries

SCOPE OF SERVICE

Consultant Services:

- 1. Identify and create Medicaid demographic diskettes and submit to the CNYRIC MEDWED program for processing
- 2. Locate, review and maintain billable data pertaining to the Board's Medicaid Eligible students receiving a service(s) per the student(s) Individual Education Plan (IEP)
- 3. Compose the Board's Medicaid claims, from information furnished by the Board, obtain the Board's signature and submit to CNYRIC for processing
- 4. Reconcile Medicaid Remittance payments and statements. Investigate discrepancies and resubmit rejections.
- 5. Maintain Medicaid documentation with approval by the Board, in accordance with State and Federal requirements.
- 6. Maintain financial documentation pertaining to Medicaid claims.
- 7. Maintain log for Med Web Control #s.
- 8. Provide management with reports or updates in regards to Medicaid maximization and progress.
- 9. Assist the Board at audits conducted by Federal and State oversight agencies during contractual period.
- 10. Provide training to Service providers, Special Education staff and Finance staff in regards to Medicaid maximization
- 11. Provide monthly service report forms and missing lists to district(s) for assistance in obtaining missing information from service provider(s).
- 12. Attend Medicaid meetings at County, State and district(s) RIC and report Meeting Minutes to Special Education Director and Finance Director.
- 13. Assist the District at audits conducted by Federal and State oversight agencies during the contractual period.

PART 1- MANAGEMENT AND QUALIFICATIONS

Zycron Industries LLC has 4 Medicaid Specialists:

Caryn Hinson, will be assigned to your district, she has her MBA and Certificate of Advanced Study in School District Leadership. Caryn has been a Medicaid Specialist for over 20 years. She has assisted NYS school districts in maximizing their Medicaid reimbursement and ensuring their compliance with all Federal and State requirements. Caryn will work with the district in identifying services medically necessary and included in a Medicaid covered service category. غ

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Our other Medicaid Specialists include;

Arnold W., 35 years in School District Administration, 15 years as a Medicaid Specialist with Zycron Industries,

John H., 22 years as a Case Manager/ Behavior Specialist, 12 years as a Medicaid Specialist with Zycron Industries,

Debbie E., 20 years as a Rehabilitation Therapy expert, 7 years as a Medicaid Specialist, 1 year with Zycron Industries.

Our specialists and office staff have been employed with Zycron for several years, we have a staff turnover rate below state standards. The staffing assigned to your district will remain stabile and constant.

References-

Syosset CSD (516) 364-5600

Dr. Patricia M. Rufo

Assistant Superintendent for Business

Dr. Joseph LaMelza

Assistant Superintendent for Pupil Personnel Service

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Baldwin UFSD (516) 377-9200

Mr. Edward A. Cullen

Assistant Superintendent For Business

Mr. Edward Murphy

Assistant Superintendent For Pupil Personnel Service

Valley Central (Montgomery) SD (845) 457-2400

Ms. Lisa Raymond

Assistant Superintendent For Business

Ms. Barbara Butler

Assistant Superintendent For Pupil Personnel Service

PART 2- COST

We believe that our low cost and high-level service to be the deciding factors. In a time when the budget and state aid cannot be stretched enough to cover all your needs, you can relax with us in that our service fees are generated from the monies we recover for you. We never submit an invoice until you receive your check from Medicaid Management Information Systems. Therefore we never impose upon your district's cash flow. Upon receipt of your check, we will then submit an invoice requesting payment in 30 days. Our service fee is, fifteen percent (15%), for all claims submitted by Zycron Industries to the Federal and/or State government for services rendered by the District to disabled students or others. The service fees are based on the check amounts as received by Medicaid Management Information Systems (MMIS). We can agree to 3 year contract at 15%.

(1) Review all previous billings and rendered services eligible for Medicaid reimbursement for the period through June 30, 2015 to determine whether the District has billed for and recovered all properly reimbursable Medicaid expenses. Zycron will submit any missed claims for prompt processing.

(2) Submit new and/or supplemental claims for reimbursable Medicaid expenses for the period through June 30, 2015. This service shall include the following:

(a) Perform self-audits on all claim submissions prior to transmission.

(b) Electronically transmit all monthly claims.

(c) Reconcile all paid, pending and denied reimbursements on a monthly basis.

(d) Retroactively recover reimbursements for services not previously billed.

(e) Review all claims and reimbursements monthly with the District's Medicaid Compliance Officer (or his/her designee) and the Director of Pupil Services.

(f) Zycron's business hours are 8:00am - 5:30pm Monday-Friday, we are prompt to respond to any and all questions that the District may have during business hours. After hours our consultants are available to respond to district via emails and cell phones.

(g) Verify and ensure that no district provider is included or any Federal or State excluded from list. We will also verify that no agency being used by the district has a provider on any excluded list.

(3) No later than June 30, 2015, present a report and recommendations as the

efficiency of District practices with respect to the following:

(a) Are Medicaid billings submitted in a timely and accurate manner in such a way as to maximize the amount of reimbursements while maintaining compliance with all applicable laws? Zycron will transition the district to a 90 day claim submission based on NYS recommendations.

(b) Are all Medicaid-eligible students properly identified? On a monthly basis we review your classified students and cross reference to the DOH/SED/CNYRIC Medicaid eligible listing. You providers (In and Out of District) will be promptly notified of eligible students on their caseload to ensure maximum reimbursements.

(c) Is data from both internal and external service providers tracked, collected, and provided to the District with all other documentation needed to complete and submit the claims for reimbursement? Out of District agencies and service providers are notified upon changes to eligibility for any students they may be servicing on their caseloads.

(d) Does the District obtain all requisite signatures, provider agreements, statement of reassignment and parental consents? The District is responsible for obtaining all RXs and the one-time parental consents. Zycron will maintain a list of needed parental consents for the district. Zycron will request and obtain any needed Statement of Reassignments and Provider Agreements required to submit claims for Medicaid.

(e) Does the District verify that all providers have required provider credentials and are registered with the New York State Education Department ("NYSED") registrations, and obtain their respective unique National Provider Identifier ("NPI") numbers? In addition to the above, Zycron will monitor expiration dates of licenses and send providers reminders to renew their licenses. Zycron will assist any and all providers with filing their paperwork to obtain their Medicaid Provider ID numbers when needed.

(f) Does the District review all providers with the New York State Medicaid Inspector General to identify if and when any action has been taken against any providers? The successful proposer shall immediately notify the District's Medicaid Compliance Officer, in writing, of any such actions against a provider. Zycron will monitor all excluded lists and notify the District's Compliance Officer if any employee or outside agency employee appears on any of these lists.

(g) Does the District ensure that no District provider is included on any federal excluded list? The successful proposer shall immediately notify the District's Medicaid Compliance Officer, in writing, of any such provide exclusion.

(h) Does the District properly document the verification of services provided to the respective students individualized education plans ("IEPs")? Office of Medicaid Inspector General audit files are maintained for every eligible student/ reimbursable service claimed.

(i) Does the District properly verify the procedural terminology ("CPT") and International Statistical Classification of Disease (ICD-9) against the session notes and rectify any discrepancies with the respective providers? Zycron will supply the district with a list of approved ICD-9 codes for specific related services. Zycron will begin the conversion of the use of ICD-9 codes to ICD-10 codes as per the DOH/CMS requirements in October 2015. Zycron will supply the related service providers with a list of approved CPT codes for their area of service. Zycron will promptly inform all providers when new codes are added to their service area as well as when codes are retired from their service area.

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4. Provide the following additional services with respect to the performances described in Paragraphs 1 through 3 above:

(a) Be available and provide any information and/or documents necessary to fulfill the requirements of an audit by either the District claims auditor, internal auditor or external auditor. As part of our agreement we will assist the district with any documentation review and audit by any agency for any claim submitted by Zycron.

(b) Represent the District during any audit by an outside, state or federal agency examining the District's Medicaid Program/claims. As part of our agreement we will assist the district with any documentation review and audit by any agency for any claim submitted by Zycron.

(c) At the direction of the District's Medicaid Compliance Officer provide Medicaid compliance training to District personnel, as needed. Zycron provides one onsite compliance training to district staff per year, at the district's scheduling. Any additional trainings can be scheduled based on an agreed upon amount.

(d) Attend Medicaid meetings on behalf of the District. Zycron attends all annual required updates and trainings on the district's behalf.

(e) Provide records retention of all Medicaid documentation to ensure compliance with all applicable state and federal laws. Zycron maintains all records used for claim submissions and audit files until contract termination when all files are returned to the district.

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(f) Assist in the preparation of Form SS-9. Will provide financial information at the district's request for any State filings.

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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.

ROCKY POINT UNION FREE SCHOOL DISTRICT

E. Professional Errors and Omissions Insurance:

\$1,000,000 per occurrence/\$2,000,000 aggregate for the professional acts of the consultant performed under the contract for School District. If written on a "claims-made" basis, the retroactive date must predate the inception of the contract or agreement. Coverage shall remain in effect for two (2) years following the completion of the work.

XII. LEGAL CONSTRUCTION

In case any one or more of the provisions contained in this agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provision thereof and this agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained therein.

XII. FORM OF AGREEMENT

Included within this Request for Proposals is the form of agreement to be used in connection with the Medicaid consultant services to be provided. Proposers should review the contents of the form of agreement and base his/her/its proposal on the provisions therein.

Notwithstanding the inclusion of a Form of Agreement herein, the terms and conditions set forth in the within Request for Proposals are incorporated into the Form of Agreement by reference and shall form a part of the Agreement executed by the Board of Education and the successful proposer.

NAME & ADDRESS OF VENDO	Zycron Industries //C 44 North Chestnut St.
FEDERAL EMPLOYER ID #:	90-0127306
TELEPHONE NUMBER:	1845) <u>255-183D</u>
FAX NUMBER	180) <u>587-51Ste</u> .
SIGNATURE & TITLE:	Please Print Nade Date

NO CONTRACT BECOMES BINDING UNTIL THE NECESSARY FUNDS HAVE BEEN APPROVED FOR THE FISCAL YEAR DURING WHICH THE CONTRACT IS IN EFFECT.

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

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REFERENCES

Company Name:	
Address:	
Contact Person:	
Telephone: ()	
Dates of Contract(s)	
Company Name:	
Address:	
Contact Person:	
Telephone: ()	\mathcal{N} ,
Date of Contract(s)	L'A N al
Company Name:	
Address:	
Contact Person:	· · ·
Telephone: ()	
Date of Contract(s)	

ς Proposer's Name:_ ن

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 herby 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.

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RESOLUTION-for corporate bidders only

RESOLVED that <u>Caryn Huson</u> be authorized to sign and submit the bid or proposal of this corporation for the following project, <u>Medicaid Consultant</u> to <u>Rocky Point</u> UFSD

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 <u>10</u> day of <u>5</u> 20<u>11</u> and is still in full force and effect on this 7 \ day of 5 2015.

Seal-of the Corporation Secretary

AFFIDAVIT OF COMPLIANCE

STATE OF New York

COUNTY OF Ulster

\bigcap	n Hinson	
<u> </u>	1 111/201	, being duly sworn, deposes and says:
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1) That (s)he is an officer or representative of <u>CACOO INDUS THES</u> and that (s)he has the authority to sign this affidavit.

- 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 Employee, Administrator or Board Member Name	Relationship between parties
Care	J Hhi Signed	S	122/15
Sworn to before me this 2 . Day of \underline{Nay} , 201	znd .		
Notary Public	maile		
U	SA CRODELLE blic, State of New York 01CR6304115 ad in Uister County 18 Expires May 19, 20_18		

Rocky Point UFSD CONSULTANT SERVICES CONTRACT

This Agreement is entered into this 1st day of July 2015 by and between the Board of Education of the Rocky Point UFSD (hereinafter the "DISTRICT"), having its principal place of business for the purpose of this Agreement at 90 Rocky Point-Yaphank Rd, Rocky Point, NY 11778 and Zycron Industries (hereinafter "CONSULTANT"), having its principal place of business for the purpose of this Agreement at 44 North Chestnut Street, New Paltz, NY 12561.

A. <u>TERM</u>:

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1. The term of this Agreement shall be from July 1, 2015 to June 30, 2016 inclusive, unless terminated early as provided for in this Agreement. It is understood that the DISTRICT is under no obligation to renew this Agreement upon its expiration.

B. <u>CONDITIONS</u>:

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

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

C. <u>SERVICES AND RESPONSIBILITIES:</u>

- 1. The CONSULTANT shall provide the services set forth in this Agreement to as listed on the attached "Schedule A," incorporated by reference herein and made a part of this agreement.
- 2. CONSULTANT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as the established policy guidance from the New York State Education Department.
- 3. CONSULTANT shall provide conscientious, competent and diligent services throughout the term of this Agreement.
- 4. CONSULTANT will work cooperatively with District staff.
- 5. CONSULTANT shall observe and comply with all DISTRICT Policies and Regulations while on the grounds of the DISTRICT or providing services under this Agreement.
- 6. CONSULTANT will provide their own equipment, will assume full responsibility for the operation of such equipment, and, in addition to any other "hold harmless" provisions contained in this Agreement, will hold the DISTRICT safe harmless from any liability that may arise from the use of such equipment.
- 7. Consultant and all persons providing services hereunder by or through the Consultant agrees to defend, indemnify, and hold harmless the District, its agents, officers, trustees, employees and attorneys from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees arising out of or resulting from the performance of this AGREEMENT.

D. <u>REPRESENTATIONS</u>:

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- 1. CONSULTANT represents that all services under this Agreement will be provided by individuals who are of good character, who are in good professional standing, and who possess current and valid licenses/certifications (if required), necessary to perform the services under this Agreement. CONSULTANT represents that no individuals providing services under this Agreement are currently charged, nor in the past have been charged with any criminal or professional misconduct or incompetence. CONSULTANT shall provide copies of licenses / certifications of all professionals servicing the DISTRICT upon the request of the District.
- 2. In the event that the license / certification of CONSULTANT or any agent or employee thereof is revoked, terminated, suspended, or otherwise impaired, or if any litigation becomes pending against CONSULTANT, or in the event that CONSULTANT receives notice of such impending action, CONSULTANT shall immediately notify the DISTRICT in accordance with the requirements for all notices pursuant to this Agreement set forth below.

E. <u>COMPENSATION:</u>

1. In return for the Consultant's performance of the services set forth on Schedule A, the DISTRICT shall pay CONSULTANT the fee as described in Schedule A, after the DISTRICT'S receipt of the CONSULTANT'S invoice describing the services rendered. The DISTRICT shall pay CONSULTANT within sixty (60) days of the DISTRICT'S receipt of said invoice which shall set forth the dates that the invoice covers and the total amount due for the period specified.

F. <u>TERMINATION:</u>

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- 1. Either the CONSULTANT or the DISTRICT may terminate this Agreement upon thirty (30) days prior written notice to the other party. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.
- 2. The parties agree that CONSULTANT'S failure to comply with any terms or conditions of this Agreement will be deemed a material breach of contract, and will provide a basis for the DISTRICT to immediately terminate this Agreement without any further liability to CONSULTANT.
- 3. In the event the CONSULTANT or the DISTRICT terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.
- G. <u>NOTICES</u>
 - 1. All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

To District: Office of the Superintendent of Schools Rocky Point UFSD 90 Rocky Point-Yaphank Rd Rocky Point, NY 11778

To Consultant: Zycron Industries 44 North Chestnut Street New Paltz, NY 12561

H. SUCCESSORS AND ASSIGNS:

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

I. WAIVER OF RIGHTS

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

J. <u>SEVERABILITY</u>

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

K. <u>GOVERNING LAW</u>

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

L. ENTIRE AGREEMENT:

- 1. This Agreement, along with the attached "Schedule A," is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
- 2. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.

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

Zycron Industries

Rocky Point UFSD

By: District Clerk

SCHEDULE A 2015-2016

The District agrees to pay Consultant a performance fee of Fifteen percent (15%) for all monies actually received and retained by the district as a result of claims submitted by Consultant during the retroactive period (service date of 7/1/2009 through present) from the Federal and/or State government for services rendered by the District to disabled students or others.

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Rocky Point Union Free School District

90 Rocky Point-Yaphank Road Rocky Point, NY 11778

2015-2016 UNIVERSAL PREKINDERGARTEN MEMORANDUM OF AGREEMENT

Trinity Nursery School 716 Route 25A Rocky Point, NY 11778

Dear Ms. Sommers:

Please accept this as Memorandum of Agreement pursuant to which the ROCKY POINT UNION FREE SCHOOL DISTRICT hereby agrees to engage you to render professional services to the SCHOOL DISTRICT as a Community Based Organization (CBO) to deliver Universal Prekindergarten services during the 2015-2016 school year.

In engaging your services, the SCHOOL DISTRICT has relied upon the fact that you possess sufficient professional expertise and, if necessary the appropriate certifications and curriculum to render the services described in this Memorandum of Agreement and New York State Prekindergarten Regulations Subpart 151-1 of the Regulations of the Commissioner of Education is repealed, effective January 3, 2008.

You have agreed to render the following service to the SCHOOL DISTRICT: Community Based Organization (CBO) Universal Prekindergarten Program.

Upon submission of an invoice and attendance records prescribed by the SCHOOL DISTRICT of such voucher, you will be compensated at a rate of TWO HUNDRED AND SIXTY-FIVE DOLLARS (\$265.00) per student, per month for a maximum of ten months.

It is agreed that you will be compensated after services are rendered and upon submission and approval of the invoice referred to in the previous paragraph.

It is further agreed that any educational materials which may be necessary to perform services under this agreement will be provided by you, as the provider, at the provider's sole cost and expense.

ROCKY POINT UNION FREE SCHOOL DISRTICT

UNIVERSAL PREKINDERGARTEN MEMORANDUM OF AGREEMENT

By: Dr. Michael Ring Superintendent of Schools

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Trinity Nursery School CBO Executive Director

Date	;	
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Date 5-26-15

Rocky Point Union Free School District

90 Rocky Point-Yaphank Road Rocky Point, NY 11778

2015-2016 UNIVERSAL PREKINDERGARTEN MEMORANDUM OF AGREEMENT

Step by Step Montessori School 138 Radio Avenue Miller Place, NY 11764

Dear Ms. Salmon:

Please accept this as Memorandum of Agreement pursuant to which the ROCKY POINT UNION FREE SCHOOL DISTRICT hereby agrees to engage you to render professional services to the SCHOOL DISTRICT as a Community Based Organization (CBO) to deliver Universal Prekindergarten services during the 2015-2016 school year.

In engaging your services, the SCHOOL DISTRICT has relied upon the fact that you possess sufficient professional expertise and, if necessary the appropriate certifications and curriculum to render the services described in this Memorandum of Agreement and New York State Prekindergarten Regulations Subpart 151-1 of the Regulations of the Commissioner of Education is repealed, effective January 3, 2008.

You have agreed to render the following service to the SCHOOL DISTRICT: Community Based Organization (CBO) Universal Prekindergarten Program.

Upon submission of an invoice and attendance records prescribed by the SCHOOL DISTRICT of such voucher, you will be compensated at a rate of TWO HUNDRED AND SIXTY-FIVE DOLLARS (\$265.00) per student, per month for a maximum of ten months.

It is agreed that you will be compensated after services are rendered and upon submission and approval of the invoice referred to in the previous paragraph.

It is further agreed that any educational materials which may be necessary to perform services under this agreement will be provided by you, as the provider, at the provider's sole cost and expense. **ROCKY POINT UNION FREE SCHOOL DISRTICT**

UNIVERSAL PREKINDERGARTEN MEMORANDUM OF AGREEMENT

By: Dr. Michael Ring Superintendent of Schools

alm By: Judy Salmon

Step by Step Montessori School CBO Executive Director Date

Date 5-/27/15

Rocky Point Union Free School District

90 Rocky Point-Yaphank Road Rocky Point, NY 11778

2015-2016 UNIVERSAL PREKINDERGARTEN MEMORANDUM OF AGREEMENT

Little Rascals Child Care Learning Center 187 Miller Place-Yaphank Road Miller Place, NY 11764

Dear Ms. Abrams:

Please accept this as Memorandum of Agreement pursuant to which the ROCKY POINT UNION FREE SCHOOL DISTRICT hereby agrees to engage you to render professional services to the SCHOOL DISTRICT as a Community Based Organization (CBO) to deliver Universal Prekindergarten services during the 2015-2016 school year.

In engaging your services, the SCHOOL DISTRICT has relied upon the fact that you possess sufficient professional expertise and, if necessary the appropriate certifications and curriculum to render the services described in this Memorandum of Agreement and New York State Prekindergarten Regulations Subpart 151-1 of the Regulations of the Commissioner of Education is repealed, effective January 3, 2008.

You have agreed to render the following service to the SCHOOL DISTRICT: Community Based Organization (CBO) Universal Prekindergarten Program.

Upon submission of an invoice and attendance records prescribed by the SCHOOL DISTRICT of such voucher, you will be compensated at a rate of TWO HUNDRED AND SIXTY-FIVE DOLLARS (\$265.00) per student, per month for a maximum of ten months.

It is agreed that you will be compensated after services are rendered and upon submission and approval of the invoice referred to in the previous paragraph.

It is further agreed that any educational materials which may be necessary to perform services under this agreement will be provided by you, as the provider, at the provider's sole cost and expense.

ROCKY POINT UNION FREE SCHOOL DISRTICT

UNIVERSAL PREKINDERGARTEN MEMORANDUM OF AGREEMENT

By: Dr. Michael Ring Superintendent of Schools

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By: Margo Abrams Little Rascals Child Care Learning Center CBO Executive Director

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Date_____

Date 5/27/15

ROCKY POINT UNION FREE SCHOOL DISTRICT



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

Telephone: (631) 744-1600

Fax: (631) 821-2207

Dr. Michael F. Ring Superintendent of Schools

Andrea Moscatiello Director of Special Education

MEMORANDUM OF AGREEMENT

July 1, 2015

Please accept this as Memorandum of Agreement pursuant to which the ROCKY POINT UNION FREE SCHOOL DISTRICT hereby agrees to engage Complete Rehabilitations PT, OT, SLP of the Hamptons, PLLC to render professional services to the SCHOOL DISTRICT for special education students for the summer (7/6/15-8/14/15) and the 2015-16 school year.

In engaging your services, the **ROCKY POINT UNION FREE SCHOOL DISTRICT** has relied upon the fact that you possess sufficient professional expertise and, if necessary, the appropriate certifications to render the services described in this Memorandum of Agreement.

You have agreed to render the following services to the ROCKY POINT UNION FREE SCHOOL DISTRICT and upon submission and approval of an invoice prescribed by the ROCKY POINT UNION FREE SCHOOL DISTRICT, you will be compensated as follows:

- <u>Assistive Technology Evaluations</u> (In-District) Up to 3 hours, including detailed written report Rate: \$1,170.00 basic rate per 3 hour, one site visit
- <u>Assistive Technology Extended Evaluations</u> Additional evaluation time beyond 3 hour visit Rate: \$200.00 per hour
- <u>Assistive Technology Related Services</u> On-site training and/or follow-up services for the student and school
 professionals. Attendance at CSE meetings. May include set-up and/or customization of the device.
 Rate: \$185.00 per hour

It is agreed that you will be compensated after services are rendered and upon submission and approval of the invoice referred to in the previous paragraph; due in-full immediately upon receipt of billing statement.

It will be your responsibility as the provider to schedule appointments so that the services described in this Agreement can be rendered. It will not be the responsibility of the SCHOOL DISTRICT to schedule either the date or time that the services are to be rendered or the manner in which services are to be rendered. These items are left to the professional discretion of the provider & parent.

It is further agreed that a certificate of insurance is submitted and on file with the SCHOOL DISTRICT. Any educational materials, which may be necessary to perform the services under this Agreement, will be provided by you, as provider, at the provider's sole cost and expense.

ROCKY POINT UNION FREE SCHOOL DISTRICT President, Board of Education Date: $Date: \frac{b/17/15}{JUN 2 3 2015}$ ROCKY POINT UFSD OFFICE OF SPECIAL EDUCATION

ROCKY POINT UNION FREE SCHOOL DISTRICT JOSEPH A. EDGAR INTERMEDIATE SCHOOL 525 Route 25A Rocky Point, New York 11778



Telephone: (631) 744-1600

Fax: (631) 744-4898

Dr. Michael F. Ring Superintendent of Schools Linda Towlen, Principal Joseph Tapler, Assistant Principal

June 18, 2015

Dear Board of Education:

Please accept a voucher donation of \$2,400.00 to Joseph A. Edgar School from Great American Opportunities/Time for Kids. The donation is a result of a postcard promotion as part of a PTA fundraiser. The voucher will be used to purchase 600 subscriptions of Time for Kids for the 2015-2016 school year.

Thank you.

Sincerely, & Trolu

Linda Towlen Principal



AHOLD FINANCIAL SERVICES P.O. BOX 7200 CARLISLE, PA 17013

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ROCKY POINT MIDDLE SCHOOL 76 ROCKY POINT YAPHANK RD ROCKY POINT, NY 11778

Check	No.	0007062712
Check	Date	05/22/2015
Check	Amount	\$46.22

DATE	DEPT. CODE	LOC. NO.	REFERENCE NUMBER	PURCHASE ORDER NUMBER	GROSS AMOUNT	DISCOUNT	NET AMOUNT
05/21/2015	СОМРА ЕОТН	NY: AH 6930	OLD USA A+REWARDS 2015	A+REWARDS	SUPPLIER: \$46.22	the second se	\$46
E ATTACHED CH	ECK IS TEND	ERED IN PA	AYMENT OF INVOICES SHOWN.	GRAND TOTAL IN CASE OF DISCHEPANCY PLE 29565 UKFPLAF JAZAGR JZRO JE	\$46.22 ASE RETURN WITH FULL PAT MONA HARE ADDITIONAL QUE	\$0.00	S4 PAGE 1/1
	S. W. S.		S MULTI-TONE SECURITY DOC	UMENT. CHECK B	ACKGROUND AREA CHANG	ES COLOR GRADUALLY	ROM TOP TO BOT
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Dear School Principal:

We'd like to thank you for your participation in the Stop & Shop A+ School Rewards Program. We're proud to announce that over \$2.4 million was donated this year to participating schools.

Enclosed, you'll find your school's A+ School Rewards check, which can be used for any educational need. This check was made possible by your dedicated A+ School Rewards Coordinator, who recruited supporters to earn points for your school every time they shopped at Stop & Shop. Visit our website, stopandshop.com/aplus, to download and customize a "Thank you" letter for your school's supporters.

Important information for the 2015-2016 program:

- Your school must re-register to receive A+ School Rewards earned by your supporters during the next school year.
- · Current supporters DO NOT need to re-register their Stop & Shop Card.
- · New supporters DO need to register your school to their Stop & Shop Card.

Please mark your calendars with these important dates:

- August 10, 2015: online school registration begins
- · September 10, 2015: online registration for new parents/supporters begins

Again, our sincere thanks for your participation in the Stop & Shop A+ School Rewards Program. We wish you and your community a safe and happy summer.

Sincerely,

Don Sussman, President Stop & Shop

Remember to visit stopandshop.com/aplus in August for program dates, updates and changes for the 2015-2016 Year

stopandshop.com/aplus • 1-877-275-2758

TARGET CORPORATION

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VENDOR NAME: THAN	IKS A BILLION		,	VENDOR NO: 4	00000020	
VENDOR DOG	C# S	AP DOC#	DOC DATE	GROSS	DEDUCTIONS	NET AMOUNT
ROCKY POINT MIDDLE SCHOOL THANKS A BILLION	1	915000512	06/03/2015	50.00	0.00	50.00
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Target Corporation PO Box 1296 Minneapolis, MN 55440-1296

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TO THE ORDER ÖF

ROCKY POINT MIDDLE SCHOOL ATTN PRINCIPAL 76 ROCKY POINT YAPHANK RD ROCKY POINT, NY 11778

Wells, Fargo Bank NA Van Wen, OH

THIS CHECK IS VOID IF NOT CASHED WITHIN 150 DAYS. Å. ŝ Asi S.

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Interoffice Memorandum

TO: Dr. Michael Ring, Superintendent
FROM: Andrea Moscatiello, Director of Special Education
DATE: 6/29/2015
RE: Board Action Sheets

Below please find the schedule to be approved at the 7/9/2015 Board of Education meeting:

	SCH	EDULE A					
Year	Date	Location					
14-15	05/22/2015	JAE Committee					
15-16	05/22/2015	JAE Committee					
15-16	05/28/2015	FJC Committee					
15-16	05/29/2015	JAE Committee					
15-16	05/29/2015	JAE Committee					
15-16	06/05/2015	JAE Committee					
14-15	06/05/2015	RPMS Committee					
15-16	06/05/2015	RPMS Committee					
14-15	06/08/2015	FJC Committee					
15-16	06/08/2015	FJC Committee					
14-15	06/10/2015	RPHS Committee					
15-16	06/10/2015	RPHS Committee					
15-16	06/09/2015	Manifestation Determination					
15-16	06/10/2015	JAE Committee					
14-15	06/11/2015	RPHS Committee					
15-16	06/11/2015	RPHS Committee					
15-16	06/11/2015	RPMS Committee					
15-16	06/12/2015	RPMS Committee					
15-16	06/16/2015	JAE Committee					
15-16	06/17/2015	RPMS Committee					
2014-2015	April & June	District Wide Amendments without meetings					

Student: 'Board of Education Co	DV ⁴				Grade: 04	
leeting Date BOE Date	Committee / Reason Subcommittee on Special Education / Annual Review	Decision Classified		Placement Recommendation / School Home Public School District(HPSD) / Joseph A. Edgar School		
Recommended Program/Service Integrated Co-teaching Services Speech/Language Therapy	Start Date End Date Ratio 09/02/2015 06/24/2016 09/02/2015 06/24/2016 09/02/2015 06/24/2016 Small Group (5:1)	<u>Frequency</u> <u>Period</u> 6 Daily p 2 Weekly	Duration 40min. 30min.	<u>Location</u> Classroom Therapy Room or Classroom	Service Delivery Recommendations	
Student: 'Board of Education Co	py'				Grade: 05	
	Committee / Reason Subcommittee on Special Education / Program Review	Decision Classified			Recommendation / School School District(HPSD) / Joseph A. Edgar	
Recommended Program/Service Integrated Co-teaching Services Occupational Therapy		<u>Frequency</u> <u>Period</u> 6 Daily up 1 Weekly	Duration 40min. 30min.	Location Classroom Therapy Room	Service Delivery Recommendations	
Student: 'Board of Education Co	ipý'		A COM		Grade: 05	
Meeting Date BOE Date 06/05/2015 07/09/2015	Committee / Reason Subcommittee on Special Education / Init Eligibility Determination Meeting	Decision Classified			Recommendation / School School District(HPSD) / Joseph A. Edgar	
Recommended Program/Service Resource Room Program Speech/Language Therapy		<u>Frequency</u> <u>Period</u> 1 Daily up 2 Weekly	<u>Duration</u> 40min. 30min.	Location Classroom Therapy Room or Classroom	Service Delivery Recommendations	
Student: 'Board of Education Co) Vac				Grade: 04	
Meeting Date BOE Date 06/05/2015 07/09/2015	Decision Classified		Placement Recommendation / School Home Public School District(HPSD) / Joseph A. Ed School			
Recommended Program/Service Resource Room Program Speech/Language Therapy	<u>Start Date</u> End Date <u>Ratio</u> 09/02/2015 06/24/2016 5:1 09/02/2015 06/24/2016 Small Gro (5:1)	<u>Frequency</u> <u>Period</u> 1 Daily up 2 Weekly	Duration 40min. 30min.	Location Classroom Therapy Room or Classroom	Service Delivery Recommendations	

Student: 'Board of Education Copy'

Grade: 05

Meeting Date 06/05/2015	07/09/2015	Committee / R Subcommittee or Annual Review		cation /	Decisi Classifi			Placement Recommendation / School Home Public School District(HPSD) / Joseph A. Edgar School		
	Program/Service al Skills Counseling	<u>Start Date</u> 09/02/2015	<u>End Date</u> 06/24/2016	Ratio Small Group (5:1)	Frequency 1	<u>Period</u> Weekly	Duration 30min.	<u>Location</u> Counselor's Office/Classroom	Service Delivery Recommendations	
Occupational The	erapy	09/02/2015	06/24/2016		1	Weekly	30min.	Therapy Room or Classroom		
Individual Aide		09/02/2015	06/24/2016		8	Daily	40 minutes	class		

Meeting Date BOE Date 06/05/2015 07/09/2015	Committee / R Committee on Sp Requested Revie	pecial Educati		Decisi Classifi				Recommendation / School School District(HPSD) / Rocky Point Middle
Recommended Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	<u>Period</u>	Duration	Location	Service Delivery Recommendation
Special Class - Social Studies	05/01/2015	06/26/2015	15:1	1	Daily	42min.	Classroom	
Special Class - Math	05/01/2015	06/26/2015	15:1	1	Daily	42min.	Classroom	
Special Class - Science	05/01/2015	06/26/2015	15:1	1	Daily	42min.	Classroom	
Special Class - English	05/01/2015	06/26/2015	15:1	1	Daily	42min.	Classroom	
Special Class - Reading	05/01/2015	06/26/2015	15:1	1	Daily	42min.	Classroom	
Speech/Language Therapy	05/01/2015	06/23/2015	Small Group (5:1)	2	Weekly	42min.	Therapy Room or Classroom	
· · · · · · · · · · · · · · · · · · ·		leason		Decisi	ion		Placement R	Grade: 05 Recommendation / School
leeting Date BOE Date	Committee / R Committee on S Requested Revie	pecial Educat		Decis i Classifi				Recommendation / School
leeting Date BOE Date	Committee / R Committee on S Requested Revie	pecial Educat				<u>Duration</u>	Home Public S	Recommendation / School School District(HPSD) / Rocky Point Midd
leeting Date BOE Date 6/05/2015 07/09/2015 Recommended Program/Service	Committee / R Committee on S Requested Revie Start Date	pecial Educat ew Transfer S	Student <u>Ratio</u>	Classifi	ed	<u>Duration</u> 42min.	Home Public S School	Recommendation / School School District(HPSD) / Rocky Point Midd
Recting Date BOE Date 6/05/2015 07/09/2015 Recommended Program/Service Special Class - Math	Committee / R Committee on S Requested Revie Start Date 05/01/2015	pecial Educat ew Transfer S <u>End Date</u>	Student <u>Ratio</u> 15:1	Classifi	ed <u>Period</u>		Home Public S School <u>Location</u>	Recommendation / School School District(HPSD) / Rocky Point Midd
leeting Date BOE Date 6/05/2015 07/09/2015 Recommended Program/Service	Committee / R Committee on S Requested Revie Start Date 05/01/2015 05/01/2015	pecial Educat ew Transfer S <u>End Date</u> 06/26/2015	Student <u>Ratio</u> 15:1 15:1	Classifi	ed <u>Period</u> Daily	42min.	Home Public S School <u>Location</u> Classroom	Recommendation / School School District(HPSD) / Rocky Point Midd
Recting Date BOE Date 6/05/2015 07/09/2015 Recommended Program/Service Special Class - Math Special Class - English	Committee / R Committee on S Requested Revie Start Date 05/01/2015 05/01/2015 05/01/2015	pecial Educat ew Transfer S <u>End Date</u> 06/26/2015 06/26/2015	Student <u>Ratio</u> 15:1 15:1 15:1	Classifi	ied <u>Period</u> Daily Daily	42min. 42min.	Home Public S School Location Classroom Classroom	Recommendation / School School District(HPSD) / Rocky Point Midd
Recommended Program/Service Special Class - Math Special Class - English Special Class - Reading	Committee / R Committee on S Requested Revie <u>Start Date</u> 05/01/2015 05/01/2015 05/01/2015 05/01/2015	pecial Educat ew Transfer S <u>End Date</u> 06/26/2015 06/26/2015 06/26/2015	Student <u>Ratio</u> 15:1 15:1 15:1 15:1	Classifi	ed <u>Period</u> Daily Daily Daily	42min. 42min. 42min.	Home Public S School Location Classroom Classroom Classroom	Recommendation / School School District(HPSD) / Rocky Point Midd
Recommended Program/Service Special Class - Math Special Class - English Special Class - Reading Special Class - Social Studies	Committee / R Committee on S Requested Revie <u>Start Date</u> 05/01/2015 05/01/2015 05/01/2015 05/01/2015 05/01/2015	pecial Educat ew Transfer S <u>End Date</u> 06/26/2015 06/26/2015 06/26/2015 06/26/2015 06/26/2015	Student <u>Ratio</u> 15:1 15:1 15:1 15:1	Classifi	ed <u>Period</u> Daily Daily Daily Daily Daily	42min. 42min. 42min. 42min.	Home Public S School Location Classroom Classroom Classroom Classroom	

Meeting Date BOE Date 06/05/2015 07/09/2015	6/05/2015 07/09/2015 Subcommittee on Special Education / Annual Review				on ed		Placement Recommendation / School Home Public School District(HPSD) / Rocky Point M School		
Recommended Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Integrated Co-teaching Services (ICT-English)	09/02/2015	06/24/2016		1	Daily	42min.	Classroom		
Integrated Co-teaching Services (ICT-Math)	09/02/2015	06/24/2016		1	Daily	42min.	Classroom		
Student: 'Board of Education Co	opy'							Grade: 07	
Meeting Date BOE Date	Committee / Re	eason		Decisi				Recommendation / School	
06/05/2015 07/09/2015	Committee on Spo Review	ecial Educat	ion / Annual	Classifi	ed		Home Public S School	School District(HPSD) / Rocky Point Middle	
Recommended Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Class - Reading	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class - English	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class - Social Studies	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class - Math	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class - Science	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Speech/Language Therapy	09/02/2015	06/24/2016	Small Group (5:1)	2	Weekly	42min.	Therapy Room or Classroom		
Student: 'Board of Education Co								Grade: 06	
Meeting Date BOE Date	Committee / Re			Decisi				Recommendation / School	
06/05/2015 07/09/2015	Committee on Sp Review	ecial Educat	ion / Annual	Classifi	ed		Home Public S School	School District(HPSD) / Rocky Point Middle	
Recommended Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	Period	Duration	Location	Service Delivery Recommendation	
Special Class - Math	09/02/2015	06/24/2016	12:1+1	1	Daily	42min.	Classroom		
Special Class - Reading	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class - Social Studies	09/02/2015			1	Daily	42min.	Classroom		
Special Class - Science	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class - English	09/02/2015			1	Daily	42min.	Classroom		
Speech/Language Therapy	09/02/2015	06/24/2016	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom		
Speech/Language merapy			(0.1)						

Student: 'Board of Education Copy'

Grade: 09

Meeting Date 06/05/2015	BOE Date 07/09/2015				Decision Classified			Placement Recommendation / School Home Public School District(HPSD) / Rocky Point High School		
Recommended	d Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Class -	Math	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class -		09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class -	Social Studies	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Special Class -		09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom		
Speech/Langua	age Therapy	09/02/2001	06/24/2016	Small Group	2	Weekly	42min.	Therapy Room or		
-F3	-90			(5:1)				Classroom		
Student: 'Boai	rd of Education Co			(5:1)					Grade: 09	
		opy ⁱ Committee / Ri Subcommittee or Eligibility Determi	n Special Edu	ucation / Initial	Decisi Classifi			Placement F	Grade: 09 Recommendation / School School District(HPSD) / Rocky Point High	
Student: 'Boar Meeting Date 06/05/2015	rd of Education Co BOE Date	Committee / Ro Subcommittee or	n Special Edu	ucation / Initial			Duration	Placement R Home Public S	Recommendation / School	
Student: 'Boar Meeting Date 06/05/2015 Recommended	rd of Education Co BOE Date 07/09/2015 d Program/Service	Committee / R Subcommittee or Eligibility Determi <u>Start Date</u>	n Special Edu ination Meeti	ucation / Initial ng <u>Ratio</u>	Classifi	ed <u>Period</u>	Duration 42min.	Placement R Home Public S School	Recommendation / School School District(HPSD) / Rocky Point High	
Student: 'Boar Meeting Date 06/05/2015 <u>Recommender</u> Special Class -	rd of Education Co BOE Date 07/09/2015 d Program/Service Social Studies	Committee / Re Subcommittee or Eligibility Determi <u>Start Date</u> 09/02/2015	n Special Edu ination Meeti <u>End Date</u>	ucation / Initial ng <u>Ratio</u> 15:1	Classifi	ed		Placement F Home Public S School Location	Recommendation / School School District(HPSD) / Rocky Point High	
Student: 'Boar Meeting Date 06/05/2015 Recommended	rd of Education Co BOE Date 07/09/2015 d Program/Service Social Studies Math	Committee / Re Subcommittee or Eligibility Determi <u>Start Date</u> 09/02/2015	n Special Edu ination Meeti <u>End Date</u> 06/24/2016	ucation / Initial ng <u>Ratio</u> 15:1 15:1	Classifi	ed <u>Period</u> Daily	42min.	Placement R Home Public S School Location Classroom	Recommendation / School School District(HPSD) / Rocky Point High	

Student: 'Boan	d of Education Co	opy'			Grade: 01				
Meeting Date 06/08/2015	BOE Date 07/09/2015	Committee / R Committee on Sp Entrant with IEP	pecial Educat	ion / New	Decis Classif		Placement Recommendation / School Home Public School District(HPSD) / Frank J. Carasiti Elem.		
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Integrated Co-te	eaching Services	10/22/2014	06/26/2015		3	Daily	40min.	Classroom	
Special Class - I	Language Arts	10/22/2014	06/26/2015	15:1	1	Daily	40min.	Special Classes	
Speech/Langua	ge Therapy	10/22/2014	06/26/2015	Small Group (5:1)	3	Weekly	30min.	Therapy Room	

Student: 'Board	of Education Co	py'	- 598 - Z	12 100					Grade: 03	
Meeting Date 06/08/2015	BOE Date 07/09/2015	Committee / R Committee on Sp Eligibility Determ	ecial Educati		Decisi Classifi			Placement Recommendation / School Home Public School District(HPSD) / Joseph A. I School		
Recommended F Integrated Co-tea		Start Date 09/02/2015	End Date 06/24/2016	<u>Ratio</u>	Frequency 6	<u>Period</u> Daily	Duration 40min.	Location Classroom	Service Delivery Recommendations	
Student: 'Board	of Education Co	py'	1900				Action		Grade: 02	
Meeting Date 06/08/2015	eting Date BOE Date Committee / Reason					ion ied			Recommendation / School School District(HPSD) / Frank J. Carasiti	
Recommended F	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Speech/Language				Small Group (5:1)	3	Weekly	30min.	Therapy Room or Classroom		
Occupational The	rapy	09/02/2015	06/24/2016	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom		
Student: 'Board	of Education Co	py'	14 Cont						Grade: 02	
Meeting Date 06/08/2015	BOE Date 07/09/2015	Committee / R Subcommittee o Annual Review		cation /	Decisi Classif				Recommendation / School School District(HPSD) / Frank J. Carasiti	
Recommended F	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Integrated Co-tea			06/24/2016		6	Daily	40min.	Classroom		
Speech/Language		09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom		
Speech/Language	e Therapy	09/02/2015	06/24/2016	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom		
Physical Therapy	(2)	09/02/2015	06/24/2016		2	Weekly	30min.	Therapy Room		
Occupational The		09/02/2015	06/24/2016	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom		
Speech/Language	e Therapy	07/07/2015	08/14/2015		2	Weekly	30min.	Therapy Room or Classroom		

Student: 'Boan	d of Education Co	opy'							Grade: 10
Meeting Date 06/09/2015	BOE Date 07/09/2015	Committee / R Committee on Sp Manifestation De	pecial Educat	tion /	Decisi Classifi				t Recommendation / School c School District(HPSD) / Rocky Point High
Resource Room	Program/Service Program eaching Services				Frequency 5 1	<u>Period</u> Weekly Daily	<u>Duration</u> 42min. 42min.	Location Classroom Classroom	Service Delivery Recommendations

Student: 'Board	d of Education Co	opy'							Grade: 06
Meeting Date 06/10/2015	BOE Date 07/09/2015	Committee / R Subcommittee of Program Review	n Special Edu	ucation /	Decisi Classifi				Recommendation / School School District(HPSD) / Rocky Point Middle
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Special Class			06/24/2016	8:1:1	5	Weekly	6hr.	Classroom	
Special Class		07/06/2015	08/14/2016	1:1	5	Weekly	1hr.	Home/Community	
	ial Skills Counselin	g 09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	42min.	Therapy Room	
Counseling - Ps	sychological	09/02/2015	06/24/2016	· · · ·	1	Weekly	42min.	Therapy Room	

Meeting Date 06/10/2015	07/09/2015	Committee / R Subcommittee or Annual Review		ucation /	Decisi Classifi				nt Recommendation / School lic School District(HPSD) / Rocky Point High
Recommended I	Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	Period	Duration	Location	Service Delivery Recommendations
	arning Lab - ELA)	09/02/2015		15:1	1	Every Other Day	42min.	Classroom	
Integrated Co-tea (ICT-Math)	ching Services	09/02/2015	06/24/2016		1	Daily	42min.	Classroom	
Integrated Co-tea (ICT-English)	ching Services	09/02/2015	06/24/2016		1	Daily	42min.	Classroom	
Integrated Co-tea (ICT-Social Studi	•	09/02/2015	06/24/2016		1	Daily	42 min.	Classroom	
Integrated Co-tea (ICT-Science)		09/02/2015	06/24/2016		1	Daily	42 min.	Classroom	
Special Class (Le	arning Lab - Math)	09/02/2015	06/24/2016	15:1	1	Every Other Day	42min.	Classroom	
Student: 'Board	of Education Co	ру'	2						Grade: 12
Meeting Date 06/10/2015	07/09/2015	Committee / R Subcommittee o Annual Review		ucation /	Decisi Classifi				nt Recommendation / School ic School District(HPSD) / Rocky Point High
Recommended Resource Room	Program/Service Program	<u>Start Date</u> 09/02/2015	<u>End Date</u> 06/24/2016	<u>Ratio</u> 5:1	<u>Frequency</u> 1	<u>Period</u> Daily	<u>Duration</u> 42min.	<u>Location</u> Classroom	Service Delivery Recommendations

Student: 'Boar	d of Education Co	ppy'							Grade: 12
Meeting Date 06/10/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Graduating Senio	n Special Edu	ication /	Decisi Classifi				nt Recommendation / School lic School District(HPSD) / Rocky Point High
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Special Class -	Social Studies	09/03/2014	06/26/2015	15:1	2	Daily	42min.	Classroom	
Special Class -	Science	09/03/2014	06/26/2015	15:1	1	Daily	42min.	Classroom	
Speech/Langua	ge Therapy	09/03/2014	06/26/2015	Small Group (5:1)	2	Weekly	42min.	Push-In	

Meeting Date 06/11/2015	07/09/2015	Committee / Re Subcommittee on Graduating Senio	Special Edu	cation /	Decisi Classifi				Recommendation / School School District(HPSD) / Rocky Point High
Recommended Counseling - Psy	Program/Service ychological		End Date 06/26/2015	<u>Ratio</u> Small Group	Frequency 1	<u>Period</u> Monthly	Duration 30min.	Location Counselor's Office/Classroom	Service Delivery Recommendation
Student: 'Board	d of Education Co	py'							Grade: 12
Meeting Date 06/11/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Graduating Senio	n Special Edu	ication /	Decisi Classifi	••••			Recommendation / School School District(HPSD) / Rocky Point High
<u>Recommended</u> Counseling	Program/Service		<u>End Date</u> 06/26/2015	<u>Ratio</u> Individual	<u>Frequency</u> 1	<u>Period</u> Monthly	<u>Duration</u> 30min.	Location Counselor's Office/Classroom	Service Delivery Recommendation
Student: 'Boan	d of Education Co	py'	· · · · · · · · · · · · · · · · · · ·						Grade: 11
Meeting Date 06/11/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Graduating Senio	n Special Edu	ucation /	Decisi Classifi				Recommendation / School School District(HPSD) / Rocky Point High
Recommended Counseling	Program/Service	<u>Start Date</u> 09/03/2014	<u>End Date</u> 06/26/2015	<u>Ratio</u> Individual	<u>Frequency</u> 1	<u>Period</u> Monthly	<u>Duration</u> 30min.	<u>Location</u> Therapy Room or Classroom	Service Delivery Recommendation

Student: 'Board	d of Education C	opy'							Grade: 11
Meeting Date 06/11/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Annual Review		ucation /	Decisi Classifi				Recommendation / School School District(HPSD) / Rocky Point High
Recommended Counseling	Program/Service		End Date 06/24/2016	<u>Ratio</u> Individual	Frequency 1	Period Monthly	Duration 30min.	Location Home/Community	Service Delivery Recommendations

Student: 'Boar	d of Education Co	py'			Sec. 2	1. 1. 1. 1.			Grade: 09
Meeting Date 06/11/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Annual Review		ucation /	Decisi Classifi				Recommendation / School School District(HPSD) / Rocky Point High
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Resource Room	Program	09/02/2015	06/24/2016	5:1	1	Daily	42min.	Classroom	
Student: 'Boar	d of Education Co	py'	8822		CONTRACTOR OF	13 . S. C.			Grade: 08
Meeting Date 06/11/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Annual Review		ucation /	Decisi Classif				Recommendation / School School District(HPSD) / Rocky Point Middle
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Resource Room	Program	09/02/2015	06/24/2016	5:1	1	Daily	42min.	Resource Room	

Meeting Date BOE Date 06/12/2015 07/09/2015	Committee / Re Subcommittee on Annual Review		cation /	Decisi Classifie				It Recommendation / School ic School District(HPSD) / Rocky Point Middle
Recommended Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	Period	<u>Duration</u>	Location	Service Delivery Recommendations
Integrated Co-teaching Services (ICT-English)	09/02/2015	06/24/2016		1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Math)	09/02/2015	06/24/2016		1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Science)	09/02/2015			1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Social Studies)	09/02/2015	06/24/2016		1	Daily	42min.	Classroom	
Student: 'Board of Education Co	opy'							Grade: 09
Meeting Date BOE Date 06/12/2015 07/09/2015	Committee / Re Subcommittee on Annual Review		ication /	Decisi Classifi				t Recommendation / School ic School District(HPSD) / Rocky Point High
Recommended Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	<u>Period</u>	Duration	Location	Service Delivery Recommendations
Special Class - English	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom	
Special Class - Math	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom	
Special Class - Social Studies	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom	
Special Class - Science	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom	
Student: 'Board of Education Co	opy'							Grade: 07
Meeting Date BOE Date 06/12/2015 07/09/2015	Committee / Re Subcommittee on Annual Review		ucation /	Decisi Classifi				nt Recommendation / School ic School District(HPSD) / Rocky Point Middle
Recommended Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	<u>Period</u>	Duration	Location	Service Delivery Recommendations
Special Class (Special Class ELA)		06/24/2016	15:1	1	Every Other Day	42min.	Classroom	
Special Class (Learning Lab - Math	n) 09/02/2015	06/24/2016	15:1	1	Every Other Day	42min.	Classroom	
Special Class - Math	09/02/2015			1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-English)	09/02/2015	06/24/2016		1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Science)	09/02/2015			1	Daily	42min.	Classroom	
Integrated Co-teaching Services (ICT-Social Studies)	09/02/2015	06/24/2016		1	Daily	42min.	Classroom	

Rocky Point Union Free School District Committee Meeting Recommendations for Board of Education

Student: 'Board of	f Education C	Copy'		Grade: 06		
	BOE Date 07/09/2015	Committee / Reason Committee on Special Education / Initial Eligibility Determination Meeting	Decision Ineligible	Placement Recommendation / School Home Public School District(HPSD) / Rocky Point Middle School		

Counseling-Social Skills Counseling	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Student: "Board of Education Co	py'							Grade: 09
Meeting Date BOE Date 06/12/2015 07/09/2015	Committee / R Subcommittee or Annual Review		cation /	Decisi Classifi	131.2			Recommendation / School School District(HPSD) / Rocky Point High
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Integrated Co-teaching Services (ICT-Math)	09/02/2015	06/24/2016		1	Daily	42min.	Integrated	
Integrated Co-teaching Services (ICT-English)	09/02/2015	06/24/2016		1	Daily	42min.	Integrated	
Integrated Co-teaching Services (ICT-Science)	09/02/2015	06/24/2016		1	Daily	42min.	Integrated	
Integrated Co-teaching Services (ICT-Social Studies)	09/02/2015	06/24/2016		1	Daily	42min.	Integrated	
Special Class (Learning Lab - Math)	09/02/2015	06/24/2016	15:1	1	Every Other Day	42min.	Special Classes	

Meeting Date	BOE Date	Committee / Reason	Decision	Placement Recommendation / School
06/12/2015	07/09/2015	Subcommittee on Special Education /	Declassified Support	Home Public School District(HPSD) / Rocky Point High
		Annual Review	Services	School

Student: Boar	rd of Education Co	py'							Grade: 04
Meeting Date 06/16/2015	BOE Date 07/09/2015	Committee / R Committee on S Eligibility Determ	pecial Educat		Decis Classif				Recommendation / School School District(HPSD) / Joseph A. Edgar
Recommended	d Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Integrated Co-te	eaching Services	09/02/2015	06/24/2016		6	Daily	40min.	Classroom	
Speech/Langua	ge Therapy	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or	
Speech/Langua	ege Therapy	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Classroom Therapy Room or Classroom	
Student: 'Boar	rd of Education Co	ογ'							Grade: 04
Meeting Date 06/16/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Reevaluation/An	n Special Edu	ucation /	Decisi Classifi				Recommendation / School School District(HPSD) / Joseph A. Edgar
				Detia	Frequency	Period	Duration	Location	Service Delivery Recommendations
Recommended	Program/Service	Start Date	End Date	Ratio	1 ICQUCITO 1				
Recommended Speech/Langua		Start Date 09/02/2015		Small Group (5:1)	2	Weekly	30min.	Therapy Room	
Speech/Langua		09/02/2015		Small Group				Therapy Room	Grade: 06
Speech/Langua Student: 'Boar Meeting Date	ige Therapy id of Education Co BOE Date 07/09/2015	09/02/2015	06/24/2016 eason n Special Edu	Small Group (5:1)		Weekly		Placement R	Grade: 06 Recommendation / School School District(HPSD) / Rocky Point Middle
Speech/Langua Student: 'Boar Meeting Date 06/16/2015	ige Therapy id of Education Co BOE Date 07/09/2015	09/02/2015 py' Committee / R Subcommittee or	06/24/2016 eason n Special Edu	Small Group (5:1)	2 Decisi	Weekly		Placement R Home Public S	Recommendation / School
Speech/Langua Student: 'Boar Meeting Date 06/16/2015	ige Therapy id of Education Co BOE Date 07/09/2015 I Program/Service	09/02/2015 py' Committee / R Subcommittee or Program Review <u>Start Date</u>	06/24/2016 eason n Special Edu	Small Group (5:1) ucation / <u>Ratio</u>	2 Decisi Classifi	Weekly	30min.	Placement R Home Public S School	Recommendation / School School District(HPSD) / Rocky Point Middle
Speech/Langua Student: 'Boar Meeting Date 06/16/2015 <u>Recommended</u>	ige Therapy id of Education Co BOE Date 07/09/2015 I Program/Service Math	09/02/2015 py' Committee / R Subcommittee or Program Review <u>Start Date</u> 09/02/2015	06/24/2016 eason n Special Edu <u>End Date</u>	Small Group (5:1) ucation / <u>Ratio</u> 15:1	2 Decisi Classifi Frequency	Weekly ion ied <u>Period</u>	30min.	Placement R Home Public S School Location	Recommendation / School School District(HPSD) / Rocky Point Middle
Speech/Langua Student: 'Boar Meeting Date 06/16/2015 <u>Recommended</u> Special Class -	ige Therapy id of Education Co BOE Date 07/09/2015 I Program/Service Math English	09/02/2015 py ² Committee / R Subcommittee or Program Review <u>Start Date</u> 09/02/2015 09/02/2015	06/24/2016 eason n Special Edu <u>End Date</u> 06/24/2016	Small Group (5:1) ucation / Ratio 15:1 15:1	2 Decisi Classifi <u>Frequency</u> 1	Weekly ion ied <u>Period</u> Daily	30min. Duration 42min.	Placement R Home Public S School Location Classroom	Recommendation / School School District(HPSD) / Rocky Point Middle
Speech/Langua Student: 'Boar Meeting Date 06/16/2015 Recommended Special Class - Special Class -	ige Therapy id of Education Co BOE Date 07/09/2015 I Program/Service Math English Social Studies	09/02/2015 py ² Committee / R Subcommittee of Program Review <u>Start Date</u> 09/02/2015 09/02/2015 09/02/2015	06/24/2016 eason n Special Edu <u>End Date</u> 06/24/2016 06/24/2016	Small Group (5:1) ucation / <u>Ratio</u> 15:1 15:1 15:1	2 Decisi Classifi <u>Frequency</u> 1	Weekly ion ied <u>Period</u> Daily Daily	30min. Duration 42min. 42min.	Placement R Home Public S School Location Classroom Classroom	Recommendation / School School District(HPSD) / Rocky Point Middle
Speech/Langua Student: 'Boar Meeting Date 06/16/2015 Recommended Special Class - I Special Class - Special Cla	ige Therapy id of Education Co BOE Date 07/09/2015 I Program/Service Math English Social Studies Science	09/02/2015 py ² Committee / R Subcommittee of Program Review <u>Start Date</u> 09/02/2015 09/02/2015 09/02/2015	06/24/2016 eason n Special Edu 06/24/2016 06/24/2016 06/24/2016 06/24/2016	Small Group (5:1) Ucation / <u>Ratio</u> 15:1 15:1 15:1 15:1	2 Decisi Classifi <u>Frequency</u> 1	Weekly ion ied <u>Period</u> Daily Daily Daily Daily	30min. Duration 42min. 42min. 42min.	Placement R Home Public S School <u>Location</u> Classroom Classroom Classroom	Recommendation / School School District(HPSD) / Rocky Point Middle
Speech/Langua Student: 'Boar Meeting Date 06/16/2015 <u>Recommended</u> Special Class - 1 Special Class - 3 Special Class - 3 Special Class - 3 Special Class - 3 Resource Room Consultant Teac	ige Therapy id of Education Co BOE Date 07/09/2015 I Program/Service Math English Social Studies Science	09/02/2015 py' Committee / R Subcommittee or Program Review <u>Start Date</u> 09/02/2015 09/02/2015 09/02/2015 09/02/2015	06/24/2016 eason n Special Edu 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016	Small Group (5:1) Ucation / <u>Ratio</u> 15:1 15:1 15:1 15:1 5:1	2 Decisi Classifi <u>Frequency</u> 1	Weekly ion ied Daily Daily Daily Daily Daily	30min. 30min. <u>Duration</u> 42min. 42min. 42min. 42min.	Placement R Home Public S School Location Classroom Classroom Classroom Classroom Classroom	Recommendation / School School District(HPSD) / Rocky Point Middle Service Delivery Recommendations
Speech/Langua Student: 'Boar Meeting Date 06/16/2015 Recommended Special Class - 1 Special Class - 3 Special Class - 3	ige Therapy id of Education Co BOE Date 07/09/2015 I Program/Service Math English Social Studies Science n Program cher Services (CTD	09/02/2015 py' Committee / R Subcommittee or Program Review <u>Start Date</u> 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015	06/24/2016 eason n Special Edu 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016	Small Group (5:1) Ucation / <u>Ratio</u> 15:1 15:1 15:1 15:1 5:1 Direct	2 Decisi Classifi Frequency 1 1 1 1 1 1 1	Weekly ion ed Daily Daily Daily Daily Daily Daily Daily	30min. 30min. <u>Duration</u> 42min. 42min. 42min. 42min. 42min.	Placement R Home Public S School Location Classroom Classroom Classroom Classroom Classroom Classroom	Recommendation / School School District(HPSD) / Rocky Point Middle Service Delivery Recommendations
Speech/Langua Student: 'Boar Meeting Date 06/16/2015 <u>Recommended</u> Special Class - I Special Class - I	ige Therapy id of Education Co BOE Date 07/09/2015 I Program/Service Math English Social Studies Science n Program cher Services (CTD	09/02/2015 py' Committee / R Subcommittee or Program Review <u>Start Date</u> 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015 09/02/2015	06/24/2016 eason n Special Edu 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016 06/24/2016	Small Group (5:1) ucation / Ratio 15:1 15:1 15:1 15:1 5:1 Direct Individual	2 Decisi Classifi Frequency 1 1 1 1 1 3	Weekly ion ied Daily Daily Daily Daily Daily Daily Weekly	30min. <u>Duration</u> 42min. 42min. 42min. 42min. 42min. 42min. 42min. 40min.	Placement R Home Public S School Location Classroom Classroom Classroom Classroom Classroom Classroom Classroom Classroom Classroom	Recommendation / School School District(HPSD) / Rocky Point Middle Service Delivery Recommendations

Student: 'Board	d of Education Co	opy'		Grade: 09						
Meeting Date 06/17/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Annual Review		ucation /	Decis: Classif		Placement Recommendation / School Home Public School District(HPSD) / Rocky Point High School			
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Counseling		09/02/2015 06/26/2016 Individual			1	Weekly	30min.	Counselor's Office		

Student: 'Boar	d of Education Co	py'	14	A. Walking		The second		WWW LOW	Grade: 04
Meeting Date 05/22/2015	BOE Date 06/22/2015	Committee / R Subcommittee or Annual Review		ucation /	Decisi Declas		Placement Recommendation / School Home Public School District(HPSD) / Joseph A. Edgar School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
	ial Skills Counseling		06/26/2015	Small Group	1	Weekly	30min.	Counselor's Office/Classroom	
Occupational Th	herapy	09/03/2014	06/26/2015	Small Group	1	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy		09/03/2014 06/26/2015 Small Grou		Small Group	2 Weekly		30min.	Therapy Room or Classroom	

Student: 'Boar	d of Education Co	py'	Contraction of the		141 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1				Grade: 05	
Meeting Date 05/22/2015						ion ied	Placement Recommendation / School Home Public School District(HPSD) / Joseph A. Edgar School			
Recommended	d Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
	Parent Counseling and Training		06/24/2016	Individual	2	Yearly	30min.	Counselor's Office Location	e/Special	
Counseling-Soc	cial Skills Counseling	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Counselor's Office	9	

Student: 'Board	d of Education C	Copy		Grade: 02					
Meeting Date BOE Date Committee / Reason 05/28/2015 07/09/2015 Subcommittee on Special Education / Annual Review					Decisi Classif		Placement Recommendation / School Home Public School District(HPSD) / Frank J. Carasiti Elem.		
<u>Recommended Program/Service</u> Hearing Services		e <u>Start Date</u> 09/02/2015			Frequency 2	<u>Period</u> Weekly	Duration 30min.	Location Therapy Room or Classroom	Service Delivery Recommendations

Student: 'Boar	d of Education Co	opy'	Grade: 05							
Meeting Date 05/29/2015	BOE Date 07/09/2015	Committee / R Committee on Sp Reevaluation/An	pecial Educat		Decis Classif		Placement Recommendation / School Home Public School District(HPSD) / Joseph A. Edgar School			
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Physical Therap	y y	09/02/2015	06/24/2016	Individual	1	Weekly	30min.	Therapy Room or Classroom		
Occupational Therapy		09/02/2015 06/24/2016 Individual		Individual	1 Weekly		30min.	30min. Therapy Room or Classroom		

Student: 'Boar	d of Education Co	py'	TESTA S	Grade: 04					
Meeting Date 05/29/2015	eting Date BOE Date Committee / Reason				Decisi Classifi		Placement Recommendation / School Home Public School District(HPSD) / Joseph A. Edgar School		
	I Program/Service eaching Services	Start Date 09/02/2015			Frequency 6	<u>Period</u> Daily	Duration 40min.	Location Classroom	Service Delivery Recommendations

Student: 'Board	of Education Copy	- ALLON							Grade: Ungraded
Meeting Date 04/21/2015	ing Date BOE Date Committee / Reason				Decisi Classifi		Placement Recommendation / School Home Public School District(HPSD) / Rocky Point Mide School		
Recommended Program/Service		Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Integrated Co-tea (ICT-Science)	aching Services	09/02/2015	06/24/2016		1	Daily	42min.	Classroom	
	inglish (Special Class	09/02/2015	06/24/2016	15:1	1	Daily	42min.	Classroom	
	Special Class - Math		06/24/2016	12:1+1	1	Daily	42min.	Classroom	
	Integrated Co-teaching Services		06/24/2016		1	Daily	42min.	Classroom	
Speech/Languag		09/02/2015	06/24/2016	Individual	2	Weekly	42min.	Therapy Room or Classroom	
Speech/Languag	e Therapy	09/02/2015	06/24/2016	Small Group (5:1)	2	Weekly	42min.	Therapy Room or Classroom	
Parent Counselin	og and Training	09/02/2015	06/24/2016		1	Yearly	42min.	Conference Room	
Occupational The	•	09/02/2015	06/24/2016	Individual	1	Weekly	42min.	Therapy Room or Classroom	
Speech/Languag	e Therapy	07/06/2015	08/14/2015	Individual	2	Weekly	30min.	Home/School	
Individual Aide		09/02/2015	06/24/2016		8	Daily	Throughout the School Day	School	

Student: 'Board	l of Education Co	py'		Grade: 01						
Meeting Date 06/10/2015	BOE Date 07/09/2015	Committee / R Subcommittee of Amendment		ucation /	Decisi Classif			Placement Recommendation / School Home Public School District(HPSD) / Frank J. Carasiti Elem.		
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Class		09/02/2015	06/24/2016	15:1	6	Daily	40min.	Classroom		
Special Class		07/06/2015	08/14/2015	12:1+1	5	Weekly	2hr. 30min.	Classroom		
Occupational The	erapy	09/02/2015	06/24/2016	Small Group	1	Weekly	30min.	Therapy Room or Classroom		
Counseling-Socia	al Skills Counseling	g 09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom		
Parent Counselin	ng and Training	09/02/2015	06/24/2016	Individual	4	Yearly	30min.	Special Location		
Speech/Languag		07/06/2015	08/14/2015	Small Group	2	Weekly	30min.	Classroom		
	al Skills Counseling	07/06/2015	08/14/2015	Small Group	2	Weekly	30min.	Classroom		
Occupational The			08/14/2015	Individual	1	Weekly	30min.	Therapy Room		

Student: 'Board of Education Copy'

Grade: 01

Meeting Date 06/10/2015	BOE Date 07/09/2015	Committee / R Committee on Sp		ion /	Decisi Classif				ecommendation / School chool District(HPSD) / Frank J. Carasiti
		Amendment			-	Protect	Duration		Service Delivery Recommendations
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Special Class		09/02/2015	06/24/2016	15:1	6	Daily	40min.	Classroom	
Special Class		07/06/2015	08/14/2015	12:1+1	5	Weekly	2hr. 30min.	Classroom	
Parent Counselin	g and Training	09/02/2015	06/24/2016	Individual	4	Yearly	30min.	Conference Room	
Occupational The	erapy	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Counseling-Socia	al Skills Counseling	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Counselor's Office/Classroom	
Speech/Languag	e Therapy	07/06/2015	08/14/2015	Small Group	2	Weekly	30min.	Classroom	
	al Skills Counseling	07/06/2015	08/14/2015	Small Group	2	Weekly	30min.	Classroom	
Occupational The			08/14/2015	Individual	1	Weekly	30min.	Therapy Room	
Student: 'Board	of Education Co	ipy ¹	19- 3U						Grade: Kdg.
Meeting Date 06/10/2015	BOE Date 07/09/2015	Committee / R Committee on Sp Amendment		ion /	Decis Classif				ecommendation / School chool District(OPSD) / Miller Avenue hool
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendation
Special Class		09/02/2015	06/24/2016	8:1+3	5	Weekly	6hr.	Classroom	
Speech/Languag	e Therapy	09/02/2015	06/24/2016	Individual	5	Weekly	30min.	Therapy Room or Classroom	
Occupational The	erapy	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Counseling - Psy	chological	09/02/2015	06/24/2016	Individual	1	Weekly	30min.	Classroom	
Individual Aide		09/02/2015	06/24/2016		5	Weekly	6 hours	School.	

Student: 'Boar	d of Education Co	py'	Carry and	1	ent straight				Grade: 06
Meeting Date 04/30/2015	BOE Date 07/09/2015	Committee / R Subcommittee or Amendment		ucation /	Decisi Classif		Placement Recommendation / School Home Public School District(HPSD) / Rocky Point I School		
Recommended	d Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Integrated Co-te (ICT-English)	eaching Services	09/01/2015	06/24/2016		1	Weekly	42min.	Classroom	
	eaching Services	09/01/2015	06/24/2016		1	Daily	42min.	Classroom	
1 /	eaching Services	09/01/2015	06/24/2016	S.	1	Daily	42min.	Classroom	
B	eaching Services dies)	09/01/2015	06/24/2016	6	1	Daily	42min.	Classroom	

Student: 'Board of Education Co	ov'	State -		And St.	Sal Sal		E - Martin	Grade: 11	
Meeting Date BOE Date 06/09/2015 07/09/2015	Committee / Reason Committee on Special Education / Amendment - Agreement No Meeting			Decisi Classifi			Placement Recommendation / School Home Public School District(HPSD) / Rocky Point High School		
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Integrated Co-teaching Services (ICT-English)		06/24/2016		1	Daily	42min.	Classroom		
(ICT-English) Integrated Co-teaching Services (ICT-Social Studies)	09/02/2015	06/24/2016		1	Daily	42min.	Classroom		
Counseling Services	09/02/2015	06/24/2016	Individual	1	Weekly	30min.	Counselor's Office		
Student: 'Board of Education Co	οργ ^ε		Vien Teles					Grade: 05	
Meeting Date BOE Date 06/11/2015 07/09/2015	Committee / R Subcommittee of Amendment		ucation /	Decisi Classifi				Recommendation / School School District(HPSD) / Joseph A. Edgar	
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendation	
Special Class - Math	09/02/2015	06/24/2016	15:1	1	Daily	40min.	Classroom		
Integrated Co-teaching Services	09/02/2015	06/24/2016		5	Daily	40min.	Classroom		
Speech/Language Therapy			Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom		
Occupational Therapy	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Therapy Room		
			(a)				10110 Science		
Counseling-Social Skills Counseling	g 09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom		

(5:1)

09/02/2015 06/24/2016 Small Group

Occupational Therapy

Weekly

1

30min.

Classroom

Interoffice Memorandum

TO: Dr. Michael Ring, Superintendent

FROM: Andrea Moscatiello, Director of Special Education

DATE: 7/9/2015

RE: Board Action Sheets

Below please find the schedule to be approved at the 7/9/2015 Board of Education meeting:

SCI	HEDULE- B 7/9/2015
Date	Location
5/1/2015	CPSE Committee
5/1/2015	CPSE to CSE Committee
5/8/2015	CPSE Committee
5/18/2015	CPSE Amendment
5/19/2015	CPSE Committee
5/19/2015	CPSE to CSE Committee
5/20/2015	CPSE Committee
6/1/2015	CPSE Committee
6/2/2015	CPSE Committee
6/2/2015	CPSE to CSE Committee
6/4/2015	CPSE Committee
6/4/2015	CPSE to CSE Committee
6/9/2015	CPSE Committee
6/9/2015	CPSE to CSE Committee
6/10/2015	CPSE Amendment
6/11/2015	CPSE Committee
6/11/2015	CPSE to CSE Committee
6/25/2015	CPSE Committee
6/29/2015	CPSE Committee

Dr. Michael Ring-Board Action Sheets-DD/kao

Rocky Point Union Free School District Committee Meeting Recommendations for Board of Education

Student: 'Boar	rd of Education C	ору'			A'			and the second second	Grade: Preschool
Meeting Date 05/19/2015	BOE Date 07/09/2015	Committee / R Committee on Pr Annual Review		cial Educatio		ision assified			Recommendation / School nerant Services Only(PISO) / Preschool vices Only
Recommended Speech/Langua Speech/Langua			End Date 06/26/2015 08/15/2014	Individual	Frequency 3 2	<u>Period</u> Weekly Weekly	Duration 30min. 30min.	Location Therapy Room Therapy Room	Service Delivery Recommendations
Student: 'Boar	d of Education C	ору'		(Sales)				ASSA ASSA	Grade: Preschool
Meeting Date 06/25/2015	BOE Date 07/09/2015	Committee / R Committee on Pr Initial Eligibility D	eschool Spe			ision _i ible		Placement /	Recommendation / School
Student: 'Board	d of Education Co	ору'		Contra Co	8				Grade:
Meeting Date 05/20/2015	BOE Date 07/09/2015	Committee / Re Committee on Pre Initial Eligibility De	eschool Spe			sion ible		Placement /	Recommendation / School
Student: 'Board	d of Education Co	opy'	765						Grade: Preschool
Meeting Date 06/02/2015	BOE Date 07/09/2015	Committee / Re Committee on Pre Annual Review		cial Education	Deci / Decla	sion ssified			Recommendation / School erant Services Only(PISO) / Preschool ices Only
Recommended Speech/Languag	Program/Service ge Therapy	<u>Start Date</u> 09/03/2014			Frequency 2	Period Weekly	Duration 30min.	Location Home/Community	Service Delivery Recommendations
Student: 'Board	d of Education Co	opy'			AltID#:	States and			Grade: Preschool
Meeting Date 05/19/2015	BOE Date 07/09/2015	Committee / Re Committee on Pre Annual Review		cial Education	Decis / Decla	sion ssified			Recommendation / School erant Services Only(PISO) / Preschool ices Only
Recommended Occupational The	Program/Service erapy /	Start Date 09/03/2014	06/26/2015	<u>Ratio</u> Individual Individual	Frequency 2 2	Period Weekly Weekly	Duration 30min. 30min.	Location Home/School Home/School	Service Delivery Recommendations

Meeting Date BOE Date	і Сору'				Grade: Preschool
Meeting Date BOE Date 06/02/2015 07/09/2015	Committee / Reason Committee on Preschool Special Education Annual Review	Decision / Declassified			Recommendation / School erant Services Only(PISO) / Preschool ces Only
Recommended Program/Serv		Frequency Per		Location	Service Delivery Recommendation
Occupational Therapy	09/03/2014 06/26/2015 Individual	2 Wei	ekly 30min.	Home/Community	
Student: 'Board of Education	Copy'				Grade: Preschool
Meeting Date BOE Date 06/02/2015 07/09/2015	Committee / Reason Committee on Preschool Special Education Annual Review	Decision / Declassified			Recommendation / School erant Services Only(PISO) / Preschool ces Only
Recommended Program/Servi	ice Start Date End Date Ratio	Frequency Peri	od Duration	Location	Service Delivery Recommendations
Speech/Language Therapy	09/03/2014 06/26/2015 Individual	2 Wee	kly 30min.	Home/Community	
Occupational Therapy	09/03/2014 06/26/2015 Individual	2 Wee	kly 30min.	Home/Community	
Student: 'Board of Education	Сору'				Grade: Preschool
Meeting Date BOE Date 06/11/2015 07/09/2015	Committee / Reason Committee on Preschool Special Education Initial Eligibility Determination Meeting	Decision / Classified Pre	school		Recommendation / School erant Services Only(PISO) / Preschool ces Only
Recommended Program/Servi	ce <u>Start Date</u> End Date <u>Ratio</u> 06/22/2015 06/26/2015 Individual	Frequency Peri 3 Wee	od <u>Duration</u> kly 30min.	Location Home/Community	Service Delivery Recommendations
Speech/Language Therapy	00/22/2015 00/20/2015 Individual	5 Wee	ay comm.	Tiomercommunity	
		AltiD#:		Tionic continuity	Grade: Preschool
Speech/Language Therapy Student: 'Board of Education Meeting Date BOE Date 05/19/2015 07/09/2015		AltID#: Decision	ny oonaa.	Placement R	ecommendation / School rant Services Only(PISO) / Preschool
Student: 'Board of Education Meeting Date BOE Date	Copy' Committee / Reason Committee on Preschool Special Education Annual Review	AltID#: Decision		Placement R Preschool Itine	Recommendation / School rrant Services Only(PISO) / Preschool pes Only
Student: 'Board of Education Meeting Date BOE Date 05/19/2015 07/09/2015 <u>Recommended Program/Servic</u> Speech/Language Therapy	Copy' Committee / Reason Committee on Preschool Special Education Annual Review	AltID#: Decision / Declassified	od Duration	Placement R Preschool Itine Itinerant Service	Recommendation / School rrant Services Only(PISO) / Preschool pes Only
Student: 'Board of Education Meeting Date BOE Date 05/19/2015 07/09/2015 Recommended Program/Service	Copy' Committee / Reason Committee on Preschool Special Education Annual Review Ce <u>Start Date End Date Ratio</u>	AltID#: Decision / Declassified Frequency Peri	od <u>Duration</u> kly 30min.	Placement R Preschool Itine Itinerant Servic	Recommendation / School rrant Services Only(PISO) / Preschool pes Only
Student: 'Board of Education Meeting Date BOE Date 05/19/2015 07/09/2015 Recommended Program/Servio Speech/Language Therapy Speech/Language Therapy	Copy' Committee / Reason Committee on Preschool Special Education Annual Review Ce <u>Start Date End Date Ratio</u> 03/02/2015 06/26/2015 Individual 07/07/2014 08/15/2014 Individual	AltID#: Decision / Declassified <u>Frequency Peri</u> 2 Wee	od <u>Duration</u> kly 30min.	Placement R Preschool Itine Itinerant Servic Location Home/Community	Recommendation / School rrant Services Only(PISO) / Preschool pes Only
Student: 'Board of Education Meeting Date BOE Date 05/19/2015 07/09/2015 <u>Recommended Program/Servic</u> Speech/Language Therapy	Copy' Committee / Reason Committee on Preschool Special Education Annual Review Ce <u>Start Date End Date Ratio</u> 03/02/2015 06/26/2015 Individual 07/07/2014 08/15/2014 Individual	AltID#: Decision / Declassified <u>Frequency</u> <u>Peri</u> 2 Wee 2 Wee Decision	od <u>Duration</u> kly 30min.	Placement R Preschool Itine Itinerant Servic Location Home/Community Home Placement R	Cecommendation / School rant Services Only(PISO) / Preschool ses Only Service Delivery Recommendations Grade: Preschool recommendation / School rant Services Only(PISO) / Preschool
Student: 'Board of Education Meeting Date BOE Date 05/19/2015 07/09/2015 Recommended Program/Servic Speech/Language Therapy Speech/Language Therapy Speech/Language Therapy Student: 'Board of Education (Meeting Date BOE Date Boe Date	Copy' Committee / Reason Committee on Preschool Special Education Annual Review Ce Start Date End Date Ratio 03/02/2015 06/26/2015 Individual 07/07/2014 08/15/2014 Individual Copy' Committee / Reason Committee on Preschool Special Education Annual Review	AltID#: Decision / Declassified <u>Frequency</u> <u>Peri</u> 2 Wee 2 Wee Decision	od <u>Duration</u> kly 30min. kly 30min.	Placement R Preschool Itine Itinerant Servic Location Home/Community Home Placement R Preschool Itine	Accommendation / School rant Services Only(PISO) / Preschool tes Only Service Delivery Recommendations Grade: Preschool recommendation / School rant Services Only(PISO) / Preschool res Only
Student: 'Board of Education Meeting Date BOE Date 05/19/2015 07/09/2015 Recommended Program/Service Speech/Language Therapy Speech/Language Therapy Speech/Language Therapy Student: 'Board of Education (Meeting Date BOE Date 6/01/2015 07/09/2015	Copy' Committee / Reason Committee on Preschool Special Education Annual Review Ce Start Date End Date Ratio 03/02/2015 06/26/2015 Individual 07/07/2014 08/15/2014 Individual Copy' Committee / Reason Committee on Preschool Special Education Annual Review	AltID#: Decision / Declassified Frequency Peri 2 Wee 2 Wee 2 Wee 1 Decision / Declassified	od <u>Duration</u> kly 30min. kly 30min.	Placement R Preschool Itine Itinerant Servic Location Home/Community Home Placement R Preschool Itine Itinerant Servic	Cecommendation / School rant Services Only(PISO) / Preschool ses Only Service Delivery Recommendations Grade: Preschool recommendation / School rant Services Only(PISO) / Preschool

Meeting Date 05/01/2015	BOE Date 07/09/2015	Committee / Reason Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Decision Ineligible	Placement Recommendation / School /

Rocky Point Union Free School District Committee Meeting Recommendations for Board of Education

Student: 'Board of	f Education Co	py'							Grade: Preschool
•	07/09/2015	Committee / R Committee on P Initial Eligibility D	reschool Spe		Decisi / Classif	ion ied Preschool			ecommendation / School rant Services Only(PISO) / Preschool es Only
Recommended Pro	ogram/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Occupational Therap	ару	09/02/2015	06/24/2016	Individual	1	Weekly	30min.	Home/Community	
Parent Counseling a	and Training	09/02/2015	06/24/2016	Individual	2	Monthly	1hr.	Home	
Speech/Language T	Therapy	09/02/2015	06/24/2016	Individual	4	Weekly	30min.	Home/Community	
Student: 'Board of	f Education Cop	py'		S.G.MAN					Grade: Preschool
	07/09/2015	Committee / R Committee on Pr Initial Eligibility D	reschool Spe		Decisi / Classifi	on ed Preschool			ecommendation / School chool Special Education Program(APSEP) r Children
Recommended Pro	ogram/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Special Class			06/24/2016	6:1+1	5	Weekly	3hr.	Classroom	
Speech/Language Ti	Therapy	09/02/2015	06/24/2016	Individual	3	Weekly	30min.	Therapy Room or Classroom	
Parent Counseling a	and Training	09/02/2015	06/24/2016	Individual	1	Monthly	1hr.	Counselor's Office	
			06/24/2016	Individual	1	Monthly	1hr.	Counselor's Office	Grade: Preschool
Student: 'Board of Meeting Date B	f Education Cop BOE Date 07/09/2015		eason		Decisi		1hr.	Placement R	ecommendation / School chool Special Education Program(APSEP)
Student: 'Board of Meeting Date B	f Education Cop BOE Date 07/09/2015	oy' Committee / R Committee on Pr	eason reschool Spec		Decisi	on	1hr.	Placement R Approved Pres	ecommendation / School chool Special Education Program(APSEP)
Student: 'Board of Meeting Date B 16/29/2015 0	f Education Cop BOE Date 07/09/2015	by' Committee / R Committee on Pr Amendment <u>Start Date</u>	eason reschool Spec	cial Education	Decisi / Classifi	on ed Preschool		Placement R Approved Pres New Interdiscip	ecommendation / School chool Special Education Program(APSEP) dinary School
Student: 'Board of Meeting Date B 06/29/2015 0 Recommended Prov	f Education Cop BOE Date 07/09/2015 ogram/Service	Dy' Committee / R Committee on Pr Amendment <u>Start Date</u> 09/08/2015	eason eschool Spec	cial Education <u>Ratio</u> 6:1+2	Decisi / Classifi Frequency	on ed Preschool <u>Period</u>	Duration	Placement R Approved Pres New Interdiscip Location	ecommendation / School chool Special Education Program(APSEP) dinary School
Student: 'Board of Meeting Date B 06/29/2015 0 <u>Recommended Pro-</u> Special Class Special Education Itir	f Education Cop BOE Date 07/09/2015 ogram/Service	Dy' Committee / R Committee on Pr Amendment Start Date 09/08/2015 07/06/2015	eason reschool Spec <u>End Date</u> 06/24/2016 08/14/2015	cial Education Ratio 6:1+2 1:1	Decisi / Classifi <u>Frequency</u> 5	on ed Preschool <u>Period</u> Weekly	Duration 5hr.	Placement R Approved Pres New Interdiscip Location Classroom	ecommendation / School chool Special Education Program(APSEP) dinary School
Student: 'Board of Meeting Date B 06/29/2015 0 <u>Recommended Pro-</u> Special Class Special Education Itin Services	f Education Cop BOE Date 07/09/2015 ogram/Service inerant Teacher Integrated Settin	Dy' Committee / R Committee on Pr Amendment <u>Start Date</u> 09/08/2015 07/06/2015 g 07/06/2015	eason reschool Spec <u>End Date</u> 06/24/2016 08/14/2015	cial Education <u>Ratio</u> 6:1+2 1:1 12:1+2	Decisi / Classifi <u>Frequency</u> 5 2	on ed Preschool <u>Period</u> Weekly Weekly	Duration 5hr. 1hr.	Placement R Approved Pres New Interdiscip Location Classroom Home/Community	ecommendation / School chool Special Education Program(APSEP) dinary School
Student: "Board of Meeting Date B 16/29/2015 0 Recommended Prov Special Class Special Education Itir Services Special Class in an Ir	f Education Cop BOE Date 07/09/2015 ogram/Service inerant Teacher Integrated Settin Therapy	Dy' Committee / R Committee on Pr Amendment <u>Start Date</u> 09/08/2015 07/06/2015 07/06/2015 09/08/2015	eason reschool Spect End Date 06/24/2016 08/14/2015 08/14/2015	cial Education <u>Ratio</u> 6:1+2 1:1 12:1+2 Individual	Decisi / Classifi <u>Frequency</u> 5 2 5	on ed Preschool <u>Period</u> Weekly Weekly Weekly	Duration Shr. 1hr. Shr.	Placement R Approved Pres New Interdiscip Location Classroom Home/Community Classroom Therapy Room or	ecommendation / School chool Special Education Program(APSEP) dinary School
Student: "Board of Meeting Date B D6/29/2015 0 <u>Recommended Prov</u> Special Class Special Education Itin Services Special Class in an Ir Speech/Language Th	f Education Cop BOE Date 07/09/2015 ogram/Service inerant Teacher Integrated Settin Therapy Py Therapy	Dy' Committee / R Committee on Pr Amendment <u>Start Date</u> 09/08/2015 07/06/2015 07/06/2015 09/08/2015 09/08/2015	eason reschool Spect 06/24/2016 08/14/2015 08/14/2015 06/24/2016	cial Education <u>Ratio</u> 6:1+2 1:1 12:1+2 Individual Individual	Decisi / Classifi <u>Frequency</u> 5 2 5 5 5	on ed Preschool <u>Period</u> Weekly Weekly Weekly Weekly	Duration Shr. 1hr. Shr. 30min.	Placement R Approved Pres New Interdiscip Location Classroom Home/Community Classroom Therapy Room or Classroom Therapy Room or	ecommendation / School chool Special Education Program(APSEP) dinary School

Meeting Date 05/08/2015	BOE Date 07/09/2015	Committee / R Committee on Pr Initial Eligibility D	reschool Spec		Decisi / Classifi	on ed Preschool	<u>u , mett inn a p</u>	Placement Recommendation / School Approved Preschool Special Education Program(APSEP New Interdisciplinary School		
Recommended	Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Class		09/08/2015	06/24/2016	12:1+1	5	Weekly	5hr.	Classroom		
Speech/Languag	je Therapy	09/08/2015	06/24/2016	Individual	3	Weekly	30min.	Therapy Room or Classroom		
Occupational The	erapy	09/08/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom		
Physical Therapy	ý	09/08/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom		

5.5

Student: 'Board of Education Copy' Grade: Preschool 1000 100 200 **Meeting Date BOE Date** Committee / Reason Decision **Placement Recommendation / School** 06/25/2015 Committee on Preschool Special Education / 07/09/2015 **Classified Preschool** Approved Preschool Special Education Program(APSEP) / **Program Review** New Interdisciplinary School **Recommended Program/Service** Start Date End Date Ratio Frequency Period Duration Location Service Delivery Recommendations Special Class 09/08/2015 06/24/2016 12:1+1 5 Weekly 2hr. 30min. Classroom Special Class in an Integrated Setting 07/06/2015 08/14/2015 18:2:1 5 Weekly 2hr. 30min. Classroom Occupational Therapy 09/08/2015 06/24/2016 Individual 2 Weekly 30min. Therapy Room or Classroom Counseling - Psychological 09/08/2015 06/24/2016 Individual 1 Weekiv 30min. Classroom Counseling - Psychological 09/08/2015 06/24/2016 Individual 1 Weekly 30min. Therapy Room Physical Therapy 09/08/2015 06/24/2016 Individual 2 Therapy Room or Weekly 30min. Classroom **Occupational Therapy** 07/06/2015 08/14/2015 Individual 1 Weekly 30min. Therapy Room or Classroom Counseling - Psychological 07/06/2015 08/14/2015 Individual 1 Weekly 30min. Classroom Counseling - Psychological 07/06/2015 08/14/2015 Individual 1 30min. Therapy Room Weekly **Physical Therapy** Therapy Room or 07/06/2015 08/14/2015 Individual 2 Weekly 30min. Classroom

Student: 'Boar	d of Education Cor	yy'			a 19 19 No. 1911 Tot I gamma and				Grade: Preschool	
Meeting Date 06/11/2015	11/2015 07/09/2015 Committee on Preschool Special Education / Initial Eligibility Determination Meeting				Decis / Classif	ion ied Preschool		Placement Recommendation / School Approved Preschool Special Education Program(APSEP) / Just Kids		
Recommended	Program/Service	Start Date	End Date	<u>Ratio</u>	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Class in	an Integrated Setting	g 09/02/2015	06/24/2016	18:2:1	5	Weekly	2hr. 30min.	Classroom		
Speech/Langua	ge Therapy	09/02/2015	06/24/2016	Individual	3	Weekly	30min.	Therapy Room or Classroom		
Counseling - Psy	ychological	09/02/2015	06/24/2016	Individual	1	Weekly	30min.	Therapy Room or Classroom		

Parent Counseling and Training

09/02/2015 06/24/2016 Individual

Monthly 1hr.

1

Counselor's Office

Meeting Date	BOE Date	Committee / R	leason		Decisi	on		Placement F	Recommendation / School	
•		Committee on Preschool Special Education Annual Review			/ Classified Preschool			Preschool Itinerant Services Only(PISO) / Preschool Itinerant Services Only		
Recommended Pr	ogram/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Speech/Language 1	Therapy	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room		
Physical Therapy		09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room		
Student: "Board of	Education Co	py'				TER			Grade: Preschool	
	07/09/2015	Committee / R Committee on Pr Program Review	reschool Spec	cial Education /	Decisi Classifi	on ed Preschool			Recommendation / School school Special Education Program(APSEP) or Children	
						10000				
Recommended Pro	ogram/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Recommended Pro Special Class in an			End Date 06/24/2016		Frequency 5	Period Weekly	Duration 2hr. 30min.	Location Classroom	Service Delivery Recommendations	
	Integrated Settin	g 09/02/2015		15:1:2					Service Delivery Recommendations	
Special Class in an Special Education It	Integrated Settin inerant Teacher	g 09/02/2015 07/06/2015	06/24/2016	15:1:2 1:1	5	Weekly	2hr. 30min.	Classroom	Service Delivery Recommendations	
Special Class in an Special Education It Services	Integrated Settin inerant Teacher 'herapy	g 09/02/2015 07/06/2015 09/02/2015	06/24/2016 08/14/2015	15:1:2 1:1 Individual	5 2	Weekly Weekly	2hr. 30min. 1hr.	Classroom Home Therapy Room or	Service Delivery Recommendations	

Meeting Date 06/09/2015	BOE Date 07/09/2015	Committee / Reason Committee on Preschool Special Education Initial Eligibility Determination Meeting			Decisi Classifi	ion ied Preschool		Placement Recommendation / School Approved Preschool Special Education Program(APSEP Developmental Disabilities Institute		
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Class		01/04/2016	06/24/2016	6:1:3.5	5	Weekly	5hr.	Classroom		
Occupational Th	terapy	01/04/2016	06/24/2016	Individual	3	Weekly	30min.	Therapy Room or Classroom		
Physical Therap	y .	01/04/2016	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom		
Speech/Langua	ge Therapy	01/04/2016	06/24/2016	Individual	3	Weekly	30min.	Therapy Room or Classroom		

Student: 'Board of Educatio	Copy'		Grade: Preschool
Meeting Date BOE Date 06/11/2015 07/09/2015	Committee / Reason Committee on Preschool Special Education / Initial Eligibility Determination Meeting	Decision Classified Preschool	Placement Recommendation / School Preschool Itinerant Services Only(PISO) / Preschool Itinerant Services Only

Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Speech/Language Therapy	09/02/2015	06/24/2016	Individual	3	Weekly	30min.	Home/Community	
Speech/Language Therapy	07/06/2015	08/14/2015	Individual	2	Weekly	30min.	Home/Community	

Student: 'Board	d of Education Co	opy'							Grade: Preschool
Meeting Date 06/09/2015	BOE Date 07/09/2015	Committee / R Committee on Pr Initial Eligibility D	reschool Spe		Decis / Classif	ion ied Preschool			Recommendation / School school Special Education Program(APSEP) or Children
Recommended Special Class Parent Counseli Speech/Languag		09/02/2015 09/02/2015	End Date 06/24/2016 06/24/2016 06/24/2016	Individual	Frequency 5 1 3	Period Weekly Monthly Weekly	Duration 4hr. 1hr. 30min.	Location Classroom Conference Room Therapy Room or Classroom	Service Delivery Recommendations
Student: 'Board	d of Education Co	py'				44 (A.S.S.S.S.S.S.S.S.S.S.S.S.S.S.S.S.S.S.S	Carlo Santa		Grade: Preschool
Meeting Date 06/11/2015	07/09/2015	Committee / R Committee on Pr Annual Review		cial Education	Decis Classif	ion ied Preschool			Recommendation / School erant Services Only(PISO) / Preschool ces Only
Recommended Physical Therapy Occupational The			End Date 08/14/2015 08/14/2015	Individual	Frequency 1 1	<u>Period</u> Weekly Weekly	Duration 30min. 30min.	Location Therapy Room Therapy Room	Service Delivery Recommendations
Student: 'Board	of Education Co	py'				1			Grade: Preschool
Meeting Date 05/01/2015	07/09/2015	Committee / Re Committee on Pr Annual Review		cial Education /	Decisi Classifi	on ed Preschool			Recommendation / School erant Services Only(PISO) / Preschool ces Only
Recommended Speech/Languag	Program/Service e Therapy	<u>Start Date</u> 09/02/2015			Frequency 2	Period Weekly	Duration 30min.	Location Home/Community	Service Delivery Recommendations
Student: 'Board	of Education Co	py'				0.55			Grade: Preschool
Meeting Date 05/19/2015	07/09/2015	Committee / Re Committee on Pro Annual Review		ial Education /	Decisi Classifi	on ed Preschool			Recommendation / School erant Services Only(PISO) / Preschool ces Only
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations

Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Home/Community		
09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Home/Community		
09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Home/Community		
	09/02/2015 09/02/2015	09/02/2015 06/24/2016 09/02/2015 06/24/2016	Start Date End Date Ratio 09/02/2015 06/24/2016 Individual 09/02/2015 06/24/2016 Individual 09/02/2015 06/24/2016 Individual	09/02/2015 06/24/2016 Individual 2 09/02/2015 06/24/2016 Individual 2	09/02/2015 06/24/2016 Individual 2 Weekly 09/02/2015 06/24/2016 Individual 2 Weekly	09/02/2015 06/24/2016 Individual 2 Weekly 30min. 09/02/2015 06/24/2016 Individual 2 Weekly 30min.	09/02/2015 06/24/2016 Individual 2 Weekly 30min. Home/Community 09/02/2015 06/24/2016 Individual 2 Weekly 30min. Home/Community	09/02/2015 06/24/2016 Individual 2 Weekly 30min. Home/Community 09/02/2015 06/24/2016 Individual 2 Weekly 30min. Home/Community

Student: 'Board	d of Education Co	opy'				1 and a			Grade: Preschool	
Meeting Date 06/04/2015	BOE Date 07/09/2015	Committee / R Committee on P Annual Review		cial Education	Decis / Classi	ion fied Preschool	ool Placement Recommendation / School Preschool Itinerant Services Only(PISO) / Pr Itinerant Services Only			
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Speech/Languag	e Therapy	09/02/2015	06/24/2016	Individual	1	Weekly	30min.	Therapy Room		
Speech/Languag	e Therapy	09/02/2015	06/24/2016	Individual	1	Weekly	1hr.	Therapy Room		
Student: "Board	of Education Co	py'							Grade: Preschool	
Meeting Date 06/04/2015	BOE Date 07/09/2015	Committee / R Committee on Pr Annual Review		cial Education	Decis / Classif	ion ied Preschool			Recommendation / School herant Services Only(PISO) / Preschool rices Only	
Recommended Speech/Languag	Program/Service e Therapy		End Date 06/24/2016	<u>Ratio</u> Individual	Frequency 2	Period Weekly	Duration 30min.	Location Home/School	Service Delivery Recommendations	
Student: 'Board	of Education Co	py'				635			Grade: Preschool	
Meeting Date 06/11/2015	07/09/2015	Committee / R Committee on Pr Annual Review	000011	cial Education	Decisi / Classifi	on ed Preschool			Recommendation / School erant Services Only(PISO) / Preschool ices Only	
Recommended I	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations	
Special Education Services	h Itinerant Teacher	09/02/2015	06/24/2016	1:1	3	Weekly	1hr.	Preschool	· · · · · · · · · · · · · · · · · · ·	
Special Education Services	1 Itinerant Teacher	07/06/2015	08/14/2015	1:1	2	Weekly	1hr.	Preschool		
Occupational The	rapy	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Home/Community		
Speech/Language	Therapy	09/02/2015	06/24/2016	Individual	3	Weekly	30min.	Home/Community		

Rocky Point Union Free School District Committee Meeting Recommendations for Board of Education

Student: 'Board	of Education Co	opy'			AltID#:				Grade: Kdg.
Meeting Date 06/10/2015	BOE Date 07/09/2015	Committee / F Committee on S Amendment		tion /	Decis Classi				Recommendation / School chool District(OPSD) / Miller Avenue hool
Recommended P	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Special Class		09/02/2015	06/24/2016	8:1+3	5	Weekly	6hr.	Classroom	
Speech/Language	Therapy	09/02/2015	06/24/2016	Individual	5	Weekly	30min.	Therapy Room or Classroom	
Occupational Ther		09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Counseling - Psyci	hological	09/02/2015	06/24/2016	Individual	1	Weekly	30min.	Classroom	
Individual Aide		09/02/2015	06/24/2016		5	Weekly	6 hours	School.	
Student: 'Board o	of Education Co	py'		17 N. 34					Grade: Kdg.
Meeting Date 06/04/2015	BOE Date 07/09/2015	Committee / R Committee on Sp Reevaluation CP	pecial Educat		Decisi Classifi				ecommendation / School chool District(HPSD) / Frank J. Carasiti
Recommended Pr	rogram/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Integrated Co-teac	hing Services	09/02/2015			6	Daily	40min.	Classroom	
Speech/Language		09/02/2015	06/24/2016	Individual	1	Weekly	30min.	Therapy Room or Classroom	
Speech/Language	Therapy	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Student: 'Board o	f Education Co	py'			AltID#:				Grade: Kdg.
•	07/09/2015	Committee / R Committee on Sp Review		on / Program	Decisi Classifi			Placement R Home Instruction	ecommendation / School on(HI) / Home
Recommended Pr	ogram/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Consultant Teacher	r Services	09/02/2015	06/24/2016	Direct	5	Weekly	1hr.	Home	
Physical Therapy		09/02/2015	06/24/2016	Individual	5	Weekly	45min.	Home	
Vision Services		09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Home	
Speech/Language	Therapy	09/02/2015	06/24/2016	Individual	5	Weekly	45min.	Home	
Student: 'Board of	f Education Cop	oy'			AltID#:				Grade: Kdg.
· · · · · · · · · · · · · · · · · · ·	07/09/2015	Committee / Re Committee on Sp Reevaluation CPS	ecial Education		Decisi Classifie				ecommendation / School chool District(HPSD) / Frank J. Carasiti

Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendation
Speech/Language Therapy	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Occupational Therapy	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or	
Physical Therapy	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Classroom Therapy Room or Classroom	
Student: Board of Education Co	py'							Grade: Kdg.
06/11/2015 07/09/2015	Committee / F Committee on S Eligibility Determ	pecial Educat		Decisi Classifi				ecommendation / School school District(HPSD) / Frank J. Carasiti
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendation
Integrated Co-teaching Services		06/24/2016		6	Daily	40min.	Classroom	
Counseling-Social Skills Counseling	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Counselor's Office/Classroom	
Student: 'Board of Education Cop	y'				AS O			Grade: Kdg.
06/02/2015 07/09/2015 0	Committee / R Committee on Sp Eligibility Determ	pecial Educat		Decisi Classifi				ecommendation / School chool District(HPSD) / Frank J. Carasiti
Recommended Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendation
Special Class		06/24/2016		6	Daily	40min.	Classroom	
Counseling-Social Skills Counseling	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Speech/Language Therapy	09/02/2015	06/24/2016	Small Group (5:1)	2	Weekly	30min.	Therapy Room or Classroom	
Parent Counseling and Training	09/02/2015	06/24/2016	V	4	Yearly	30min.	Counselor's Office	
Student: 'Board of Education Cop	y'			AltID#:	E State			Grade: Kdg.
student. Doard of Education Cop				Decisi	on			ecommendation / School
leeting Date BOE Date 0 6/09/2015	Committee / R Committee on Sp Reevaluation CP	ecial Educati		Classifie	ed		Elem.	chool District(HPSD) / Frank J. Carasiti
Aeeting Date BOE Date (6/09/2015 (Recommended Program/Service	Committee on Sp Reevaluation CP	ecial Educati	ansition	Classifie Frequency	ed <u>Period</u>	Duration		Service Delivery Recommendation
Aeeting Date BOE Date 0 6/09/2015 C Recommended Program/Service Integrated Co-teaching Services	Committee on Sp Reevaluation CP Start Date 09/02/2015	becial Educati SE to CSE Tr End Date 06/24/2016	ansition <u>Ratio</u>		-	Duration 40min.	Elem.	
leeting Date BOE Date (6/09/2015 (Recommended Program/Service	Committee on Sp Reevaluation CP Start Date 09/02/2015	Decial Educati SE to CSE Tr End Date 06/24/2016 06/24/2016	ansition <u>Ratio</u>	Frequency	Period	1. Annual 1997 (1997)	Elem. Location	

Meeting Date 05/01/2015	BOE Date 07/09/2015	Committee / R Committee on S Reevaluation CF	pecial Educa		Decisi Classifie			Placement R Home Instruct	Recommendation / School ion(HI) / Home
Recommended Speech/Languag	Program/Service ge Therapy	and the second second second second	End Date 06/24/2016	the second second second	Frequency 2	<u>Period</u> Weekly	Duration 30min.	Location Home/Community	Service Delivery Recommendations
Student: 'Board	d of Education Co	ору'			AltID#:				Grade: Kdg.
Meeting Date 06/10/2015	BOE Date 07/09/2015	Committee / R Committee on S Amendment		tion /	Decisi Classifie				Recommendation / School chool District(OPSD) / Miller Avenue chool
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Special Class			06/24/2016	8:1+3	5	Weekly	6hr.	Classroom	
Speech/Languag	e Therapy	09/02/2015	06/24/2016	Individual	3	Weekly	30min.	Therapy Room or Classroom	
Physical Therapy		09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Occupational The	erapy	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Individual Aide		09/02/2015	06/24/2016		As needed	Daily	Throughout the School Day		
Student: 'Board	l of Education Co	py'							Grade: Kdg.
Meeting Date 06/11/2015	BOE Date 07/09/2015	Committee / R Committee on Sp Reevaluation CP	pecial Educat		Decisio Classifie				Recommendation / School School District(HPSD) / Frank J. Carasiti
Recommended	Program/Service	Start Date	End Date	Ratio	Frequency	Period	Duration	Location	Service Delivery Recommendations
Integrated Co-tea	aching Services	09/02/2015	06/24/2016		6	Daily	40min.	Classroom	
Occupational The	erapy	09/02/2015	06/24/2016	Small Group (5:1)	1	Weekly	30min.	Therapy Room or Classroom	
Physical Therapy	1	09/02/2015	06/24/2016	Individual	2	Weekly	30min.	Therapy Room or Classroom	
Student: 'Board	of Education Co	py'							Grade: Kdg.
Meeting Date 05/19/2015	07/09/2015	Committee / R Committee on Sp Reevaluation CP	ecial Educat		Decisio Classifie				Recommendation / School School District(HPSD) / Frank J. Carasiti
Recommended Speech/Languag	Program/Service e Therapy	Contraction of the second second	End Date 06/24/2016	Ratio Small Group (5:1)	Frequency 2	Period Weekly	Duration 30min.	Location Therapy Room or Classroom	Service Delivery Recommendations

2014-15 APPR IMPLEMENTATION CERTIFICATION FORM FOR DISTRICT OR BOCES:

Please download this form, sign and upload to APPR form

By signing this document, the school district or BOCES certifies that this document constitutes the district's or BOCES' complete Annual Professional Performance Review (APPR) Plan for the 2014-15 school year, that all provisions of the APPR that are subject to collective negotiations have been resolved pursuant to the provisions of Article 14 of the Civil Service Law and that such APPR Plan complies with the requirements of Education Law §3012-c and Subpart 30-2 of the Rules of the Board of Regents and has been adopted by the governing body of the school district or BOCES. The school district or BOCES, where applicable, also certify that upon information and belief, all statements made herein are true and accurate and that any applicable collective bargaining agreements for teachers and principals are consistent with and/or have been amended and/or modified or otherwise resolved to the extent required by Article 14 of the Civil Service Law, as necessary to require that all classroom teachers and building principals will be evaluated using a comprehensive annual evaluation system that rigorously adheres to Education Law §3012-c and Subpart 30-2 of the Board of Regents.

The school district or BOCES also certify that the APPR Plan submitted for approval by the Commissioner is the sole plan that will be fully implemented by the school district or BOCES; that there are no collective bargaining agreements, memoranda of understanding or any other agreements in any form that prevent, conflict or interfere with full implementation of the APPR Plan; and that no material changes will be made to the plan through collective bargaining or otherwise except with the approval of the Commissioner in accordance with Subpart 30-2 of the Rules of the Board of Regents.

The school district also acknowledges that if approval of this APPR plan is rejected or rescinded for any reason, any State aid increases received as a result of the Commissioner's approval of this APPR plan will be returned or forfeited to the State pursuant to Chapter 57 of the Laws of 2012 and/or 2013, as applicable.

The school district or BOCES also make the following specific certifications with respect to their APPR Plan:

- Assure that the evaluation system will be used as a significant factor for employment decisions and teacher and principal development
- Assure that all lead evaluators for teachers and principals have been properly trained and have received certification and recertification, as necessary, in accordance with Subpart 30-2.9 of the Rules of the Board of Regents for the 2014-15 school year
- Assure that all evaluators for teachers and principals have been properly trained to conduct evaluations for the 2014-15 school year, as necessary, in accordance with Subpart 30-2.9 of the Rules of the Board of Regents
- Assure that all evaluators and lead evaluators for teachers and principals, including impartial and independent observers and peer observers, as applicable, will be properly trained and that lead evaluators will be certified and recertified, as necessary, in accordance with Subpart 30-2.9 or 30-3.10, as applicable, of the Rules of the Board of Regents for the 2015-16 school year
- Assure that all data will be submitted to the Commissioner by August 26, 2015, to the extent practicable, and no later than October 16, 2015
- Assure that all data submitted to the Commissioner by October 16, 2015 will be a complete and accurate representation of the information requested and includes the State Growth subcomponent, Locally Selected subcomponent, Other Comparable Measures subcomponent, and final composite rating, for all teachers and principals employed by the district or BOCES, for the 2014-15 school year
- Assure that all data for the State Growth subcomponent, Locally Selected subcomponent, Other Comparable Measures subcomponent, and final composite rating, for all teachers and principals employed by the district or BOCES, for the 2014-15 school year is certified by the superintendent and maintained in a central database. The Department reserves the right to require your district or BOCES to provide this data at any time for auditing purposes
- Assure that the district will keep a record of who the lead evaluator(s) and evaluator(s), including impartial and independent observers and peer observers, as applicable, are for each teacher and principal observation/school visit that will be conducted during the 2015-16 school year. The Department reserves the right to require your district to provide this information any time for monitoring purposes.
- Assure that the Department approved APPR plan, in its entirety, has been posted on the district or BOCES website
- Assure that, if no subsequent APPR plan is approved by the Department pursuant to Education Law §3012-d for the 2015-16 school year by November 15, 2015, the district or BOCES will submit a Hardship Waiver and

implement their previously approved APPR plan pursuant to Education Law §3012-c until such time as the district or BOCES receives approval of an APPR plan that is consistent with the requirements of Education Law §3012-d and Subpart 30-3 of the Rules of the Board of Regents

 Assure that, if an APPR plan is approved by the Department pursuant to Education Law §3012-d on or before March 1, 2016, that plan shall be implemented for the 2015-16 school year. Further that if an APPR plan is approved by the Department pursuant to Education Law §3012-d after March 1, 2016, that plan shall be implemented for the 2016-17 school year and the currently approved plan under Education Law §3012-c will be implemented for the 2015-16 school year and the district or BOCES shall continue to seek Department approval of renewed Hardship Waivers, as necessary.

Signatures, dates

Superintendent Signature: Date:

Board of Education President Signature: Date:

Schedule 07-09-15-B-1 Certified Staff

				S	alary	Effective	7
Last	First	Position	Bldg.	Rate	Amount	Date	Description/Comments
Crossan	Susann	Assistant Principal	HS	N/A	N/A	7/10/15	Unpaid leave of absence from 7/10/15 through 6/30/16 in the interest of professional growth in the capacity of HS principal.
Crossan	Susann	Principal	HS	Annual - Step 8	153,063*	7/10/15	Full-time twelve-month probationary appointment commencing 7/10/15 through 7/9/19. Replaces J. DeBenedetto. Salary pro-rated.
*Additional Cast							the DOE and the DDAA is not
		due and payable to the term					the BOE and the RPAA is not

Schedule 07-09-15-A Classified Staff

				Sa	lary	Effective	
Last	First	Position	Bldg.	Rate	Amount	Date	Description/Comments
							Change in status from part-time school nurse
				Annual -			to full-time ten-month school nurse. New
Edmondson	Karen	School Nurse	DW	Step 1	34,110	9/1/15	position.
							Promotional appointment. Change in title from
				Annual -			Clerk Typist to Senior Clerk Typist per Civil
Villaran	Denise	Senior Clerk Typist	DO	Step 8	32,015	6/23/15	Service rules and regulations.
							Projection for the purpose of accepting
							Resignation for the purpose of accepting probationary Teaching Assistant Level III
Mannetta	Diane	School Teacher Aide	JAE	N/A	N/A	8/31/15	position.
Picone	John	School Lunch Monitor	JAE	N/A	N/A	12/31/15 EOB	Resignation for the purpose of retirement
				Annual -			Amended start date and salary. Salary pro-
Hughes	Michael	Custodial Worker I	JAE	Step 0	25,727	6/23/15	rated.
							Continuation of unpaid medical leave of
Pitcher	Andrea	Custodial Worker I	FJC	N/A	N/A	7/1/15	absence from 7/1/15 through 8/31/15.
							Termination of employment pursuant to Section 73 of Civil Service law pursuant to Civil
Dietz	William	Custodial Worker III	MS	N/A	N/A	7/30/15 EOB	Service rules and regulations.
Clanau		Ochecil Tershar Aida	F10	N//A	N1/A	7/0/45	Eveneral due to choichment of position
Clancy	Julia	School Teacher Aide	FJC	N/A	<u>N/A</u>	7/9/15	Excessed due to aboishment of position
Castle	Ann Marie	School Teacher Aide	JAE	N/A	N/A	7/9/15	Excessed due to aboishment of position

Schedule 07-09-15-B Certified Staff

				S	alary	Effective	7
Last	First	Position	Bldg.	Rate	Amount	Date	Description/Comments
							Full-time ten-month probationary appointment
							commencing 9/1/15 through 8/31/18. One (1)
Guerra	Janece	Mathematics 7-12 Teacher	HS	B-2	48,333	9/1/15	year Jarema Credit. Replaces T. Rotanz.
Yannucci	Michael	Reading Teacher	FJC	N/A	N/A	7/23/15	Resignation for personal reasons
							Full-time ten-month probationary appointment
							commencing 9/1/15 through 8/31/17. Two (2)
Guerrisi	Kathleen	Reading Teacher	FJC	M-4	61,748	9/1/15	years Jarema Credit. Replaces M. Yannucci.
				Annual -			Change in assignment from JAE to High School
Tapler	Joseph	Assistant Principal	HS	Step 10	138,632*	7/10/15	Salary pro-rated.
			-				Change in assignment from FJC to JAE. *For
Herbert	Courtney	Assistant Principal	JAE*	N/A	N/A	7/10/15	informational purposes only.
		Interim Elementary					Interim appointment beginning 7/10/15 through
Leary	Vivien	Assistant Principal	DO	Per Diem	439.00	7/10/15	9/1/15.
							Part-time .5 contractual appointment from 9/1/1
							through 6/30/16. Salary pro-rated. Replaces R.
Tasopoulos	Alexander	Music Teacher	MS	M-1	54,810	9/1/15	Silvestri.
1230000005	Alexander		IVIO	101-1	54,010	5/1/15	Full-time ten-month probationary appointment
							commencing 9/1/15 through 8/31/19. New
Goelz	Laura	Art Teacher	FJC	M-1	54,810	9/1/15	position.
					01,010	0,	
							Part-time (.8) contractual position commencing
Tully	Meghan	LOTE Teacher	HS	B-3	50,415	9/1/15	9/1/15 through 6/30/16. Salary pro-rated.
							Full-time ten-month probationary appointment
							commencing 9/1/15 through 8/31/19. Change ir
				Annual -			status from School Teacher Aide to Teaching
Mannetta	Diane	Teaching Assistant Level III	DW	Step 1	23,254	9/1/15	Assistant Level III. New position.
							purpose of childcare from 9/1/15 through
Rzhevsky	Natalie	LOTE Teacher	MS	N/A	N/A	9/1/15	6/30/16.
Additional Gool		of \$12,068 pursuant to Article IX	of the Celle				the BOE and the PDAA is not
		ue and payable to the terms a					
	i but remains u	de and payable to the terms a					

Schedule 07-09-15-C- Non-Teaching Substitutes

		•]	Sal	ary	Effective]
Last	First	Position	Bldg.	Rate	Amount	Date	Description/Comments
							2015-2016 school year. Conditional
Malinowski	Robert	Substitute Custodian	DW	Hourly	TBD*	7/10/15	appointment
Schmitz	William, Jr.	Substitute Custodian	DW	Hourly	TBD*	7/10/15	2015-2016 school year
Beaulieu	Brian	Substitute Custodian	DW	Hourly	TBD*	7/10/15	2015-2016 school year
Walsh	Maureen	Substitute Security	DW	Hourly	TBD*	7/10/15	2015-2016 school year
Crucitti-Phillips	Dina	Substitute Clerical	DW	Hourly	TBD*	9/1/15	2015-2016 school year
Picone	John	Substitute Lunch Monitor	DW	Hourly	TBD*	1/4/16	2015-2016 school year
*Hourly remuneration	on for the 2015-20	D16 school year to be determine	ed at the A	nnual Orgai	nizational M	leeting of the	Board of Education
						l	

Schedule 07-09-15-D Teaching Substitutes

		0		Salary		Effective	
Last	First	Position	Bldg.	Rate	Amount	Date	Description/Comments
None							
					_		
					1		
<u> </u>							

Effective Salarv Bldg. **Description/Comments** Last First Position Date Rate Amount Event Management and School Buchner Safety/Emergency Planning DW 9.000 2015-2016 school year Eugene Annual 7/1/15 Stacy 2015-2016 school year Iberger Mathematics Department K-5 Chairperson FJC Annual 6.137 7/1/15 Not to exceed ten days during July/August Stacy Mathematics Department K-5 Chairperson FJC Dailv 498.36 7/1/15 2015 Iberger Not to exceed ten days during July/August Rand Jav Mathematics Department 6-12 Chairperson HS Daily 551.10 7/1/15 2015 Castro-Crowell Kindergarten Orientation/Kindersocial FJC 181.00 7/1/15 2015-2016 school year IAnn Dailv Kindergarten Orientation/Kindersocial 2015-2016 school year. Not to exceed four hours Cacciatore Debra School Teacher Aide FJC Hourly 18.97 7/1/15 Kindergarten Orientation/Kindersocial 2015-2016 school year. Not to exceed four hours Collins School Teacher Aide FJC 16.42 7/1/15 Hourly Theresa Kindergarten Orientation/Kindersocial 2015-Della Ripa FJC 2016 school year. Not to exceed four hours Maria School Teacher Aide 14.18 7/1/15 Hourly Kindergarten Orientation/Kindersocial 2015-2016 school year. Not to exceed four hours Torriero Katherine School Teacher Aide FJC Hourly 18.53 7/1/15 Kindergarten Orientation/Kindersocial 2015-2016 school year. Not to exceed four hours FJC O'Malley Nancy School Teacher Aide Hourly 13.07 7/1/15 Kindergarten Orientation/Kindersocial 2015-Rinaldo FJC 2016 school year. Not to exceed four hours School Teacher Aide 14.18 7/1/15 Lisa Hourly Kindergarten Orientation/Kindersocial 2015-2016 school year. Not to exceed four hours Utting School Teacher Aide FJC Dawn 11.48 7/1/15 Hourly Kindergarten Orientation/Kindersocial 2015-Ward School Teacher Aide FJC Hourly 10.86 7/1/15 2016 school year. Not to exceed four hours Jessica

Schedule 07-09-15-E Co-Curricular Positions 2014/2015 and 2015/2016

Winters	Rhonda	School Teacher Aide	FJC	Hourly	14.18	7/1/15	Kindergarten Orientation/Kindersocial 2015- 2016 school year. Not to exceed four hours
Staudt	Gale	School Teacher Aide	FJC	Hourly	16.56	7/1/15	Kindergarten Orientation/Kindersocial 2015- 2016 school year. Not to exceed four hours
Kerrigan	Nancy	School Teacher Aide	FJC	Hourly	14.81	7/1/15	Kindergarten Orientation/Kindersocial 2015- 2016 school year. Not to exceed four hours
Gutierrez	Cassandra	School Teacher Aide	FJC	Hourly	10.26	7/1/15	Kindergarten Orientation/Kindersocial 2015- 2016 school year. Not to exceed four hours
Katsapis	Elicia	AISScience	DW	minute session	49.00	7/1/15	AIS Services/ICARE SHARP Tutor 2015- 2016 school year
Rogers	Nicole	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - Kindergarten. Total not to exceed seven hours
Black	Tara	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - Kindergarten. Total not to exceed seven hours
Horowitz	Vanessa	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - Kindergarten. Total not to exceed seven hours
Rogers	Nicole	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - First Grade. Total not to exceed seven hours
Gerbino	Jessica	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - First Grade. Total not to exceed seven hours
Fusco	Cheryl	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - First Grade. Total not to exceed seven hours
Rogers	Nicole	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - Second Grade. Total not to exceed seven hours
Ladani	Catherine	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - Second Grade. Total not to exceed seven hours
Tandy	Carrie	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA Writing - Second Grade. Total not to exceed seven hours
Gallino	Nicole	Curriculum Writing	DW	Hourly	47.00	7/1/15	Math: Kindergarten - Total not to exceed ten hours

Conner	Cathy	Curriculum Writing	DW	Hourly	47.00	7/1/15	Math: Kindergarten - Total not to exceed ten hours
Casswell	Carrie	Curriculum Writing	DW	Hourly	47.00	7/1/15	Math : First Grade - Total not to exceed twenty hours
Ladani	Catherine	Curriculum Writing	DW	Hourly	47.00	7/1/15	Math: Second Grade - Total not to exceed ten hours
Tandy	Carrie	Curriculum Writing	DW	Hourly	47.00	7/1/15	Math: Second Grade - Total not to exceed ten hours
Kenwood	Kyra	Curriculum Writing	DW	Hourly	47.00	7/1/15	Music: K-Second Grade - Total not to exceed sixty hours
Smokler	Kim	Curriculum Writing	DW	Hourly	47.00	7/1/15	ELA: Third Grade - Total not to exceed twenty hours
Smokler	Kim	Curriculum Writing	DW	Hourly	47.00	7/1/15	Math: Third Grade - Total not to exceed twenty hours
Arnesen	Jaimie	Curriculum Writing	DW	Hourly	47.00	7/1/15	Math: Fifth Grade - Total not to exceed twenty hours
Friscia	Michael	Curriculum Writing	DW	Hourly	47.00	7/1/15	GATES: Total not to exceed sixty hours
Knapp	Craig	Curriculum Writing	DW	Hourly	47.00	7/1/15	Music: Third to Fifth Grades - Total not to exceed sixty hours
Kyriakakis	Kyra	Curriculum Writing	DW	Hourly	47.00	7/1/15	Art: Third to Fifth Grades - Total not to exceed sixty hours
Buonconsiglio	Cara	Curriculum Writing	DW	Hourly	47.00	7/1/15	Art: Eighth Grade - Total not to exceed sixty hours
Schumacher	Sara	Curriculum Writing	DW	Hourly	47.00	7/1/15	English 7H - Total not to exceed one- hundred twenty hours
Catandella	Heather	Curriculum Writing	DW	Hourly	47.00	7/1/15	English 9H - Total not to exceed thirty hours
Allenger	Rachel		DW	Hourly	47.00	7/1/15	English 10H - Total not to exceed twenty hours
Blume	Christine	Curriculum Writing	DW	Hourly	47.00	7/1/15	English 10H - Total not to exceed twenty hours

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Levine	Andrew	Curriculum Writing	DW	Hourly	47.00	7/1/15	English 12 - Total not to exceed sixty hours
Catandella	Heather	Curriculum Writing	DW	Hourly	47.00	7/1/15	Women's Literature - Total not to exceed sixty hours
Engellau	Jennifer	Curriculum Writing	DW	Hourly	47.00	7/1/15	Algebra II/Trigonometry: Total not to exceed one-hundred twenty hours
Eichler	Chester	Curriculum Writing	DW	Hourly	47.00	7/1/15	AP US History : Total not to exceed twenty hours
DiScala	George	Curriculum Writing	DW	Hourly	47.00	7/1/15	Accelerated Italian 3 - Total not to exceed sixty hours
Fusco	Cheryl	Special Education Teacher	DW	Annual	2,625	9/1/15	Wilson Fundations training and coaching. 2015-2016 school year.
Ragona	Vincent	HS Marching Band Assistant	HS	Annual	2,668	9/1/15	2015-2016 school year
Schnall	Jessica	Senior Honor Society	HS	Annual	2,000	9/1/15	2015-2016 school year
Tasopoulos		MS Grade 6 Orchestra	MS	Annual	2,000	9/1/15	2015-2016 school year
Kuhn	Lori	MS 6th Grade Advisor	MS	Annual	2,000	9/1/15	2015-2016 school year
Moorman	Mark	HS Director of Robotics	HS	Annual	4,093	9/1/15	2015-2016 school year
Katsapis	Elicia	MS Newspaper (5 issues min)	MS	Annual	3,336	9/1/15	2015-2016 school year
Katsapis	Elicia	MS Lunch Duty	DW	Hourly	28.00	9/1/15	2015-2016 school year
Brons	Richard	HS Lunch Duty	HS	Hourly	28.00	9/1/15	2015-2016 school year
Lizio	JoAnn	Chaperone	DW	Hourly	See below***	9/1/15	2015-2016 school year
DeMarco	Michele	Chaperone	DW	Hourly	See below***	9/1/15	2015-2016 school year
Giacalone	Eileen	Chaperone	DW	Hourly	See below***	9/1/15	2015-2016 school year
Apicella	Linda	Chaperone	DW	Hourly	See below***	9/1/15	2015-2016 school year
Poveromo	Jean	Chaperone	DW	Hourly	See below***	9/1/15	2015-2016 school year
Krase	Dawn	Chaperone	DW	Hourly	See below***	9/1/15	2015-2016 school year
Tully	Meghan	Chaperone	DW	Hourly	See below***	9/1/15	2015-2016 school year
Tasopoulos	Alexander	Chaperone	DW	Hourly	See below***	9/1/15	2015-2016 school year
Allenger	Rachel	Home Tutor - English	DW	Hourly	47.00	4/16/15	2014-2015 school year. 4/16/15 - 5/21/15
Feig	Raina	Home Tutor - Special Education	DW	Hourly	47.00	6/1/15	2014-2015 school year. 6/1/15 - 6/3/15
White	Meghan	Home Tutor - Social Studies	DW	Hourly	47.00	6/1/15	2014-2015 school year. 6/1/15
Healy	Mara	Home Tutor - Elementary Education	DW	Hourly	47.00		2014-2015 school year. 4/23/15 - 5/18/15
Katsapis	Elicia	Home TutorScience	DW	Hourly	47.00	7/1/15	2015-2016 school year

Tully	Meghan	Home Tutor - LOTE	DW	Hourly	47.00	7/1/15	2015-2016 school year
ledenzo	Jake	Volunteer Football Coach	DW	N/A	N/A	7/10/15	2015-2016 school year
ladanza						•	
Havranek	<u>× · · · · · · · · · · · · · · · · · · ·</u>	MS Girls Cross Country	DW	Annual	3,736	7/10/15	Coaching appointment 2015-2016 school year
Guinther		MS Boys Soccer	DW	Annual	3,736	7/10/15	Coaching appointment 2015-2016 school year
McGovern	Ryan	JV Girls Soccer	DW	Annual	4,404		Coaching appointment 2015-2016 school year
Scanlon	Arianna	Varsity Cheerleading Assistant - Fall	DW	Annual	4,537	7/10/15	Coaching appointment 2015-2016 school year
Scanlon	Arianna	Varsity Cheerleading Assistant - Winter	DW	Annual	4,537	7/10/15	Coaching appointment 2015-2016 school year
							Early Language Literacy Acquisition
Hartmann	Lydia	Curriculum Writing	DW	Hourly	47.00	6/23/15	(Kindergarten) 6/23/15 through 8/31/15.
							Early Language Literacy Acquisition
Hunt	Jacqueline	Curriculum Writing	DW	Hourly	47.00	6/23/15	(Kindergarten) 6/23/15 through 8/31/15.
						<u> </u>	Early Language Literacy Acquisition
Maggio	Michele	Curriculum Writing	DW	Hourly	47.00	6/23/15	(Kindergarten) 6/23/15 through 8/31/15.
							Early Language Literacy Acquisition
Gallino	Nicole	Curriculum Writing	DW	Hourly	47.00	6/23/15	(Kindergarten) 6/23/15 through 8/31/15.
							Early Language Literacy Acquisition
Black	Tara	Curriculum Writing	DW	Hourly	47.00	6/23/15	(Kindergarten) 6/23/15 through 8/31/15.
			1				Early Language Literacy Acquisition
Ritchie	Carlyle	Curriculum Writing	DW	Hourly	47.00	6/23/15	(Kindergarten) 6/23/15 through 8/31/15.
			1				Early Language Literacy Acquisition
Rogers	Nicole	Curriculum Writing	DW	Hourly	47.00	6/23/15	(Kindergarten) 6/23/15 through 8/31/15.
•							Early Language Literacy Acquisition
Horowitz	Vanessa	Curriculum Writing	DW	Hourly	47.00	6/23/15	(Kindergarten) 6/23/15 through 8/31/15.
***Up to two h	nours: \$53.00; i	in excess of two hours: \$80.00; Junior/Senio	r Prom:	\$53.00 per	hour 2015/	2016 scho	ol year
		in excess of two hours: \$79.00; Junior/Senio					

Schedule 07-09-15-F Community Education

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Last	First	Position	Bldg.	Rate	Amount	Date	Description/Comments	
NONE								
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