

FIRE ISLAND UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION

Regular Meeting/Public Hearing Agenda

January 12, 2021

4:30 p.m.

Call to Order

Pledge of Allegiance

*This meeting will be held remotely via telephone conference
Ph: 563-999-1058; Access Code 702021#*

ITEM 1 **Approval of Minutes**

- a. December 8, 2020 Regular Meeting
- b. December 17, 2020 Special Meeting

ITEM 2 **Finance**

- a. Treasurer's Report
- b. Trial Balance Reports
- c. Appropriation and Revenue Status Reports
- d. Trust & Agency Cash Disbursement
- e. General Fund Cash Disbursement
- f. Voided Check Report
- g. General Fund Cash Flow Report
- h. Cash Transfer
- i. Warrant

ITEM 3 **Superintendent's Report –**

- 2020 Lead in Drinking Water Sampling & Analysis
- BBS Architects - proposed HVAC projects.
- Covid-19 Update

ITEM 4 **Correspondence – no correspondence**

ITEM 5 **Action Items – Recommended for Approval**

- a. 2020-2021 External Auditor Engagement Letter – R.S. Abrams & Co., LLP
- b. Stop Arm Camera Program Opt-in Agreement w/County of Suffolk & Bus Patrol America, LLC *(no cost to the District)*
- c. 2020-2021 Health & Welfare Services Agreement w/Uniondale UFSD- 1 student @ \$908.27- *document available in the office of the District Clerk*
- d. 2021 Health Services COVID-19 Testing Forms –
 - i. *Non-Patient Specific Order for BINAXNOW™ COVID-19 AG CARD COVID-19 Antigen Testing*
 - ii. *Student COVID-19 Test Consent Form A*
 - iii. *COVID-19 Student Consent Form.*
 - iv. *COVID-19 Employee Consent Form*
- e. Donation from Maurice Gelina & Barbara McClees Foundation - \$6,000.00 *for Wirostek Scholarship Fund*
- f. CPSE Recommendations – *Confidential*

ITEM 6 PUBLIC HEARING – 1st Reading of Proposed Policies

- a. #1330 Appointments and Designations by the Board
- b. #1620 Annual Organizational Meeting
- c. #1640 Absentee Ballots
- d. #3421 Title IX and Sex Discrimination
- e. #5211 On-Line Banking
- f. #5681 School Safety Plans
- g. #6411 Use of Email in the District
- h. #7420 Sports and the Athletic Program

PUBLIC HEARING – 2nd Reading & Adoption of Policies

- a. #5670 Records Management
- b. #5673 Computer Control for Financial Network and Systems
- c. #5677 Wireless Security
- d. #5678 Mobile Computing and Storage Devices

It is anticipated that the Board will enter into executive session to discuss the employment history of a particular person.

ITEM 7 Adjournment

Work Session
BOARD OF EDUCATION
FIRE ISLAND UNION FREE SCHOOL DISTRICT
December 17, 2020

DRAFT

In accordance with Executive Order 202.79, the meeting took place remotely via telephone conference with public access.

CALL TO ORDER

In the absence of the President and Vice President, the meeting was called to order at 9:02 a.m. by A. Wood, Board Member.

MEMBERS PRESENT

L. Kaufman, L. Nowachek, J. Phelan, K. Skelly-Kurka, A. Wood.

MEMBERS ABSENT

V. Henriksen, J. Lippert.

OTHERS PRESENT

L. Ferraro, Superintendent
P. Tamberino, Director of Curriculum & Special Projects
D. Clock, District Clerk
T. Murphy, Administrative Assistant

REVISION OF 2020-2021
ANNUAL CALENDAR

On the recommendation of the Superintendent, the Board hereby approves a revision of the 2020-2021 annual calendar to reflect a change in scheduled parent-teacher conference days as presented. (A. Wood, J. Phelan; 5-0)

ADJOURNMENT

The meeting was adjourned at 9:06 a.m.
(A. Wood, L. Nowachek; 5-0)

Donna Clock
District Clerk

Regular Meeting
BOARD OF EDUCATION
FIRE ISLAND UNION FREE SCHOOL DISTRICT
December 8, 2020

DRAFT

Due to concerns about COVID-19 and road closures on Fire Island, this meeting was held remotely via phone conference with public access.

CALL TO ORDER	The meeting was called to order at 4:36 p.m. by President Lippert.
MEMBERS PRESENT	V. Henriksen, L. Kaufman, J. Lippert, L. Nowachek, J. Phelan, K. Skelly-Kurka, A. Wood.
OTHERS PRESENT	L. Ferraro, Superintendent K. Wurtz, School Business Official D. Clock, District Clerk T. Murphy, Sr. Office Assistant
VOICE OF THE TAXPAYER	There were no residents participating in the phone conference.
APPROVAL OF MINUTES	Minutes of the following meetings were accepted as read: • Regular Meeting of November 10, 2020 • Work Session of November 24, 2020 (A. Wood, J. Phelan; 7-0)
TREASURER'S REPORT	Treasurer's Report for the month ended November 2020 was accepted as hereby attached. (J. Phelan, A. Wood; 7-0)
TRIAL BALANCE REPORTS	The Board accepts the Trial Balance Report for the month ending November 2020 as hereby attached. (J. Phelan, A. Wood; 7-0)
APPROPRIATION & REVENUE STATUS REPORTS	The Board accepts the Appropriation and Revenue Status Reports for November 2020 as hereby attached. (J. Phelan, A. Wood; 7-0)
TRUST & AGENCY CASH DISBURSEMENT	The Board accepts the Trust and Agency Cash Disbursement report for November 2020 as hereby attached. (J. Phelan, A. Wood; 7-0)
GENERAL FUND CASH FLOW REPORT	The Board accepts the General Fund Cash Flow report as hereby attached. (J. Phelan, A. Wood; 7-0)
CASH TRANSFER	The Board approves a cash transfer in the amount of \$500,000.00 as hereby attached. (L. Kaufman, L. Nowachek; 7-0)
WARRANT	The Board hereby approves the General Fund Warrant in the amount of \$221,717.03 as presented. (A. Wood, L. Nowachek; 7-0)

SUPERINTENDENT'S
REPORT

Mrs. Ferraro reported on the following:

- Suffolk County is providing school districts with stop arm cameras to prevent motorists from passing stopped school buses. The cost of the installation and equipment is covered by the county. M. DiDio will contact the installer to see how long installation takes and if all buses need to be out of service at once.
- Occurrence of an accident involving a district bus and a private vehicle when the driver of that car opened her car door as the bus was passing on a residential street. No injuries resulted but there was minor damage to the bus and more damage to the other vehicle.
- Covid updates:
 - o Remote learning day on November 30, 2020 to test procedures was successful
 - o Although the CDC has reduced the length of quarantine requirements, NYS and Suffolk County Health Departments require a 14 day quarantine period.
 - o Data shows that COVID spread is not happening in schools
 - o Governor Cuomo has revised the requirements for yellow, orange and red micro-clusters in regard to the closing of schools and testing students for COVID-19
 - o A survey has been sent to parents to see if parents would allow their children to be tested for COVID either in school by the Director of Health Services or a private practitioner.
 - o There is still a level of anxiety among teachers regarding preparation to move quickly to full remote teaching. Mrs. Ferraro expressed her confidence in the staff to do so.

CORRESPONDENCE

There was no correspondence.

BID RESULTS & AWARD –
RFP FOR EXTERNAL
AUDITING SERVICES

On the recommendation of the Superintendent, the Board hereby accepts a proposal from R.S. Abrams, LLP for external auditing services for fiscal years 2020-2021, 2021-2022, 2022-2023, with an option to renew for two additional one-year periods as presented.
(K. Skelly-Kurka, L. Nowachek; 7-0)

BID RESULTS & AWARD –
RFP FOR FINANCIAL
ACCOUNTING SERVICES

On the recommendation of the Superintendent, the Board hereby accepts a proposal from Cullen & Danowski, LLP for year-end closing of the books and records and preparation of the Financial Statements for fiscal years 2020-2021, 2021-2022, 2022-2023, with an option to renew for two additional one-year periods as presented. (J. Phelan, L. Nowachek; 7-0)

Regular Meeting Minutes of December 8, 2020, continued...

DONATION TO
NON-RESIDENT
SCHOLARSHIP FUND

The Board gratefully accepts a donation from the Fire Island Association for the non-resident scholarship fund in the amount of \$3,252.80 for school year 2020-2021.
(K. Skelly-Kurka, A. Wood; 7-0)

CSE RECOMMENDATIONS

On the recommendation of the Superintendent, the Board hereby accepts the recommendations of the Committee on Special Education as presented. (J. Phelan, L. Kaufman; 7-0)

PUBLIC HEARING & 1ST
READING OF PROPOSED
POLICIES

A Public Hearing and first reading of the following proposed policies was held:

#5670 Records Management

#5673 Computer Control for Financial Network & Systems

#5677 Wireless Security

#5678 Mobile Computing and Storage Devices

EXECUTIVE SESSION

The Board entered into executive session at 5:02 p.m. to discuss the employment history of a particular person.
(L Kaufman, K. Skelly-Kurka; 7-0)

The regular meeting resumed at 5:51 p.m.

ADJOURNMENT

The meeting was adjourned at 5:52 p.m.
(A. Wood, J. Phelan; 7-0)

Donna Clock
District Clerk

FIRE ISLAND UFSD



Cash Account Transactions Report From 12/1/2020 To 12/31/2020

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
TA 204	HSBC Checking			BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	361,631.67
12/01/2020	45			12/4/20 Payroll	JE-3	1,653.96	0.00	363,285.63
12/11/2020	49			Payroll 12/18/20	JE-3	1,653.96	0.00	364,939.59
12/14/2020	50			Monthly Money Transfers	JE-8	300,000.00	0.00	664,939.59
12/31/2020				See Cash Disbursement Schedule 8	CD-8	0.00	213,972.35	450,967.24
12/31/2020	53			Monthly Interest	JE-8	12.91	0.00	450,980.15
Grand Totals:						303,320.83	213,972.35	450,980.15

FIRE ISLAND UFSD

Cash Account Transactions Report From 12/1/2020 To 12/31/2020



Account	Date	Account Name Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 204		HSBC Checking						
				BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	269,612.23
	12/10/2020	8437		Adult ed extension	CR-6	10.00	0.00	269,622.23
	12/10/2020	8438		Adult Ed extension	CR-6	10.00	0.00	269,632.23
	12/10/2020	8439		Adult Ed extension	CR-6	10.00	0.00	269,642.23
	12/10/2020	8440		Adult Ed extension	CR-6	10.00	0.00	269,652.23
	12/11/2020	8441		A/R Receipt for Peggy Danziger - A/R Receipt for Peggy Danziger	CR-6	151.24	0.00	269,803.47
	12/11/2020	8442		A/R Receipt for John McCollum - A/R Receipt for John McCollum	CR-6	533.14	0.00	270,336.61
	12/11/2020	8443		A/R Receipt for Patricia Purnhagen - A/R Receipt for Patricia Purnhagen	CR-6	151.24	0.00	270,487.85
	12/11/2020	8444		A/R Receipt for Dawn Lippert - A/R Receipt for Dawn Lippert	CR-6	412.73	0.00	270,900.58
	12/11/2020	8445		A/R Receipt for James Fitz - A/R Receipt for James Fitz	CR-6	21.68	0.00	270,922.26
	12/11/2020	8446		A/R Receipt for Roberta Roesch - A/R Receipt for Roberta Roesch	CR-6	206.36	0.00	271,128.62
	12/11/2020	8447		A/R Receipt for Ferazzoli, Giovanni - A/R Receipt for Ferazzoli, Giovanni	CR-6	1,301.12	0.00	272,429.74
	12/11/2020	8448		A/R Receipt for Loretta Cannon - A/R Receipt for Loretta Cannon	CR-6	10.84	0.00	272,440.58
	12/14/2020	50		Monthly Money Transfers	JE-8	200,000.00	0.00	472,440.58
	12/15/2020	51		State Aid Receipts	JE-8	15,833.95	0.00	488,274.53
	12/15/2020	8449		Adult Ed extension	CR-6	10.00	0.00	488,284.53
	12/15/2020	8450		Collision Bus #23	CR-6	2,881.87	0.00	491,166.40
	12/15/2020	8451		A/R Receipt for Linda Howe - A/R Receipt for Linda Howe	CR-6	10.84	0.00	491,177.24
	12/15/2020	8452		A/R Receipt for Lois Thornberg - A/R Receipt for Lois Thornberg	CR-6	10.84	0.00	491,188.08
	12/18/2020	8453		A/R Receipt for Evelyn Rahne - A/R Receipt for Evelyn Rahne	CR-6	10.84	0.00	491,198.92
	12/31/2020			See Cash Disbursement Schedule 7	CD-7	0.00	290,754.16	200,444.76
	12/31/2020	53		Monthly Interest	JE-8	8.22	0.00	200,452.98
Grand Totals:						221,594.91	290,754.16	200,452.98

FIRE ISLAND UFSD



Cash Account Transactions Report From 12/1/2020 To 12/31/2020

Account	Account Name							
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 205	HSBC Money Market							
				BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	4,215,343.54
12/14/2020	50			Monthly Money Transfers	JE-8	0.00	500,000.00	3,715,343.54
12/31/2020	53			Monthly Interest	JE-8	132.00	0.00	3,715,475.54
12/31/2020	54			Receipt of Taxe Money	JE-8	77,601.78	0.00	3,793,077.32
Grand Totals:						77,733.78	500,000.00	3,793,077.32

FIRE ISLAND UFSD



Cash Account Transactions Report From 12/1/2020 To 12/31/2020

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
H 204	HSBC Checking							
				BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	28,052.86
12/31/2020	53			Monthly Interest	JE-8	0.95	0.00	28,053.81
Grand Totals:						0.95	0.00	28,053.81

FIRE ISLAND UFSD



Cash Account Transactions Report From 12/1/2020 To 12/31/2020

Account	Account Name								
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
TE 204	HSBC Checking TE204								
				BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	76,020.69	
12/31/2020	53			Monthly Interest	JE-8	2.58	0.00	76,023.27	
Grand Totals:						2.58	0.00	76,023.27	

FIRE ISLAND UFSD



Cash Account Transactions Report From 12/1/2020 To 12/31/2020

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
SC 204	SC204 HSBC Checking 937316610							
				BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	415.94
12/01/2020	8436			Tuition scholarship for Olivia Asaro-Apsley for 2020-21 school year	CR-6	3,252.80	3,252.80	415.94
12/31/2020	53			Monthly Interest	JE-8	0.00	0.51	415.43
Grand Totals:						3,252.80	3,253.31	415.43

FIRE ISLAND UFSD



Cash Account Transactions Report From 12/1/2020 To 12/31/2020

Account	Account Name								
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
A 206	HSBC Repair Reserve								
				BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	108,782.90	
12/31/2020	53			Monthly Interest	JE-8	3.70	0.00	108,786.60	
Grand Totals:						3.70	0.00	108,786.60	

FIRE ISLAND UFSD



Cash Account Transactions Report From 12/1/2020 To 12/31/2020

Account	Account Name								
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
A 207	HSBC Capital Reserve #2								
				BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	334,855.74	
12/31/2020	53			Monthly Interest	JE-8	11.38	0.00	334,867.12	
Grand Totals:						11.38	0.00	334,867.12	

FIRE ISLAND UFSD



Cash Account Transactions Report From 12/1/2020 To 12/31/2020

Account	Account Name								
Date	Ref Number	Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
A 208	HSBC Capital Reserve								
				BALANCE 07/01/2020 - 11/30/2020		0.00	0.00	319,146.21	
12/31/2020	53			Monthly Interest	JE-8	10.84	0.00	319,157.05	
Grand Totals:						10.84	0.00	319,157.05	

FIRE ISLAND UFSD

Trial Balance Report From 12/1/2020 - 12/31/2020



Account	Description	Debits	Credits
A 204	HSBC Checking	0.00	69,159.25
A 205	HSBC Money Market	0.00	422,266.22
A 206	HSBC Repair Reserve	3.70	0.00
A 207	HSBC Capital Reserve #2	11.38	0.00
A 208	HSBC Capital Reserve	10.84	0.00
A 380	Accounts Receivable	0.00	283.84
A 391-2	Due From Capital Fund	0.95	0.00
A 391-3	Due From Trust And Agency Fund	300,012.91	0.00
A 521	Encumbrances	0.00	417,901.27
A 522	Expenditures	500,710.37	0.00
A 630	Due To Other Funds	0.00	212,493.24
A 821	Reserve For Encumbrances	417,901.27	0.00
A 980	Revenues	0.00	96,547.60
A Fund Totals:		1,218,651.42	1,218,651.42
H 204	HSBC Checking	0.95	0.00
H 630	Due To Other Funds	0.00	0.95
H Fund Totals:		0.95	0.95
SC 204	SC204 HSBC Checking 937316610	0.00	0.51
SC 980	REVENUES	0.51	0.00
SC Fund Totals:		0.51	0.51
TA 19	Teachers Retirement System	0.00	588.36
TA 20	Group Insurance -Aflac	0.00	1,301.53
TA 204	HSBC Checking	89,348.48	0.00
TA 24	Union Dues/F.I. Teachers Association	61.08	0.00
TA 630	Due To Other Funds	0.00	87,519.67
TA Fund Totals:		89,409.56	89,409.56
TE 204	HSBC Checking TE204	2.58	0.00
TE 980	Revenues	0.00	2.58
TE Fund Totals:		2.58	2.58
Grand Totals:		1,308,065.02	1,308,065.02

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.20	Board Of Education		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 1010.40	Board Of Education		10,000.00	0.00	10,000.00	6,845.46	262.11	2,892.43
A 1010.45	Board Of Education		1,000.00	326.00	1,326.00	326.00	0.00	1,000.00
A 1010.49	Board Of Education		11,000.00	0.00	11,000.00	120.75	10,879.25	0.00
1010	BOARD OF EDUCATION	*	23,500.00	326.00	23,826.00	7,292.21	11,141.36	5,392.43
A 1040.16	District Clerk		102,761.89	0.00	102,761.89	48,010.95	49,857.48	4,893.46
A 1040.20	District Clerk		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1040.40	District Clerk		500.00	0.00	500.00	0.00	0.00	500.00
A 1040.45	District Clerk		500.00	0.00	500.00	0.00	0.00	500.00
1040	DISTRICT CLERK	*	104,761.89	0.00	104,761.89	48,010.95	49,857.48	6,893.46
A 1060.40	District Meeting		3,000.00	450.00	3,450.00	450.00	0.00	3,000.00
1060	DISTRICT MEETING	*	3,000.00	450.00	3,450.00	450.00	0.00	3,000.00
10		**	131,261.89	776.00	132,037.89	55,753.16	60,998.84	15,285.89
A 1240.15	Central Administration		210,419.44	0.00	210,419.44	101,950.29	105,871.39	2,597.76
A 1240.16	Central Administration		38,620.60	0.00	38,620.60	18,043.87	18,737.68	1,839.05
A 1240.20	Central Administration		2,000.00	0.00	2,000.00	699.80	975.40	324.80
A 1240.40	Central Administration		4,000.00	500.00	4,500.00	3,048.22	959.88	491.90
A 1240.45	Central Administration		700.00	0.00	700.00	162.29	288.20	249.51
1240	CHIEF SCHOOL ADMINISTRATOR	*	255,740.04	500.00	256,240.04	123,904.47	126,832.55	5,503.02
12		**	255,740.04	500.00	256,240.04	123,904.47	126,832.55	5,503.02
A 1310.15	Business Administration		130,313.49	0.00	130,313.49	62,065.51	64,452.44	3,795.54
A 1310.16	Business Administration		100,000.00	0.00	100,000.00	49,999.95	50,000.05	0.00
A 1310.40	Business Admin		31,468.00	954.24	32,422.24	22,705.27	4,465.65	5,251.32
A 1310.49	Business Administration		10,000.00	0.00	10,000.00	4,210.60	5,789.40	0.00
1310	BUSINESS ADMINISTRATION	*	271,781.49	954.24	272,735.73	138,981.33	124,707.54	9,046.86
A 1320.40	Auditing		31,000.00	9,600.00	40,600.00	10,800.00	0.00	29,800.00
1320	AUDITING	*	31,000.00	9,600.00	40,600.00	10,800.00	0.00	29,800.00
A 1325.16	District Treasurer		40,485.75	0.00	40,485.75	20,688.46	21,484.19	-1,686.90
A 1325.20	District Treasurer		500.00	0.00	500.00	0.00	0.00	500.00
A 1325.40	District Treasurer		10,000.00	0.00	10,000.00	6,866.00	36.00	3,098.00
A 1325.45	District Treasurer		4,500.00	0.00	4,500.00	3,658.03	56.44	785.53
1325	TREASURER	*	55,485.75	0.00	55,485.75	31,212.49	21,576.63	2,696.63
A 1345.16	Purchasing		2,000.00	0.00	2,000.00	1,326.00	0.00	674.00

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1345	PURCHASING	*	2,000.00	0.00	2,000.00	1,326.00	0.00	674.00
13		**	360,267.24	10,554.24	370,821.48	182,319.82	146,284.17	42,217.49
A 1420.40	Legal		57,000.00	0.00	57,000.00	17,732.58	16,267.42	23,000.00
1420	LEGAL	*	57,000.00	0.00	57,000.00	17,732.58	16,267.42	23,000.00
A 1430.40	Personnel		1,500.00	0.00	1,500.00	99.50	0.00	1,400.50
A 1430.45	Personnel		500.00	0.00	500.00	0.00	0.00	500.00
A 1430.49	Personnel		2,745.00	0.00	2,745.00	1,762.82	982.18	0.00
1430	PERSONNEL	*	4,745.00	0.00	4,745.00	1,862.32	982.18	1,900.50
A 1460.16	Records Management Officer		500.00	0.00	500.00	0.00	0.00	500.00
A 1460.20	Records Management - Equipment		500.00	0.00	500.00	0.00	0.00	500.00
A 1460.40	Records Management-Con Expenditure		5,000.00	0.00	5,000.00	2,244.46	2,751.54	4.00
A 1460.45	Records Management-Material/Supply		500.00	0.00	500.00	0.00	0.00	500.00
1460	RECORDS MANAGEMENT OFFICER	*	6,500.00	0.00	6,500.00	2,244.46	2,751.54	1,504.00
14		**	68,245.00	0.00	68,245.00	21,839.36	20,001.14	26,404.50
A 1620.16	Operations Of Plant		126,556.25	0.00	126,556.25	53,390.93	54,962.96	18,202.36
A 1620.20	Operations Of Plant		3,000.00	216.96	3,216.96	1,336.26	976.43	904.27
A 1620.40	Operations Of Plant		115,000.00	8,764.10	123,764.10	52,395.73	70,719.60	648.77
A 1620.45	Operations Of Plant		12,500.00	9,240.00	21,740.00	15,000.54	5,584.84	1,154.62
A 1620.49	Operations of Building BOCES		5,000.00	0.00	5,000.00	0.00	5,000.00	0.00
1620	OPERATION OF PLANT	*	262,056.25	18,221.06	280,277.31	122,123.46	137,243.83	20,910.02
A 1621.16	Maintenance Of Plant		90,978.75	0.00	90,978.75	41,104.18	42,685.06	7,189.51
A 1621.20	Maintenance Of Plant		2,000.00	0.00	2,000.00	1,979.82	0.00	20.18
A 1621.40	Maintenance Of Plant		56,000.00	54,444.11	110,444.11	43,173.95	29,345.20	37,924.96
A 1621.45	Maintenance Of Plant		20,000.00	2,823.13	22,823.13	7,283.02	3,100.12	12,439.99
1621	MAINTENANCE OF PLANT	*	168,978.75	57,267.24	226,245.99	93,540.97	75,130.38	57,574.64
A 1660.45	Central Storeroom		5,000.00	312.29	5,312.29	3,403.97	834.54	1,073.78
1660	CENTRAL STOREROOM	*	5,000.00	312.29	5,312.29	3,403.97	834.54	1,073.78
A 1670.40	Central printing & mailing		4,500.00	0.00	4,500.00	0.00	235.00	4,265.00
1670	CENTRAL PRINTING & MAILING	*	4,500.00	0.00	4,500.00	0.00	235.00	4,265.00
A 1680.20	Central Data Processing		500.00	0.00	500.00	0.00	0.00	500.00
A 1680.40	Central Data Processing		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1680.45	Central Data Processing		11,725.00	0.00	11,725.00	604.34	3,055.66	8,065.00
A 1680.49	Central Data Processing		17,200.00	0.00	17,200.00	28,578.88	0.00	-11,378.88

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1680	CENTRAL DATA PROCESSING	*	30,425.00	0.00	30,425.00	29,183.22	3,055.66	-1,813.88
16		**	470,960.00	75,800.59	546,760.59	248,251.62	216,499.41	82,009.56
A 1910.40	Unallocated Insurance		58,200.00	0.00	58,200.00	52,465.00	0.00	5,735.00
1910	UNALLOCATED INSURANCE	*	58,200.00	0.00	58,200.00	52,465.00	0.00	5,735.00
A 1981.49	Boces Administrative Charge		9,000.00	0.00	9,000.00	7,306.57	1,693.43	0.00
1981	BOCES ADMINISTRATIVE COSTS	*	9,000.00	0.00	9,000.00	7,306.57	1,693.43	0.00
19		**	67,200.00	0.00	67,200.00	59,771.57	1,693.43	5,735.00
1		***	1,353,674.17	87,630.83	1,441,305.00	691,840.00	572,309.54	177,155.46
A 2010.49	Curriculum Development		6,000.00	0.00	6,000.00	5,111.64	888.36	0.00
2010	CURRICULUM DEVEL & SUPERVISION	*	6,000.00	0.00	6,000.00	5,111.64	888.36	0.00
A 2020.15	Curriculum Development Administrative		0.00	0.00	0.00	59,742.02	64,337.62	-124,079.64
2020	SUPERVISION-REGULAR SCHOOL	*	0.00	0.00	0.00	59,742.02	64,337.62	-124,079.64
A 2070.40	In-Service Training		40,000.00	20,475.00	60,475.00	15,750.00	0.00	44,725.00
2070	INSERVICE TRAINING-INSTRUCTION	*	40,000.00	20,475.00	60,475.00	15,750.00	0.00	44,725.00
20		**	46,000.00	20,475.00	66,475.00	80,603.66	65,225.98	-79,354.64
A 2110.10	Teaching Regular School		67,973.64	0.00	67,973.64	19,541.76	43,968.97	4,462.91
A 2110.12	Teaching Regular School		978,762.57	0.00	978,762.57	255,827.55	545,588.43	177,346.59
A 2110.14	Teaching Regular School		15,000.00	0.00	15,000.00	11,717.14	0.00	3,282.86
A 2110.20	Teaching Regular School		5,000.00	0.00	5,000.00	4,980.36	0.00	19.64
A 2110.40	Teaching Regular School		15,000.00	684.90	15,684.90	9,652.47	6,384.99	-352.56
A 2110.45	Teaching Regular School		15,000.00	0.00	15,000.00	8,368.84	6,567.34	63.82
A 2110.47	Teaching Regular School		177,000.00	0.00	177,000.00	228,597.36	0.00	-51,597.36
A 2110.48	Teaching Regular School		10,000.00	3,274.58	13,274.58	7,202.58	1,059.29	5,012.71
A 2110.49	Teaching Regular School		45,000.00	0.00	45,000.00	2,389.06	42,610.94	0.00
2110	TEACHING-REGULAR SCHOOL	*	1,328,736.21	3,959.48	1,332,695.69	548,277.12	646,179.96	138,238.61
21		**	1,328,736.21	3,959.48	1,332,695.69	548,277.12	646,179.96	138,238.61
A 2250.15	Programs for Students w/ Disabilities		53,511.23	0.00	53,511.23	15,544.80	34,975.86	2,990.57
A 2250.20	Programs for Students w/ Disabilities		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2250.40	Programs for Students w/ Disabilities		21,000.00	0.00	21,000.00	804.26	2,695.74	17,500.00
A 2250.45	Programs for Students w/ Disabilities		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2250.47	Programs for Students w/ Disabilities		154,329.41	0.00	154,329.41	25,087.50	0.00	129,241.91
A 2250.49	Programs for Students w/ Disabilities		89,000.00	0.00	89,000.00	30,576.20	58,423.80	0.00
2250	PROGRAMS-STUDENTS W/ DISABIL	*	320,340.64	0.00	320,340.64	72,012.76	96,095.40	152,232.48

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
22		**	320,340.64	0.00	320,340.64	72,012.76	96,095.40	152,232.48
A 2610.15	School Library		64,948.91	0.00	64,948.91	14,937.76	33,609.90	16,401.25
A 2610.20	School Library		300.00	0.00	300.00	0.00	0.00	300.00
A 2610.40	School Library		4,000.00	780.00	4,780.00	1,625.50	0.00	3,154.50
A 2610.45	School Library		500.00	0.00	500.00	0.00	0.00	500.00
A 2610.49	School Library		4,000.00	0.00	4,000.00	4,636.14	76.86	-713.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	73,748.91	780.00	74,528.91	21,199.40	33,686.76	19,642.75
A 2630.15	Computer Assisted Instruction		126,323.39	0.00	126,323.39	59,019.09	61,288.94	6,015.36
A 2630.20	Computer Assisted Instruction		2,000.00	0.00	2,000.00	847.48	0.00	1,152.52
A 2630.22	Computer Hardware		60,000.00	4,678.00	64,678.00	43,608.21	4,678.00	16,391.79
A 2630.40	Computer Assisted Instruction		20,000.00	0.00	20,000.00	5,708.71	6,434.78	7,856.51
A 2630.45	Computer Assisted Instruction		1,500.00	0.00	1,500.00	267.76	859.88	372.36
A 2630.46	Computer Software		5,500.00	0.00	5,500.00	5,716.39	0.00	-216.39
A 2630.49	Computer Assisted Instruction		97,960.00	0.00	97,960.00	1,653.78	97,960.00	-1,653.78
2630	COMPUTER ASSISTED INSTRUCTION	*	313,283.39	4,678.00	317,961.39	116,821.42	171,221.60	29,918.37
26		**	387,032.30	5,458.00	392,490.30	138,020.82	204,908.36	49,561.12
A 2815.16	Health Services		103,566.32	0.00	103,566.32	40,210.67	59,903.10	3,452.55
A 2815.20	Health Services		500.00	0.00	500.00	142.14	135.36	222.50
A 2815.40	Health Services		8,000.00	0.00	8,000.00	6,946.45	484.14	569.41
A 2815.45	Health Services		800.00	100.10	900.10	421.81	0.00	478.29
2815	HEALTH SERVICES-REGULAR SCHOOL	*	112,866.32	100.10	112,966.42	47,721.07	60,522.60	4,722.75
A 2820.40	Psychological Services		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2820.45	Psychological Services		600.00	0.00	600.00	0.00	0.00	600.00
A 2820.49	Psychological Services		64,000.00	0.00	64,000.00	0.00	64,000.00	0.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	65,600.00	0.00	65,600.00	0.00	64,000.00	1,600.00
A 2850.15	Co Curricular Activities		17,000.00	0.00	17,000.00	0.00	0.00	17,000.00
A 2850.40	Co Curricular Activities		20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
A 2850.45	Co Curricular Activities		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2850	CO-CURRICULAR ACTIV-REG SCHL	*	38,000.00	0.00	38,000.00	0.00	0.00	38,000.00
28		**	216,466.32	100.10	216,566.42	47,721.07	124,522.60	44,322.75
2		***	2,298,575.47	29,992.58	2,328,568.05	886,635.43	1,136,932.30	305,000.32
A 5510.16	District Transportation		359,014.32	0.00	359,014.32	150,993.34	260,201.97	-52,180.99
A 5510.16B			25,000.00	0.00	25,000.00	9,773.86	0.00	15,226.14

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 5510.20	District Transportation		1,000.00	954.00	1,954.00	954.00	0.00	1,000.00
A 5510.21	District Transportation		70,000.00	70,000.00	140,000.00	70,000.00	70,000.00	0.00
A 5510.40	District Transportation		100,000.00	761.38	100,761.38	38,284.97	9,904.41	52,572.00
A 5510.45	District Transportation		55,000.00	0.00	55,000.00	13,159.79	22,246.67	19,593.54
A 5510.49	District Transportation		4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
5510	DISTRICT TRANSPORT-MEDICAID	*	614,014.32	71,715.38	685,729.70	283,165.96	366,353.05	36,210.69
A 5530.16	Garage Building		9,529.04	0.00	9,529.04	4,340.70	4,507.70	680.64
A 5530.20	Garage Building		3,000.00	0.00	3,000.00	1,112.23	8.00	1,879.77
A 5530.40	Garage Building		10,000.00	0.00	10,000.00	2,150.25	5,849.75	2,000.00
A 5530.45	Garage Building		500.00	0.00	500.00	0.00	0.00	500.00
5530	GARAGE BUILDING	*	23,029.04	0.00	23,029.04	7,603.18	10,365.45	5,060.41
55		**	637,043.36	71,715.38	708,758.74	290,769.14	376,718.50	41,271.10
5		***	637,043.36	71,715.38	708,758.74	290,769.14	376,718.50	41,271.10
A 7140.16	Community Recreation		21,406.26	0.00	21,406.26	5,595.46	5,810.80	10,000.00
A 7140.40	Community Recreation		15,000.00	294.00	15,294.00	1,371.00	4,092.00	9,831.00
A 7140.45	Community Recreation		5,000.00	0.00	5,000.00	3,199.81	684.68	1,115.51
7140	RECREATION	*	41,406.26	294.00	41,700.26	10,166.27	10,587.48	20,946.51
71		**	41,406.26	294.00	41,700.26	10,166.27	10,587.48	20,946.51
7		***	41,406.26	294.00	41,700.26	10,166.27	10,587.48	20,946.51
A 9010.80	State Retirement		122,000.00	0.00	122,000.00	119,527.00	0.00	2,473.00
9010	STATE RETIREMENT	*	122,000.00	0.00	122,000.00	119,527.00	0.00	2,473.00
A 9020.80	Teacher Retirement		184,413.00	0.00	184,413.00	0.00	0.00	184,413.00
9020	TEACHERS' RETIREMENT	*	184,413.00	0.00	184,413.00	0.00	0.00	184,413.00
A 9030.80	Social Security		194,900.00	0.00	194,900.00	71,250.84	123,649.16	0.00
9030	SOCIAL SECURITY	*	194,900.00	0.00	194,900.00	71,250.84	123,649.16	0.00
A 9040.80	Worker Compensation		55,200.00	0.00	55,200.00	5,767.21	49,432.79	0.00
9040	WORKERS' COMPENSATION	*	55,200.00	0.00	55,200.00	5,767.21	49,432.79	0.00
A 9045.80	Life Insurance		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
9045	LIFE INSURANCE	*	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 9050.80	Unemployment Insurance		10,000.00	0.00	10,000.00	9,928.00	0.00	72.00
9050	UNEMPLOYMENT INSURANCE	*	10,000.00	0.00	10,000.00	9,928.00	0.00	72.00
A 9055.80	Disability Insurance		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
9055	DISABILITY INSURANCE	*	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 12/31/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9060.80	Hospital & Dental Insurance		816,143.52	61,321.79	877,465.31	434,248.23	419,287.65	23,929.43
9060	HOSPITAL, MEDICAL & DENTAL INS	*	816,143.52	61,321.79	877,465.31	434,248.23	419,287.65	23,929.43
90		**	1,384,656.52	61,321.79	1,445,978.31	640,721.28	592,369.60	212,887.43
9		***	1,384,656.52	61,321.79	1,445,978.31	640,721.28	592,369.60	212,887.43
	Fund ATotals:		5,715,355.78	250,954.58	5,966,310.36	2,520,132.12	2,688,917.42	757,260.82
	Grand Totals:		5,715,355.78	250,954.58	5,966,310.36	2,520,132.12	2,688,917.42	757,260.82

FIRE ISLAND UFSD

Revenue Status Report From 7/1/2020 To 12/31/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	5,082,291.00	0.00	5,082,291.00	77,601.78	5,004,689.22
A 1040	Appropriation Of Planned Balance	150,000.00	0.00	150,000.00	0.00	150,000.00
A 1041	Special Taxes - Suffolk County	630,000.00	0.00	630,000.00	0.00	630,000.00
A 1085	School Tax Relief " Star "	12,546.00	0.00	12,546.00	0.00	12,546.00
A 1311	Day School Tuition From individuals	54,652.00	0.00	54,652.00	27,669.13	26,982.87
A 1315	Adult Education	3,500.00	0.00	3,500.00	470.00	3,030.00
A 1335	Student Fees & Charges	1,500.00	0.00	1,500.00	1,500.00	0.00
A 2401	Interest & Earnings	9,816.00	0.00	9,816.00	1,496.66	8,319.34
A 2665	Sale Of Equipment	3,000.00	0.00	3,000.00	0.00	3,000.00
A 2666	Sale Of Transportation Equipment	6,500.00	0.00	6,500.00	0.00	6,500.00
A 2680	Insurance Recoveries	0.00	0.00	0.00	4,075.87	-4,075.87
A 2701	Refund Of Prior Year Expense	6,500.00	0.00	6,500.00	6,252.66	247.34
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	90.58	-90.58
A 3101	Basic State Aid	256,322.00	0.00	256,322.00	37,505.89	218,816.11
A 3101.EX	Excess Cost Aid	50,000.00	0.00	50,000.00	3,302.04	46,697.96
A 3102	Lottery Aid	0.00	0.00	0.00	7,866.84	-7,866.84
A 3103	Boces Aid	60,000.00	0.00	60,000.00	21,467.88	38,532.12
A 3263	Library Aid	2,501.00	0.00	2,501.00	0.00	2,501.00
A 3289	Other State Aid	0.00	0.00	0.00	19,090.00	-19,090.00
A 4290	Federal Aid - Rural	16,228.00	0.00	16,228.00	0.00	16,228.00
A Totals:		6,345,356.00	0.00	6,345,356.00	208,389.33	6,136,966.67
Grand Totals:		6,345,356.00	0.00	6,345,356.00	208,389.33	6,136,966.67

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
2174	☐	12/01/2020	1123	NYS INCOME TAX	TA 21	Trust & Agency Payment	4,983.42	0.00
Check Totals:							4,983.42	0.00
2175	☐	12/01/2020	1126	NYS EMPLOYEES' RETIREMENT SYSTEM	TA 18	Trust & Agency Payment	226.93	0.00
							68.87	0.00
							91.00	0.00
Check Totals:							386.80	0.00
2176	☐	12/01/2020	2076	FICA	TA 26	Trust & Agency Payment	5,194.44	0.00
							5,194.44	0.00
							1,518.02	0.00
							1,453.88	0.00
Check Totals:							13,360.78	0.00
2177	☐	12/01/2020	2910	Federal 941 Withholding	TA 22	Trust & Agency Payment	13,054.73	0.00
Check Totals:							13,054.73	0.00
2178	☐	12/01/2020	3228	Fire Island UFSD	TA 20.1	Trust & Agency Payment	1,653.96	0.00
Check Totals:							1,653.96	0.00
2179	☐	12/01/2020	3272	Fire Island UFSD - T & A	TA 29	Trust & Agency Payment	1,500.00	0.00
							4,457.00	0.00
Check Totals:							5,957.00	0.00
2180	☐	12/01/2020	3453	Net Pay - Fire Island UFSD	TA 10	Trust & Agency Payment	66,972.70	0.00

FIRE ISLAND UFSD

Cash Disbursement Schedule Report For TA - 8: Cash Disbursement



Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
Check Totals:							66,972.70	0.00
2181	☐	12/18/2020	1123	NYS INCOME TAX	TA 21	Trust & Agency Payment	5,059.45	0.00
Check Totals:							5,059.45	0.00
2182	☐	12/18/2020	1126	NYS EMPLOYEES' RETIREMENT SYSTEM	TA 18	Trust & Agency Payment	226.93	0.00
							68.87	0.00
							91.00	0.00
Check Totals:							386.80	0.00
2183	☐	12/18/2020	2076	FICA	TA 26	Trust & Agency Payment	4,830.33	0.00
							4,830.33	0.00
							1,539.42	0.00
							1,468.84	0.00
Check Totals:							12,668.92	0.00
2184	☐	12/18/2020	2910	Federal 941 Withholding	TA 22	Trust & Agency Payment	13,255.03	0.00
Check Totals:							13,255.03	0.00
2185	☐	12/18/2020	3228	Fire Island UFSD	TA 20.1	Trust & Agency Payment	1,653.96	0.00
Check Totals:							1,653.96	0.00
2186	☐	12/18/2020	3272	Fire Island UFSD - T & A	TA 29	Trust & Agency Payment	1,587.50	0.00
							4,457.00	0.00
Check Totals:							6,044.50	0.00
2187	☐	12/18/2020	3453	Net Pay - Fire Island UFSD		Trust & Agency Payment		

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
						TA 10		67,982.60	0.00
Check Totals:								67,982.60	0.00
4533	☐	12/16/2020	1940	NYS UNITED TEACHERS		TA 24		551.70	0.00
						TA 24		0.00	0.00
Check Totals:								551.70	0.00
56781	☐	12/04/2020	2941	PAYROLL EXPENDITURE			Payroll Summary 12/4/2020		
				202021		A 1040.16		3,693.15	3,693.15
				202021		A 1240.15		7,842.33	7,842.33
				202021		A 1240.16		1,387.99	1,387.99
				202021		A 1310.15		4,774.27	4,774.27
				202021		A 1325.16		1,591.42	1,591.42
				202021		A 1620.16		4,433.37	4,433.37
				202021		A 1621.16		3,161.86	3,161.86
				202021		A 2110.10		2,442.72	2,442.72
				202021		A 2110.12		31,374.26	31,374.26
				202021		A 2110.14		1,155.21	0.00
				202021		A 2250.15		1,943.10	1,943.10
				202021		A 2610.15		1,867.22	1,867.22
				202021		A 2630.15		4,539.93	4,539.93
				202021		A 2815.16		4,607.93	4,607.93
				202021		A 5510.16		16,186.95	16,186.95
				202021		A 5530.16		333.90	333.90
				202021		A 7140.16		430.42	430.42
				202021		A 1310.16		3,846.15	3,846.15
				202021		A 5510.16B		785.38	0.00
				202021		A 2020.15		4,595.54	4,595.54
				202021		A 522		100,993.10	0.00
				202021		A 500		-100,993.10	0.00
				202021		A 521		-99,052.51	0.00
				202021		A 821		99,052.51	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
			PO Number	Account			
Check Totals:						100,993.10	99,052.51
12182020	☐	12/18/2020	2941	PAYROLL EXPENDITURE	Payroll Summary 12/18/2020		
				202021	A 1040.16	3,693.15	3,693.15
				202021	A 1240.15	7,842.33	7,842.33
				202021	A 1240.16	1,387.99	1,387.99
				202021	A 1310.15	4,774.27	4,774.27
				202021	A 1325.16	1,591.42	1,591.42
				202021	A 1620.16	4,228.69	4,228.69
				202021	A 1621.16	3,161.86	3,161.86
				202021	A 2110.10	2,442.72	2,442.72
				202021	A 2110.12	31,374.26	31,374.26
				202021	A 2110.14	1,650.30	0.00
				202021	A 2250.15	1,943.10	1,943.10
				202021	A 2610.15	1,867.22	1,867.22
				202021	A 2630.15	4,539.93	4,539.93
				202021	A 2815.16	4,607.93	4,607.93
				202021	A 5510.16	16,096.79	16,096.79
				202021	A 5530.16	333.90	333.90
				202021	A 7140.16	430.42	430.42
				202021	A 1310.16	3,846.15	3,846.15
				202021	A 5510.16B	1,452.60	0.00
				202021	A 2020.15	4,595.54	4,595.54
				202021	A 522	101,860.57	0.00
				202021	A 500	-101,860.57	0.00
				202021	A 521	-98,757.67	0.00
				202021	A 821	98,757.67	0.00
Check Totals:						101,860.57	98,757.67

Grand Totals: 416,826.02 197,810.18

Number of Cash Disbursements: 17

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
A 1040.16	District Clerk	7,386.30	7,386.30

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation		Paid	Liquidated
				PO Number	Account			
Account	Description				Total Expensed	Total Liquidated		
A 1240.15	Central Administration				15,684.66	15,684.66		
A 1240.16	Central Administration				2,775.98	2,775.98		
A 1310.15	Business Administration				9,548.54	9,548.54		
A 1310.16	Business Administration				7,692.30	7,692.30		
A 1325.16	District Treasurer				3,182.84	3,182.84		
A 1620.16	Operations Of Plant				8,662.06	8,662.06		
A 1621.16	Maintenance Of Plant				6,323.72	6,323.72		
A 2020.15	Curriculum Development Administrative				9,191.08	9,191.08		
A 2110.10	Teaching Regular School				4,885.44	4,885.44		
A 2110.12	Teaching Regular School				62,748.52	62,748.52		
A 2110.14	Teaching Regular School				2,805.51	0.00		
A 2250.15	Programs for Students w/ Disabilities				3,886.20	3,886.20		
A 2610.15	School Library				3,734.44	3,734.44		
A 2630.15	Computer Assisted Instruction				9,079.86	9,079.86		
A 2815.16	Health Services				9,215.86	9,215.86		
A 500	Payroll Clearing				-202,853.67	0.00		
A 521	Encumbrances				-197,810.18	0.00		
A 522	Expenditures				202,853.67	0.00		
A 5510.16	District Transportation				32,283.74	32,283.74		
A 5510.16B					2,237.98	0.00		
A 5530.16	Garage Building				667.80	667.80		
A 7140.16	Community Recreation				860.84	860.84		
A 821	Reserve For Encumbrances				197,810.18	0.00		
Fund A Totals:					202,853.67	197,810.18		
TA 10	Consolidated Payroll				134,955.30	0.00		
TA 18	State Retirement				773.60	0.00		
TA 20.1	Group Health Insurance before				3,307.92	0.00		
TA 21	NYS Income Tax				10,042.87	0.00		
TA 22	Federal Income Tax				26,309.76	0.00		
TA 24	Union Dues/F.I. Teachers Association				551.70	0.00		
TA 26	FICA Liability				26,029.70	0.00		
TA 29	Tax Sheltered Annuities				12,001.50	0.00		

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation			
				PO Number	Account		Paid	Liquidated

Account	Description	Total Expensed	Total Liquidated
Fund TA Totals:		213,972.35	0.00
Grand Totals:		416,826.02	197,810.18

General Ledger Summary Postings

Account	Description	Debits	Credits
TA 204	HSBC Checking	0.00	213,972.35

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 7: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
29299	☐	12/02/2020	2981	Advanced Industrial Maintenanc	4019	A 1620.40		325.00	325.00
Check Totals:								325.00	325.00
29300	☐	12/02/2020	1169	AMERICAN BANKERS INS. CO.	4237	A 1325.40		6,866.00	6,866.00
Check Totals:								6,866.00	6,866.00
29301	☐	12/02/2020	1183	APPLE COMPUTER, INC.	4223	A 2630.40		299.00	299.00
					4223	A 2630.40		99.00	99.00
					4223	A 2630.40		99.00	99.00
					4223	A 2630.40		99.00	99.00
Check Totals:								596.00	596.00
29302	☐	12/02/2020	2947	Baldwin Automotive	4227	A 5510.40		278.00	278.00
					4230	A 5510.40		1,251.55	1,251.55
					4228	A 5510.40		1,098.78	1,098.78
					4229	A 5510.40		1,223.15	1,223.15
					4231	A 5510.40		2,341.40	2,341.40
					4226	A 5510.40		237.00	237.00
					4225	A 5510.40		207.00	207.00
Check Totals:								6,636.88	6,636.88
29303	☐	12/02/2020	1999	Bank of America Business Card	4021	A 7140.45		35.96	35.96
					4022	A 2110.48		34.99	34.99
					4023	A 1240.20		139.96	139.96
					4028	A 2110.45		116.97	116.97
					4061	A 2110.45		14.99	14.99
						A 2815.40		611.77	0.00
						A 1660.45		65.16	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 7: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
Check Totals:							1,019.80	342.87
29304	☐	12/02/2020	3832	Benetech, Inc. 4030	A 1310.40		95.00	95.00
Check Totals:							95.00	95.00
29305	☐	12/02/2020	3830	Brennan Landscaping Co. 4002	A 1620.40		1,675.00	1,675.00
Check Totals:							1,675.00	1,675.00
29306	☐	12/02/2020	3282	David A. Levenson 4055	A 2250.40		402.13	402.13
Check Totals:							402.13	402.13
29307	☐	12/02/2020	1569	DONNA CLOCK 4224	A 2815.45		227.60	227.60
Check Totals:							227.60	227.60
29308	☐	12/02/2020	1835	EASTERN SUFFOLK BOCES 4113	A 5530.20		107.00	107.00
				4037	A 1310.49		865.60	865.60
				4037	A 1430.49		1,648.07	1,648.07
				4037	A 1680.49		16,309.97	4,931.09
				4037	A 1981.49		667.84	667.84
				4037	A 2010.49		642.82	642.82
				4037	A 2110.49		1,692.06	1,692.06
				4037	A 2250.49		29,062.80	29,062.80
				4037	A 2610.49		3,658.00	2,945.00
Check Totals:							54,654.16	42,562.28
29309	☐	12/02/2020	1115	FIRE ISLAND BOTTLE GAS CORP. 4198	A 1621.40		1,517.25	1,517.25
Check Totals:							1,517.25	1,517.25

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 7: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
29310	☐	12/02/2020	1054	FIRE ISLAND FERRIES, INC.	4039	A 1620.40		406.74	406.74
Check Totals:								406.74	406.74
29311	☐	12/02/2020	3208	Glove Nation	4147	A 1620.45		804.48	804.48
					4148	A 5510.45		211.53	211.53
Check Totals:								1,016.01	1,016.01
29312	☐	12/02/2020	3074	GovConnection	4209	A 1240.45		18.00	18.00
					4209	A 2630.22		1,304.55	1,304.55
					4209	A 2630.45		42.54	42.54
Check Totals:								1,365.09	1,365.09
29313	☐	12/02/2020	1718	GRAINGER	4221	A 5510.45		95.40	95.40
					4214	A 1621.40		1,556.41	1,556.41
Check Totals:								1,651.81	1,651.81
29314	☐	12/02/2020	2507	GUERCIO AND GUERCIO	4067	A 1420.40		2,907.50	2,907.50
Check Totals:								2,907.50	2,907.50
29315	☐	12/02/2020	3916	Home Depot Pro	4180	A 1621.40		126.62	126.62
					4180	A 1621.40		53.99	53.99
Check Totals:								180.61	180.61
29316	☐	12/02/2020	3156	Iron Mountain	4164	A 1460.40		1,269.30	1,269.30
Check Totals:								1,269.30	1,269.30

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 7: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
29317	☐	12/02/2020	3785	Learning A-Z					
				4203		A 2110.45		288.60	288.60
				4215		A 2110.45		61.22	61.22
Check Totals:								349.82	349.82
29318	☐	12/02/2020	3825	Love The Plumber					
				4222		A 1621.45		636.00	636.00
Check Totals:								636.00	636.00
29319	☐	12/02/2020	3066	MakeMusic, Inc.					
				4104		A 2110.40		680.00	680.00
Check Totals:								680.00	680.00
29320	☐	12/02/2020	2451	NATIONAL LIFE INSURANCE COMPANY					
				4238		A 1310.40		451.20	451.20
Check Totals:								451.20	451.20
29321	☐	12/02/2020	1126	NYS EMPLOYEES' RETIREMENT SYSTEM					
				4211		A 9010.80		119,527.00	119,527.00
Check Totals:								119,527.00	119,527.00
29322	☐	12/02/2020	3726	NYState Unemployment Insurance					
				4239		A 9040.80		5,767.21	5,767.21
				4239		A 9050.80		519.79	519.79
Check Totals:								6,287.00	6,287.00
29323	☐	12/02/2020	3889	Office World , Inc.					
				4234		A 1240.45		49.51	49.51
Check Totals:								49.51	49.51
29324	☐	12/02/2020	3580	PSEG Long Island, LLC					
				4043		A 5530.40		758.71	758.71

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 7: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
					4046	A 1620.40		1,418.99	1,418.99
Check Totals:								2,177.70	2,177.70
29325	☐	12/02/2020	3930	Rita Plush					
					4157	A 7140.40		250.00	250.00
Check Totals:								250.00	250.00
29326	☐	12/02/2020	1083	SCHOLASTIC, INC.					
					4183	A 2110.45		443.00	443.00
					4187	A 2110.45		23.21	23.21
Check Totals:								466.21	466.21
29327	☐	12/02/2020	1107	SCHOOL HEALTH CORPORATION					
					3368	A 2110.48		82.12	82.12
Check Totals:								82.12	82.12
29328	☐	12/02/2020	2214	SCHOOL SPECIALTY					
					4185	A 2110.45		128.14	128.14
Check Totals:								128.14	128.14
29329	☐	12/02/2020	2456	STAPLES Contract & Commercial					
					4016	A 1660.45		37.57	37.57
					4016	A 1660.45		158.70	158.70
					4016	A 1660.45		32.70	32.70
					4016	A 1660.45		158.70	68.37
Check Totals:								387.67	297.34
29330	☐	12/02/2020	2485	TOWN OF ISLIP					
					4159	A 5510.45		2,900.40	2,900.40
Check Totals:								2,900.40	2,900.40
29331	☐	12/02/2020	2111	Verizon					
					4066	A 1620.40		939.71	939.71

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 7: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
Check Totals:							939.71	939.71
29332	☐	12/07/2020	1058	COASTAL ELECTRIC 4210	A 1621.40		275.00	275.00
Check Totals:							275.00	275.00
29333	☐	12/07/2020	1115	FIRE ISLAND BOTTLE GAS CORP. 4198	A 1621.40		1,275.65	1,275.65
Check Totals:							1,275.65	1,275.65
29334	☐	12/07/2020	1107	SCHOOL HEALTH CORPORATION 4217	A 2815.40		357.36	357.36
Check Totals:							357.36	357.36
29335	☐	12/07/2020	2111	Verizon 4072	A 1621.40		34.26	34.26
Check Totals:							34.26	34.26
29336	☐	12/07/2020	2431	VERIZON WIRELESS 4073	A 1620.45		432.40	432.40
Check Totals:							432.40	432.40
29341	☐	12/07/2020	1245	GALAXIE COFFEE SERVICE 4040	A 1620.40		195.35	195.35
				4040	A 1620.40		113.75	113.75
				4040	A 1620.40		203.75	203.75
				4040	A 1620.40		244.75	244.75
				4040	A 1620.40		109.80	109.80
				4040	A 1620.40		146.40	146.40
				4040	A 1620.40		204.20	204.20
Check Totals:							1,218.00	1,218.00
29342	☐	12/08/2020	1119	NYS EMP. HEALTH INS PENDING A/				

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 7: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
					4042	A 9060.80		65,493.69	65,493.69
Check Totals:								65,493.69	65,493.69
29343	☐	12/09/2020	2468	FIRST RELIANCE STANDARD LIFE INSUR.					
					4010	A 9060.80		3,127.05	3,127.05
Check Totals:								3,127.05	3,127.05
29344	☐	12/09/2020	3351	Suffolk County Comm., Inc.					
					4011	A 5510.40		324.00	324.00
Check Totals:								324.00	324.00
29345	☐	12/09/2020	3573	US Games					
					4219	A 2110.45		92.39	92.39
Check Totals:								92.39	92.39
Grand Totals:								290,754.16	277,895.02

Number of Cash Disbursements: 43

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
A 1240.20	Central Administration	139.96	139.96
A 1240.45	Central Administration	67.51	67.51
A 1310.40	Business Admin	546.20	546.20
A 1310.49	Business Adminstration	865.60	865.60
A 1325.40	District Treasurer	6,866.00	6,866.00
A 1420.40	Legal	2,907.50	2,907.50
A 1430.49	Personnel	1,648.07	1,648.07
A 1460.40	Records Management-Con Expenditure	1,269.30	1,269.30
A 1620.40	Operations Of Plant	5,983.44	5,983.44
A 1620.45	Operations Of Plant	1,236.88	1,236.88
A 1621.40	Maintenance Of Plant	4,839.18	4,839.18
A 1621.45	Maintenance Of Plant	636.00	636.00
A 1660.45	Central Storeroom	452.83	297.34
A 1680.49	Central Data Processing	16,309.97	4,931.09

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 7: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
			PO Number	Account			
Account	Description	Total Expensed	Total Liquidated				
A 1981.49	Boces Administrative Charge	667.84	667.84				
A 2010.49	Curriculum Development	642.82	642.82				
A 2110.40	Teaching Regular School	680.00	680.00				
A 2110.45	Teaching Regular School	1,168.52	1,168.52				
A 2110.48	Teaching Regular School	117.11	117.11				
A 2110.49	Teaching Regular School	1,692.06	1,692.06				
A 2250.40	Programs for Students w/ Disabilities	402.13	402.13				
A 2250.49	Programs for Students w/ Disabilities	29,062.80	29,062.80				
A 2610.49	School Library	3,658.00	2,945.00				
A 2630.22	Computer Hardware	1,304.55	1,304.55				
A 2630.40	Computer Assisted Instruction	596.00	596.00				
A 2630.45	Computer Assisted Instruction	42.54	42.54				
A 2815.40	Health Services	969.13	357.36				
A 2815.45	Health Services	227.60	227.60				
A 5510.40	District Transportation	6,960.88	6,960.88				
A 5510.45	District Transportation	3,207.33	3,207.33				
A 5530.20	Garage Building	107.00	107.00				
A 5530.40	Garage Building	758.71	758.71				
A 7140.40	Connumity Recreation	250.00	250.00				
A 7140.45	Community Recreation	35.96	35.96				
A 9010.80	State Retirement	119,527.00	119,527.00				
A 9040.80	Worker Compensation	5,767.21	5,767.21				
A 9050.80	Unemployment Insurance	519.79	519.79				
A 9060.80	Hospital & Dental Insurance	68,620.74	68,620.74				
		Fund A Totals:	290,754.16	277,895.02			
		Grand Totals:	290,754.16	277,895.02			

General Ledger Summary Postings

Account	Description	Debits	Credits
A 204	HSBC Checking	0.00	290,754.16
A 521	Encumbrances	0.00	277,895.02
A 522	Expenditures	290,754.16	0.00
A 821	Reserve For Encumbrances	277,895.02	0.00

2020/21 PROJECTED MONTHLY CASH FLOW

Fire Island UFSD

	Pre- startup	7/1/2019	8/1/2019	9/1/2019	10/1/2019	11/1/2019	12/1/2019	1/1/2020	2/1/2020	3/1/2020	4/1/2020	5/1/2020	6/1/2020	TOTAL
1. Cash On Hand														
[Beginning of month]	7,788,728	7,788,728	7,395,843	6,843,979	6,493,160	6,028,120	5,715,443							
3. Total Cash Receipts														
		10,028	23,175	43,962	2,280	32,397	96,557							
4. Total Cash Available														
		7,798,756	7,419,018	6,887,941	6,495,440	6,060,517	5,812,000	-	-	-	-	-	-	
5. Cash Paid Out														
		402,913	575,039	394,781	467,320	345,074	500,186							
7. Cash Position														
[End of month]		7,395,843	6,843,979	6,493,160	6,028,120	5,715,443	5,311,814	-	-	-	-	-	-	

Fire Island School CASH Transfer Form

FM BT		General Ledger		
Date	Account and Description	From:	To:	Reason
1/12/2021	General Fund Money Market (A205) 937623156	200,000.00		
1/12/2021	General Fund Checking (A204) 937290947		200,000.00	1/12/2021 Warrant
1/12/2021	General Fund Money Market (A205) 937623156	200,000.00		
1/12/2021	General Fund Checking (TA204) 937291374		200,000.00	February 2021 Payroll (2)
		400,000.00	400,000.00	-
		Difference	-	

FIRE ISLAND UFSD**Check Warrant Report For A - 8: Cash Disbursement For Dates 1/1/2021 - 1/31/2021**

Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
29360	01/08/2021	2981	Advanced Industrial Maintenanc	4019	325.00
29361	01/08/2021	2947	Baldwin Automotive	4256	6,017.53
29362	01/08/2021	3897	Bang's Towing, Inc.	4033	250.00
29363	01/08/2021	1999	Bank of America Business Card	4196	462.80
29364	01/08/2021	3832	Benetech, Inc.	4030	95.00
29365	01/08/2021	3872	Canon Solutions America, Inc	4163	1,033.74
29366	01/08/2021	3282	David A. Levenson	4055	402.13
29367	01/08/2021	3831	East End Workers Comp Plan	4246	27,600.00
29368	01/08/2021	1835	EASTERN SUFFOLK BOCES	4037	36,044.50
29369	01/08/2021	2870	ENVIROSCIENCE CONSULTANTS	4207	800.00
29370	01/08/2021	1115	FIRE ISLAND BOTTLE GAS CORP.	4198	3,193.45
29371	01/08/2021	1054	FIRE ISLAND FERRIES, INC.	4039	248.50
29372	01/08/2021	3208	Glove Nation	4245	196.20
29373	01/08/2021	3074	GovConnection	4250	3,483.53
29374	01/08/2021	2507	GUERCIO AND GUERCIO	4067	3,800.17
29375	01/08/2021	1023	I. JANVEY AND SONS, INC.	4216	1,470.74
29376	01/08/2021	3156	Iron Mountain	4164	418.91
29377	01/08/2021	2573	MATTHEW BENDER & CO.,INC.	4212	262.00
29378	01/08/2021	1119	NYS EMP. HEALTH INS PENDING A/	4042	65,493.69
29379	01/08/2021	1612	Pitney Bowes	4145	227.97
29379	01/12/2021	1612	**VOID** Pitney Bowes	4145	-227.97
29380	01/08/2021	3580	PSEG Long Island, LLC	4043	2,503.17
29381	01/08/2021	3102	Richard Security	4054	137.34
29382	01/08/2021	1107	SCHOOL HEALTH CORPORATION	4217	307.69
29383	01/08/2021	2456	STAPLES Contract & Commercial	4016	54.78
29384	01/08/2021	2913	Stephane Rogers	4150	1,300.00
29385	01/08/2021	3351	Suffolk County Comm., Inc.	4011	324.00
29386	01/08/2021	3309	Suffolk Printing	4244	377.00
29387	01/08/2021	2485	TOWN OF ISLIP	4159	2,129.69
29388	01/08/2021	1062	U.S. POSTAL SERVICE	4249	235.00
29389	01/08/2021	3875	Uniondale Union Free School District	4253	908.27
29390	01/08/2021	2111	Verizon	4072	935.01
29391	01/12/2021	2468	FIRST RELIANCE STANDARD LIFE INSUR.	4010	3,127.05
29392	01/12/2021	2431	VERIZON WIRELESS	4073	432.34

FIRE ISLAND UFSD

Check Warrant Report For A - 8: Cash Disbursement For Dates 1/1/2021 - 1/31/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 34				Warrant Total:	164,369.23
				Vendor Portion:	164,369.23

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Signature

Title

January 12, 2021 Warrant

Vendor	Description	Invoice #	P.O. #	Invoice Amount	Vendor Total	Check Number
AIM Industrial Maintenance	Floor Refinishing	22829	4019	\$325.00	\$325.00	29360
Baldwin Automotive	Bus #16 DOT inspection	20-3280	4251	\$2,017.90		
	Bus #16 Peplace & rewire Red clearance	20-37098	4259	\$244.70		
	Bus #23 Accident repair	20-37496	4258	\$1,137.00		
	Bus #19 DOT inspection	20-36954	4257	\$1,131.20		
	Bus #22 DOT inspection	20-37157	4256	\$1,486.73	\$6,017.53	29361
Bang's Towing	Emergency Towing	131549-1	4033	\$250.00	\$250.00	29362
Bank of America	AT&T		4023	\$139.96		
	Teachers Pay Teachers		4022	\$38.59		
	Amazon (Kitchen Timers)		4029	\$16.96		
	Newsday Subscription		4021	\$42.36		
	Spotify		4061	\$14.99		
	Amazon (Book)		4236	\$30.00		
	Apple Computers		4196	\$179.94	\$462.80	29363
Benetech	Think HR	31384	4030	\$95.00	\$95.00	29364
Canon Solutions	Copier Maintenance	4034871683	4163	\$1,033.74	\$1,033.74	29365
David Levenson	CPSE Chairperson	65	4055	\$402.13	\$402.13	29366
East End Workers Comp Plan	2020-2021 Contribution	First Half Payment	4246	\$27,600.00	\$27,600.00	29367
Eastern Suffolk BOCES	BOCES Services	C0414-21	4037	\$36,044.50	\$36,044.50	29368
Enviroscience Consultants	Lead water testing	30968	4207	\$800.00	\$800.00	29369
Fire Island Bottle & Gas	Fuel Oil	21427	4198	\$1,589.50		

January 12, 2021 Warrant

Vendor	Description	Invoice #	P.O. #	Invoice Amount	Vendor Total	Check Number
	Fuel Oil	21458	4198	\$1,603.95	\$3,193.45	29370
Fire Island Ferries	Freight Boat Charges	F20-27324	4039	\$248.50	\$248.50	29371
Glove Nation	Gloves	201252440	4245	\$196.20	\$196.20	29372
Gov Connection	Computer Supplies	70775683	4250	\$549.42		
	Computer Supplies	70797093	4250	\$453.80		
	Computer Supplies	70769242	4250	\$881.17		
	Computer Supplies	70708001	4209	\$56.44		
	Computer Supplies	70684808	4209	\$31.00		
	Computer Supplies	70720115	4240	\$1,511.70	\$3,483.53	29373
Guercio & Guercio	Labor Matters	12/8/2020	4067	\$925.17		
	Retainer	1/1/2021	4067	\$2,875.00	\$3,800.17	29374
I Janvey & Sons	Building Supplies	251857	4216	\$1,383.88		
		251857A	4216	\$86.86	\$1,470.74	29375
Iron Mountain	Records Retention	DGYT929	4164	\$418.91	\$418.91	29376
Lexis Nexis	School Law Book 38th Edition	99815309	4212	\$262.00	\$262.00	29377
NYS Emp. Health Insurance	Health Insurance	560	4042	\$65,493.69	\$65,493.69	29378
Pitney Bowes Inc	Monthly Postage Meter Lease	3312760650	4145	VOID	VOID	29379
PSEG	Electric for Garage	8464561061	4043	\$975.36		
	Electric For Main Building	8464561051	4046	\$1,527.81	\$2,503.17	29380
Richard Security	Maintenance of System	47500	4054	\$137.34	\$137.34	29381

January 12, 2021 Warrant

Vendor	Description	Invoice #	P.O. #	Invoice Amount	Vendor Total	Check Number
School Health Corp	Nursing Supplies	3857775-01	4217	\$20.12		
	Nursing Supplies	3863240-00	4247	\$191.95		
	Nursing Supplies	3833650-01	4153	\$56.56		
	Nursing Supplies	3834131-02	4152	\$39.06	\$307.69	29382
Staples Business Advantage	Office Supplies	3463741016	4016	\$4.86		
		3463741015	4016	\$49.92	\$54.78	29383
Stephanie Rogers	Adult Ed Yoga instructor	Fall 2020	4150	\$1,300.00	\$1,300.00	29384
Suffolk County Comm., Inc	Tower Rent fpr Repeater	705568	4011	\$324.00	\$324.00	29385
Suffolk Printing	Winter 2021 Adult Ed Flyer	11343	4243	\$287.00		
	Play Ground Signes	11343	4244	\$90.00	\$377.00	29386
Town of Islip	Fuel for Buses	155	4159	\$2,129.69	\$2,129.69	29387
U.S. Posral Service	2021 Marketing Mail Permit	Permit #1	4249	\$235.00	\$235.00	29388
Uniondale UFSD	Health & Welfare service (Kellenberg)	2116	4253	\$908.27	\$908.27	29389
Verizon	Phone Lines into Building	952-228-210-0001-18	4066	\$903.02		
	Emergency Phone Main Office	151-757-482-0001-40	4072	\$31.99	\$935.01	29390
First Reliance	Dental Insurance	137-005554-00001	4010	\$3,127.05	\$3,127.05	29391
Verizon	Cell Phones	9869693815	4073	\$432.34	\$432.34	29392
Total Warrant				\$164,369.23	\$164,369.23	

January 12, 2021 Warrant

Vendor	Description	Invoice #	P.O. #	Invoice Amount	Vendor Total	Check Number

Fire Island Union Free School District

**Districtwide Lead in Drinking Water
Sampling and Remediation Plan**

2020



ENVIROSCIENCE
CONSULTANTS INC.

**2150 Smithtown Avenue
Ronkonkoma, NY 11779
(631) 580-3191
www.envirohealth.org**

Project #20368

Districtwide Lead in Drinking Water
Sampling and Remediation Plan

Performed for:

Fire Island Union Free School District
P.O. Box 428
Ocean Beach, NY 11770

November 2020

Prepared by:

Enviroscience Consultants, Inc.
2150 Smithtown Avenue
Ronkonkoma, NY 11779
(631) 580-3191

Project #20368

President



Glenn Neuschwender

Districtwide Lead in Drinking Water Sampling and Remediation Plan

Table of Contents

I. Executive Summary

II. Sampling Methodology

III. Initial Results

Appendix A – Woodhull School

December 8, 2020

Bruce Kurka
Fire Island UFSD
P.O. Box 428
Ocean Beach, NY 11770

I. Executive Summary

The Fire Island Union Free School District has developed their 2020 Lead in Drinking Water Sampling and Analysis Program, as required by the New York State Department of Health (Public Health Law Sections 1370-a and 1110, Subpart 67-4 Lead Testing in School Drinking Water).

In accordance with the regulation, this Lead Remediation Plan is prepared to identify locations deemed as Applicable Drinking Water Sources and report first draw sample results, to mitigate locations where sample results exceed 15 parts per billion, to identify locations deemed as Non-Applicable Water Sources, communicate this designation to building occupants, and to develop strategies for monitoring locations deemed Non-Applicable Water Sources to insure building occupants do not consume water from these locations.

Within the Fire Island Union Free School District, the following locations have been deemed Applicable Drinking Water Sources by the administration:

- 1) Kitchen water faucets used in food preparation;
- 2) Elementary School classroom sinks
- 3) Nurse's Office sink

First draw samples were collected from each of these locations within the District, and analyzed by a New York State Department of Health ELAP certified laboratory. For results at or below 15 ppb, no further action is required until 2025. For locations above 15 ppb, options include: second and third draw sample collection to determine source of lead, designation of the location as Non-applicable Water Source, or permanent removal of the fixture from the location. In either case, the result was communicated by Enviroscience Consultants, and the fixture was shut off by the District immediately upon receipt of results.

The following locations within the Fire Island Union Free School District were deemed Non-Applicable Water Sources by the administration:

- 1) Office sinks;
- 2) Bathroom sinks;
- 3) Outside spigots
- 4) Custodial Closet sinks

In these cases, the District has placed signs adjacent to the fixture to notify occupants that the water is not intended for consumption. To further support this protocol, the following management of the locations is required:

- 1) Office sinks - personal hygiene should be integrated into curriculum to ensure students understand office sinks are for hand washing only, and not consumption. Further, show what the signage looks so they learn to recognize its meaning. This program should be monitored by teachers and staff to ensure consumption is not taking place, and any deficiencies reported for assessment and revision, if necessary, by the Facilities Department.
- 2) Bathroom sinks - personal hygiene should be integrated into curriculum to ensure students understand bathroom sinks are for hand washing only, and not consumption. Further, show what the signage looks like in bathrooms so they learn to recognize its meaning. This program should be monitored by teachers and staff to ensure consumption is not taking place, and any deficiencies reported for assessment and revision, if necessary, by the Facilities Department.
- 3) Outside spigots - all-weather signage will be installed at each location. Further, spigots will have a special key maintained by the custodial staff to ensure that non-authorized persons do not fill sports coolers or use hoses for consumption. This program should be monitored by custodial staff to ensure consumption is not taking place, and any deficiencies reported for assessment and revision, if necessary, by the Facilities Department.
- 4) Custodial Closet sinks - these locations should be accessed by custodial personnel only, and locked when not in use. Access to others should be restricted. This program should be monitored by custodial staff to ensure consumption is not taking place, and any deficiencies reported for assessment and revision, if necessary, by the Facilities Department.

II. Sampling Procedures:

In accordance with the regulation, EnviroScience Consultants, Inc. performed initial water sampling at the Fire Island Union Free School District on November 17, 2020. Samples were collected in wide-mouth 250 milliliter containers and were collected in the morning hours before the facilities opened. The water sources were not used for at least 8 hours and not more than 18 hours prior to sampling. Unique source numbers and designations were assigned to each source location. Unique sample identification numbers were assigned to each sample taken. The key to fixture type codes and the sampling location schematics are shown below.

Fixture Type Codes

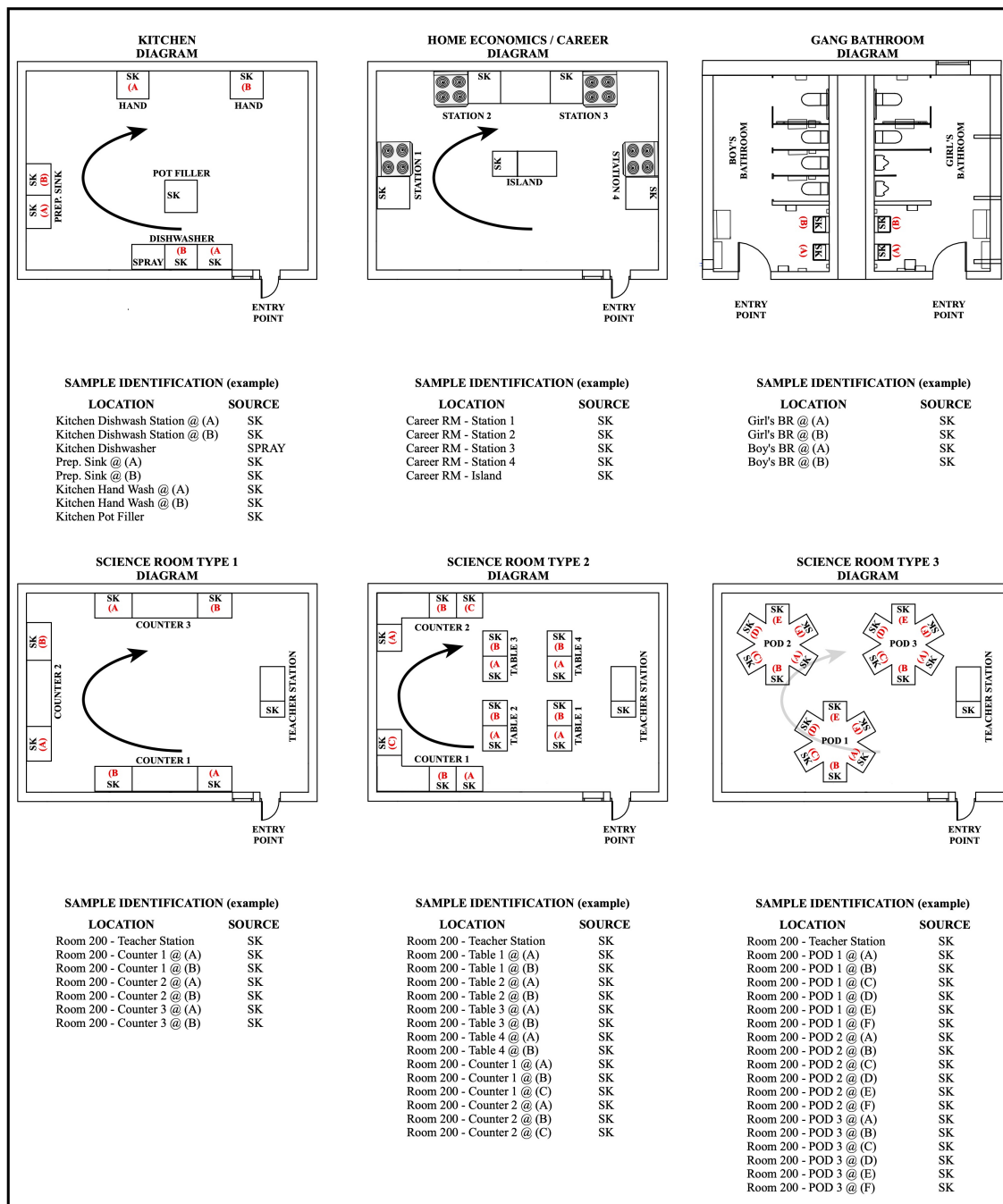
BF	Bottle Filler
HB	Hose Bib
IM	Ice Machine
OS	Other Source
PF	Pot Filler

SK	Sink
SL	Supply Line
SP	Spigot
SPY	Spray
SS	Slop Sink
V	Valve
WC	Water Cooler
WF	Water Fountain

Source Designations

App	Applicable
N/A	Non-applicable

Sampling Location Schematics



III. Initial Results:

All water source locations in each of the school buildings were assessed. Water source locations identified as drinking water sources were considered Applicable, and first draw samples were collected. Water source locations identified as non-drinking water sources were considered Non-applicable and these locations were documented.

The results of the initial sampling and the use of signs warning against water use at Non-applicable sources is documented in the School Water Outlet Inventory (Appendix A).

All elevated locations should be taken off line until the remediation is completed. Any other drinking water sources in these buildings that were not functional at the time of initial sampling and have not been tested should be tested. All locations deemed non-applicable, but do not have signs, should be taken off line until signs have been posted.

The following is a summary of results in parts per billion (ppb) of locations where sample results were found above 15 ppb, the remedial action taken and final results where applicable:

Woodhull School

Room 5	Sink	17.8
--------	------	------

Appendix A

Space #	Sample Location	Fixture Type	App or N/A	Latest 1 st Draw Results (ppb)	Latest 1st Draw Sampling Date	15 Second Draw Results (ppb)	60 Second Draw Results (ppb)	Date	Remedial Recommendation	Remedial Response	Post Remedial Results (ppb)	Post Remedial Sampling Date
1001-1	Room 4	SK	App	8.98	11/17/2020	-	-	-	None	-	-	-
1001-2	Room 4	SPY	App	6.7	11/17/2020	-	-	-	None	-	-	-
1002-1	Room 2	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1003-1	Room 1	SK	App	5.62	11/17/2020	-	-	-	None	-	-	-
1004-1	Room 3	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1005-1	Boys Bathroom @ A	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1005-2	Boys Bathroom @ B	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1005-3	Boys Bathroom @ C	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1006-1	Custodial Closet by Room 3	SS	N/A		11/17/2020	-	-	-	None	Locked Door	-	-
1007-1	Girl's Bathroom @ A	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1007-2	Girl's Bathroom @ B	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1007-3	Girl's Bathroom @ C	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1008-1	Staff Bathroom by Library	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1009-1	Kitchen	SK	App	2.08	11/17/2020	-	-	-	None	-	-	-
1010-1	Nurse's office	SK	App	2.86	11/17/2020	-	-	-	None	-	-	-
1011-1	Room 5	SK	App	17.8	11/17/2020				Additional Sampling Required			
1012-1	Office 6 Kitchenette	SK	App	2.19	11/17/2020	-	-	-	None	-	-	-
1013-1	Office 6	SK	N/A		11/17/2020	-	-	-	Mixed Valve Sampling Not Required	-	-	-
1014-1	Gargage	SS	N/A		11/17/2020	-	-	-	None	Locked Door	-	-
1015-1	Outdoor Spigot 1	SP	N/A		11/17/2020	-	-	-	None	Removed From Service	-	-

Space #	Sample Location	Fixture Type	App or N/A	Latest 1 st Draw Results (ppb)	Latest 1st Draw Sampling Date	15 Second Draw Results (ppb)	60 Second Draw Results (ppb)	Date	Remedial Recommendation	Remedial Response	Post Remedial Results (ppb)	Post Remedial Sampling Date
1015-2	Outdoor Spigot 2	SP	N/A		11/17/2020	-	-	-	None	Removed From Service	-	-
1015-3	Outdoor Spigot 3	SP	N/A		11/17/2020	-	-	-	None	Removed From Service	-	-
1015-4	Outdoor Spigot 4	SP	N/A		11/17/2020	-	-	-	None	Removed From Service	-	-
1015-5	Outdoor Spigot 5	SP	N/A		11/17/2020	-	-	-	None	Removed From Service	-	-
1015-6	Outdoor Spigot 6	SP	N/A		11/17/2020	-	-	-	None	Removed From Service	-	-
1015-7	Outdoor Spigot 7	SP	N/A		11/17/2020	-	-	-	None	Removed From Service	-	-

Laboratory Report

NYE Report #: 2204606-16240

November 20, 2020

Project Manager
Enviroscience Consultants, Inc.
2150 Smithtown Avenue
Ronkonkoma, NY 11779

Project: Woodhull School

Dear Project Manager,

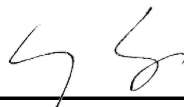
Enclosed is the Laboratory Analytical Report for potable water sample(s) received on November 18, 2020. New York Environmental analyzed the samples on November 19, 2020 for Lead (Pb) by EPA Method 200.9 Rev. 2.2.

If there are any questions regarding the analyses, please feel free to contact us at your convenience. New York Environmental is a NELAP accredited laboratory. Attached reported results meet the requirements of the NELAP standards unless otherwise noted.

Samples' analytical results relate only to the samples tested, in the condition received by the laboratory. This report shall not be reproduced except in its entirety without written approval of the laboratory.

We sincerely thank you for your business, and look forward to being of service for your future environmental testing needs.

Sincerely,



Li Tsang, Laboratory Director

Date Collected:	17 Nov 2020
Date Received:	18 Nov 2020
Date Analyzed:	19 Nov 2020

Analytical Method:	EPA 200.9 Rev. 2.2
Analyte, Matrix:	Lead, Potable Water

Lab ID	CID	Sample Location/Description	LOQ	Result	Units	Flag
201118N081	1	Room 4-SK; Initial	1.00	8.98	µg/L	
201118N082	2	Room 4-SPY; Initial	1.00	6.70	µg/L	
201118N083	3	Room1-SK; Initial	1.00	5.62	µg/L	
201118N084	4	Kitchen-SK; Initial	1.00	2.08	µg/L	
201118N085	5	Nurse's Office-SK; Initial	1.00	2.86	µg/L	
201118N086	6	Room 5-SK; Initial	1.00	17.8	µg/L	H
201118N087	7	Office 6 Kitchenette-SK; Initial	1.00	2.19	µg/L	

Comment:

CID: Client ID LOQ: Limit of Quantitation

H: Sample result exceeds applicable regulatory limit.



FREDERICK W. SEEBA, PE, MANAGING PARTNER
LAWRENCE SALVESEN, AIA, PARTNER
KEVIN J. WALSH, AIA, PARTNER
KENNETH G. SCHUPNER, AIA, PARTNER
JOSEPH B. RETTIG, AIA, PARTNER
GARY W. SCHIEDE, AIA, PARTNER
ROGER P. SMITH, AIA, FOUNDING PRINCIPAL

January 5, 2021

Fire Island Union Free School District
P.O. Box 428
Ocean Beach, NY 11770-0428

Attention: Mrs. Loretta Ferraro
Superintendent

Re: Woodhull School
HVAC Study
Our File No. 20-338

Dear Mrs. Ferraro,

We have reviewed your request to provide improved ventilation to all teaching spaces at the Woodhull School. After inspection and review of the conditions at the building, we propose the following:

We recommend the installation of (3) new energy recovery ventilators (ERV's), to be mounted on the roof. Units will be laid out as required to not interfere with the solar power arrays on the roof. An energy recovery unit provides ventilation to a space by simultaneously supplying air / exhausting air from the spaces. The exhaust air is passed through an energy recovery wheel or core in order to transfer heating or cooling energy from the exhaust airstream to the supply airstream. The supply air is pre-warmed (winter) or pre-cooled (summer) by the recovery media, bringing supply air temperatures up to +/- 50 degrees or so, when the outdoor air temperature is in the mid 20's. In addition, a hot water or electric heating coil will be used in the supply airstream of each unit to bring the temperature up to neutral discharge (+/- 70 deg. F.). There will be no extra space needed within the classrooms for unit ventilators, fan coil units, etc. Note that these three ERV's will be ducted to provide ventilation for all areas of the building, with the exception of the Gym, Boiler Room and other utility spaces / Storage rooms. Note that each of these ERV units can be "oversized" in order to ventilate each space in excess of what code requires and can be automatically turned down when only code required ventilation is desired.

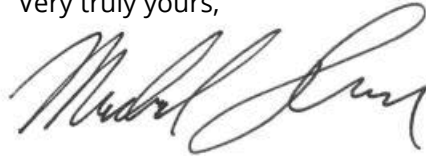
One ERV will provide ventilation to the main classroom wing (including the Main Office), one ERV will provide ventilation at the Art room and adjacent spaces, and a third ERV will provide ventilation to the small offices / teaching spaces, Cafeteria and Library areas. The existing Gymnasium AHU will be reconstructed as it provides adequate ventilation. All ERVs and the Gymnasium AHU will be controlled via a building management system.

A new heating circulator pump / piping loop will be added as required to feed duct mounted hot water coils for each of the three units.

Cost includes new roof mounted equipment, structural support, electric work, ductwork, duct coils, piping loop & circulator, Building management system, temperature control work, ceiling removal & reinstallation, insulation, testing & balancing / commissioning.

Please see the attached project estimate

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael R. Inserra". The signature is fluid and cursive, with a large, stylized initial "M".

Michael R. Inserra, AIA
Associate

CC: BBS File
Enclosures

Fire Island UFSD - Ventilation Project

1/5/2021

Woodhull School

Project costs

Notes:

1	Classroom Wing ERV		\$80,000.00	Rooftop mounted ERV serving classrooms and the main office. This includes removal and replacement of the corridor ceiling and lighting to facilitate installation of the ductwork, and modification to classroom ceiling for supply and returns.
	New Zone Circulator for (3) ERV's		\$100,000.00	
	Ductwork / Duct Coil		\$100,000.00	
	Piping ERV		\$10,000.00	
	Insulation Work		\$25,000.00	
	Temperature Control Work		\$45,000.00	
	Electrical Work		\$20,000.00	
	General construction		\$52,500.00	
	Subtotal		\$432,500.00	
	Fire Island general conditions	60%	\$259,500.00	
	Soft Costs, A&E Fees, Contingencies, Escalation	28.5%	\$197,220.00	
	Project Cost		\$889,220.00	
2	Art room and adjacent space ERV		\$50,000.00	Rooftop mounted ERV serving the Art room, PE office and office. This includes modification to classroom ceiling for supply and returns.
	Ductwork / Duct Coil		\$35,000.00	
	Piping for ERV		\$10,000.00	
	Insulation Work		\$15,000.00	
	Temperature Control Work		\$45,000.00	
	Electrical Work		\$15,000.00	
	General Construction		\$15,000.00	
	Subtotal		\$185,000.00	
	Fire Island general conditions	60%	\$111,000.00	
	Soft Costs, A&E Fees, Contingencies, Escalation	28.5%	\$84,360.00	
	Project Cost		\$380,360.00	
3	Cafeteria, Admin Office & Library ERV		\$50,000.00	Rooftop mounted ERV serving the Cafeteria, Admin offices & Library. This includes modification to the ceilings for supply and returns. Installation of wall mounted supply grilles in the Cafeteria, and crawl space ductwork
	Ductwork / Duct Coil		\$40,000.00	
	Piping		\$10,000.00	
	Insulation Work		\$15,000.00	
	Temperature Control Work		\$45,000.00	
	Electrical Work		\$15,000.00	
	General Construction		\$34,500.00	
	Subtotal		\$209,500.00	
	Fire Island general conditions	60.0%	\$125,700.00	
	Soft Costs, A&E Fees, Contingencies, Escalation	28.5%	\$95,532.00	
	Project Cost		\$430,732.00	
4	Gymnasium HV unit reconstruction		\$25,000.00	Replace bearings, shafts, rebalance fan, new pullies and belts. Replace supply and return grills, replace rooftop fresh air intake gooseneck.
	Temperature Control Work		\$45,000.00	
	General Construction		\$1,500.00	
	Subtotal		\$71,500.00	
	Fire Island general conditions	60.0%	\$42,900.00	
	Soft Costs, A&E Fees, Contingencies, Escalation	28.5%	\$32,604.00	
	Project Cost		\$147,004.00	
	TOTAL ESTIMATE		\$1,847,316.00	

BBS ARCHITECTS
LANDSCAPE ARCHITECTS
ENGINEERS

244 EAST MAIN STREET | PATCHOGUE | NEW YORK 11772 | T. 631.475.0349 | F. 631.475.0361
187 WOLF ROAD, SUITE 205 | ALBANY | NEW YORK 12205 | T. 518.621.7650 | F. 518.621.7655

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R.S. ABRAMS & CO., LLP

Accountants & Consultants for Over 75 years

Robert S. Abrams
(1926–2014)

Marianne E. Van Duyne, CPA
Alexandria M. Battaglia, CPA

December 11, 2020

To the Board of Education and
Mr. Kevin Wurtz, School Business Official and Treasurer
Fire Island Union Free School District
P.O. Box 428
Ocean Beach, New York 11770

We are pleased to confirm our understanding of the services we are to provide Fire Island Union Free School District (the "District") for the fiscal year ended June 30, 2021. We will audit the financial statements of the governmental activities, each major fund, and the fiduciary funds, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the fiscal year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Budgetary Comparison Schedules
3. Schedule of the District's Proportionate Share of the Net Pension Liability
4. Schedule of District Contributions
5. Schedule of Changes in the District's Total OPEB Liability and Related Ratios

ISLANDIA: 3033 EXPRESS DRIVE NORTH, SUITE 100 • ISLANDIA, NY 11749

WHITE PLAINS: 50 MAIN STREET, SUITE 1000 • WHITE PLAINS, NY 10606

PHONE: (631) 234-4444 • FAX: (631) 234-4234

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We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Schedule of Change from Adopted Budget to Final Budget – General Fund and Section 1318 of Real Property Tax Law Limit Calculation
2. Schedule of Project Expenditures – Capital Projects Fund
3. Net Investment in Capital Assets

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Education of Fire Island Union Free School District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for

financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to

preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Management Responsibilities

Management is responsible for designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are also responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of R.S. Abrams & Co., LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely

manner to the New York State Education Department or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of R.S. Abrams & Co., LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the New York State Education Department or other oversight agencies. If we are aware that a federal awarding agency, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in May 2021 and to issue our reports no later than October 15, 2021. Alexandria Battaglia, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be based on the actual time spent at our standard, hourly rates. Our standard, hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been complete upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended through the date of termination.

We estimate that our fees for these services will be \$19,200 for the period July 1, 2020 to June 30, 2021. In light of the current economic conditions school districts are facing and our longstanding working relationship with the District, we have maintained our prior year fee therefor resulting in a 0% increase in the first year of this proposal. We trust this will assist you with your current budgeting constraints.

This estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

You have requested that we provide you with a copy of our most recent external peer review report and any subsequent reports received during the contract period. Accordingly, our 2017 peer review report accompanies this letter. This report reflects a peer review rating of pass, which is the highest rating for a peer review.

We appreciate the opportunity to be of service to the Fire Island Union Free School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Very truly yours,

R.S. Abrams & Co., LLP

R.S. Abrams & Co., LLP

By: Alexander Batten, CA

Title: Partner

Date: December 11, 2020

R.S. Abrams & Co., LLP:

This letter correctly sets forth the understanding of Fire Island Union Free School District.

Board of Education President: _____

Date: _____

School Business Official and Treasurer: _____

Date: _____

Report on the Firm's System of Quality Control

To the Partners of R.S. Abrams & Co., LLP
and the Peer Review Committee of the
New York State Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of R.S. Abrams & Co., LLP (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of R.S. Abrams & Co., LLP in effect for the year ended March 31, 2017 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. R.S. Abrams & Co., LLP has received a peer review rating of *pass*.

Flaherty Salmin LLP

Rochester, New York
July 21, 2017

WHEREAS, the Fire Island Union Free School District (“District”) intends to participate in the County of Suffolk School Bus Stop Arm Enforcement Program (hereinafter the “Stop Arm Program”).

WHEREAS, the Stop Arm Program is authorized under New York State Vehicle and Traffic Law §1174-a;

WHEREAS, pursuant to NYS VTL §1174-a, in order to participate in the Program, the School District must enter into an agreement with the County.

WHEREAS, the District intends to execute the School Bus Stop Arm Enforcement Program Opt-In Agreement, attached hereto as Exhibit 1, and enter into the Stop Arm Program.

RESOLVED, the Fire Island School District Board of Education hereby acknowledges and approves the Suffolk County School Bus Stop Arm Enforcement Program Opt-in Agreement made between the County of Suffolk, Fire Island School District, and Bus Patrol America LLC, and agrees to be bound by its terms.

OPT-IN AGREEMENT
TO PARTICIPATE IN THE COUNTY OF
SUFFOLK SCHOOL BUS STOP ARM ENFORCEMENT PROGRAM

School District Name: _____

Contractor Solution To Be Implemented:

(select one):

- ☐ Full Fleet Stop Arm Enforcement Solution
- ☐ Partial Fleet Solution

Total No. of School Buses: _____

Agreed-Upon Installation Start Date: _____

School District Point of Contact: _____

Bus Company Point of Contact: _____

County Program Manager Contact: _____

Contractor Point of Contact: _____

1. Purpose. This “Opt-In Agreement” constitutes a formal, binding Agreement between the School District identified above (“Participating District”), the County of Suffolk (the “County”), Bus Patrol America LLC (the “Contractor”), and if applicable, the Participating District’s Transportation Services Vendor (“Bus Company”), for participation in the County’s School Bus Stop Arm Demonstration Program (“Stop Arm Program”) established pursuant to Local Law 35- 2019 and in accordance with Section 1174-a of the New York State Vehicle and Traffic Law (referred to collectively herein as “the Stop Arm Laws”).
2. Authorization. The execution of this Opt-In Agreement will serve as authorization for the County to enter into and administer a contract with the Contractor to install the Contractor’s violation monitoring system, including any associated hardware, software, and equipment (the “Contractor System”) on school buses owned or operated by the Participating District, or owned and operated by a Bus Company (“District Buses”), in accordance with the County Stop Arm Program.

Upon execution of this Opt-In Agreement, the County will authorize the Contractor to perform all services necessary to install, operate, administer, and maintain the Contractor System on District Buses, in accordance with the Stop Arm Laws.
3. Payment. The Participating District will have no responsibility for payment to any party associated with the Stop Arm Program for the installation, maintenance or use of the Contractor System for the duration of the Stop Arm Program, and no claim to any portion of the revenue generated from the Contractor System.
4. Party Responsibilities
 - a. The Participating District shall, at no cost to Contractor:

- i. Cooperate with and assist the County and the Contractor with the installation, operation and maintenance of the Contractor System;
- ii. Provide the Contractor with access to District Buses owned/and or operated by the Participating District, beginning on the Installation Start Date specified above (to be mutually agreed upon by the Participating District, County and Contractor);
- iii. Provide the Contractor with access to any and all Contractor Systems installed on District Buses, upon at least 24 hours notice of a need to access District Buses, as reasonably necessary for the Contractor to operate and maintain the Contractor System. The Contractor's request for access must be made during business hours, unless alternatively agreed upon by the Participating District, and if applicable, the Bus Company;
- iv. The Participating District shall cooperate with the County and Contractor to identify high traffic stops;
- v. Use best efforts to maintain accurate route information identified in Subsection 4(a)(iv) above;
- vi. When applicable, properly store, secure, maintain, and repair the school buses when not in use to reasonably safeguard the Contractor System;
- vii. Appoint a designated point of contact, identified above, who shall be authorized to act on behalf of the Participating District on all matters relating to this Opt-In Agreement, the Participating District's use of the Contractor System, and participation in the Stop Arm Program. The Participating District will notify all parties in writing, within seven (7) days, if the designated point of contact information changes. and
- viii. Adhere to all applicable Stop Arm Laws, in accordance with the County's Stop Arm Program.

b. The County shall, at no cost to Contractor:

- i. Assist the Contractor to educate the Participating District about the Stop Arm Program;
- ii. Cooperate with the Contractor in coordination of the Participating District's execution of this Agreement;
- iii. Use reasonable efforts to help resolve any issues, problems or concerns related to compliance with this Agreement;
- iv. Designate in writing a program manager (the "County Program Manager"), identified above, that the Contractor, Participating District, and/or Bus Company may contact for day-to-day operational concerns, issues and technical problems. The Contractor may rely upon the apparent authority of the County Program Manager. The County will notify all parties in writing, within seven (7) days, if the designated program manager or contact information changes.

- v. Adhere to all applicable Stop Arm Laws, in accordance with the County's Stop Arm Program.

c. The Contractor shall:

- i. Provide applicable staff, as determined by each party, from the County, Participating District, and Bus Company with reasonable and sufficient training on Contractor Systems to successfully fulfil any responsibilities associated with the Stop Arm Program.
 - All Contractor training programs shall be conducted in either a live classroom setting at a location of the County's choosing, or via online webinar, whichever solution the County deems is more convenient and conducive to trainee schedules. With the exception of computers for training, the Contractor shall provide all materials for live classroom training sessions, including but not limited to all printed training materials and work instructions. In the event of webinar training, the Contractor will not provide computers or internet connections for trainees.
 - The Contractor shall assign a training manager, at the Contractor's sole expense, to coordinate all training schedules with the County Program Manager, Participating District, and Bus Company.
 - The Contractor shall coordinate with County, Participating District, and Bus Company to ensure all applicable staff, as determined by each party, are included in each training session. The Contractor shall provide make-up courses for those who are unable to attend the initial training sessions, as well as provide material and training courses for new employees that will take on roles associated with the Stop Arm Program.
- ii. Contractor access to District Buses, including any installation or maintenance work performed on District Buses, is only permitted during times designated by the Participating District, and if applicable, the Bus Company. The Contractor may not impede, interrupt, or delay normal District Bus operations at any time;
- iii. In the event that the County terminates or a Participating District opts-out of this Agreement pursuant to the provisions of paragraph 11, the Contractor shall disable the Contractor System within thirty (30) days of receipt of notice of termination. The Contractor shall return District Buses to their original state within a time period mutually agreed upon by the Contractor and the Participating District, or within ninety (90) days of receipt of notice of termination absent such an agreement.

In the event that a superseding federal or state law is enacted, which eliminates or substantially alters the Stop Arm Laws and/or Stop Arm Program, the Contractor shall disable the Contractor System within thirty (30) days of the repeal date or the effective date of the superseding law, whichever is applicable. The Contractor shall return District Buses to their

original state within ninety (90) days of repeal or the effective date of the superseding law, whichever is applicable, or within a time period mutually agreed upon by the Contractor and the Participating District.

- iv. Adhere to all applicable Stop Arm Laws, in accordance with the County's Stop Arm Program.

d. The Bus Company shall, at no cost to Contractor:

- i. Cooperate with and assist the County and the Contractor with the installation, operation and maintenance of the Contractor System;
- ii. Provide the Contractor with access to District Buses, operated on behalf of the Participating District, beginning on the Installation Start Date specified above (to be mutually agreed upon by the District, County, Bus Company and Contractor);
- iii. Provide the Contractor with access to any and all Contractor Systems installed on District Buses, upon at least 24 hours notice of a need to access District Buses, as reasonably necessary for the Contractor to operate and maintain the Contractor System. The Contractor's request for access must be made during business hours, unless alternatively agreed upon by the Participating District, and if applicable, the Bus Company;
- iv. Cooperate with the County and Contractor to identify high traffic stops;
- v. Use best efforts to maintain the routes identified in Subsection 4(d)(iv) above;
- vi. When applicable, use best efforts to properly store, secure, maintain, and repair the school buses when not in use to reasonably safeguard the Contractor System;
- vii. Appoint a designated point of contact, identified above, who shall be authorized to act on behalf of the Participating District on all matters relating to this Opt-In Agreement and the District's participation in the Stop Arm Program. The Bus Company will notify all parties in writing, within 7 days, if the designated point of contact information changes; and
- viii. Adhere to all Stop Arm Laws, in accordance with the County's Stop Arm Program.

5. License, Restricted Use. The Contractor grants to the Participating District a limited, non-exclusive license to use the Contractor System, including Contractor Equipment and Contractor Software and other Contractor Intellectual Property (collectively "Contractor Intellectual Property"), solely for the purpose of carrying out this Opt-In Agreement. This license shall continue for the duration of this Opt-In Agreement and shall remain in effect until the expiration or termination of this Agreement. Participating District shall immediately cease any and all use of the Contractor Intellectual Property upon termination or expiration of this Opt-In Agreement, unless specifically authorized by Contractor in a separate written license agreement.

The Participating District agrees that it will not use Contractor Intellectual Property for any purpose other than the Contractor's operation of the Contractor System during the term of this Agreement. Participating District will not disclose the Contractor Intellectual Property to any third parties without the prior express written permission of the Contractor. The Participating District will not make any modifications to the Contractor System, and will not attempt to disassemble, de-compile or otherwise perform any type of reverse engineering to the Contractor System, or cause, or permit any other person to do any of the foregoing.

The Participating District grants to the County and to the Contractor, a limited, non-exclusive license to any confidential or proprietary information of Participating District necessary for purposes of the installation, maintenance and administration of the Contractor System on District Buses.

In the event Participating School District receives a discovery demand, subpoena or request for any Records, as defined in the New York Freedom of Information Law ("FOIL"), relating to this Agreement, that may contain any proprietary or confidential information of Contractor, Participating School District shall provide Contractor with written notice of the discovery demand, FOIL request or subpoena. The Contractor shall have 10 days to request that the Participating District withhold information from disclosure, unless the subpoena has an earlier return date.

6. Damage or Destruction to Contractor System. The Contractor shall repair, refurbish, and/or replace any Contractor System, or component thereof, that may be damaged or destroyed, as determined by any party, during the duration of the Contractor's participation in the County's Stop Arm Program. The Contractor shall bear all expenses associated with repairing, refurbishing, and/or replacing any damage or destruction to the Contractor System, or any part thereof, and agrees to hold harmless all parties to this Agreement, regardless of the cause of such damage or destruction.

Examples of damage or destruction to the Contractor System include, but are not limited to:

- Damage or destruction resulting from weather, weather events, extreme temperatures, and/or natural disasters;
- Damage or destruction due to vandalism of any kind resulting from any person or entity;
- Damage or destruction resulting from an accident involving the District Buses, regardless of assignment of fault or negligence toward any person or entity;
- Damage or destruction resulting from any form of negligence involving the County, Participating District, and/or Bus Company; and
- Damage or destruction resulting from Acts of God

The Contractor shall coordinate with the designated point of contact for the Participating District and, if applicable, the designated point of contact for the Bus Company to facilitate any and all

work, including repair work that the Contractor, or a third party hired by the Contractor, performs on District Buses.

7. Reporting. In accordance with Stop Arm Laws, the parties shall provide any report required, pursuant to Section 1174-a of the Vehicle Traffic law, to the State or any official thereof.
8. Restrictions on Access to Enforcement Data. In accordance with the Stop Arm Laws, the parties agree to safeguard enforcement data generated by the external cameras and other components of the Contractor System as follows:
 - a. Pursuant to Section 1174-a (3)(i) of the Vehicle and Traffic Law, Participating District and Bus Company shall be prohibited from accessing any photographs, microphotographs, videotapes, other recorded images and data from outward facing school bus photo violation monitoring systems. Through this agreement, Participating School District authorizes Contractor to take steps to provide for the proper handling and custody of such photographs, microphotographs, videotapes, other recorded images and data produced by such systems, and to forward such photographs, microphotographs, videotapes, other recorded images and data to the County for the purpose of determining whether a motor vehicle was operated in violation of the Stop Arm Laws and imposing monetary liability on the owner of such motor vehicle therefor.
 - b. All photographs, microphotographs, videotapes, other recorded images and data produced by school bus photo violation monitoring systems shall be destroyed (i) ninety (90) days after the date of the alleged imposition of liability if a notice of liability is not issued for such alleged imposition of liability pursuant to Section 1174-a of the New York Vehicle and Traffic Law, or (ii) upon final disposition of a notice of liability issued pursuant to Section 1174-a of the New York Vehicle and Traffic Law.
 - c. Photographs, microphotographs, videotapes, other recorded images and data produced by the Contractor System shall not be deemed a record of the Participating School District. The Participating School District shall refer all requests, demands, and/or subpoenas for photographs, microphotographs, videotapes, other recorded images and data produced by the Contractor System to the Contractor and County within ten (10) days of receipt. The Participating District shall provide the initial five (5) day notice as required by FOIL.
9. Changes. Changes to this Opt-In Agreement may be made only by mutual written agreement of County, Participating District and Contractor.
10. Disputes. Any dispute relating to the installation, operation or maintenance of the Contractor System shall be resolved by Contractor and County pursuant to the agreement executed by County and Contractor pursuant to paragraph 2 above, in accordance with the terms of that agreement. The Contractor and County shall notify affected Participating Districts in writing of any dispute relating to the installation, operation or maintenance of the Contractor System.

11. Termination. This Opt-In Agreement may be terminated by the Participating District, the County or the Contractor by providing thirty (30) days prior written notice to all other parties. In the event of such termination, Participating District shall immediately cease using the Contractor System, including any and all Contractor Intellectual Property, and allow Contractor reasonable access to Participating District Buses to allow for the removal of the Contractor System. Contractor shall, within thirty (30) days of receipt of notice of termination from a Participating District, disable Contractor System installed on Participating District buses and remove the Contractor System at its sole expense, within a time frame mutually agreed upon by the Contractor and Participating District, or within ninety (90) days of receipt of notice of termination absent such an agreement. Contractor's responsibilities under this Agreement with respect to the Contractor System shall remain in full force and effect until the Contractor has removed the Contractor System. In addition to other remedies the Participating District may have at law or equity, Participating District may seek reimbursement from the County for costs related to removal of the Contractor System under this Opt-In Agreement should the Contractor breach its obligations, after providing the County notice and thirty (30) days to remove the Contractor System. Termination of an Opt-In Agreement will have no effect on any agreement between the County and the Contractor, or on any Opt-In Agreement with any other Participating District.

If the County, or any Participating District either terminates or opts-out of the Stop Arm Program, with or without cause, the Contractor shall not be entitled to and shall not seek to recoup any costs from the County, Participating District, and/or Bus Company associated with the Contractor's administration of the Stop Arm Program, including, but not limited to unamortized service and equipment costs, capital outlays, initial camera installation, camera removal, school bus restoration, and/or any other related expenses.

This Opt-In Agreement shall terminate in the event that the State enabling legislation, New York State Vehicle and Traffic Law Section 1174-a, is repealed or is not renewed.

12. Indemnification. The Contractor shall protect, indemnify, and hold harmless the Participating District, the Bus Company, and the County, as well as their agents, servants, officials, and employees from and against all liabilities, fines, penalties, actions, damages, claims, demands, judgments, losses, suits or actions, costs, and expenses caused by the negligence or any acts or omissions of the Contractor, including reimbursement of the cost of reasonable attorneys' fees incurred by the parties, their agents, servants, officials, and employees in any action or proceeding arising out of or in connection with the Contract. The Contractor's obligation to indemnify and hold harmless the Participating District shall be limited to Contractor's acts or omissions occurring on or before the date the Contractor System is removed from Participating School District buses following termination of this Opt-In Agreement. The Contractor's obligation to indemnify and hold harmless the Participating District shall survive termination of this Opt-in Agreement.
13. Commercial General Liability Insurance. The Contractor shall continuously maintain, for the duration of the Stop Arm Program, contractual liability coverage, in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury and Three Million Dollars (\$3,000,000.00) per occurrence for property damage. The County, the Participating District and the Bus Company (where applicable) shall be named an additional insured.
14. No Intended Third Party Beneficiaries. This Agreement is entered into solely for the benefit of the County, the Contractor, the Participating District and the Bus Company. No third party

shall be deemed a beneficiary of the Contract and no third party shall have the right to make any claim or assert any right under this Agreement.

15. Assignment. No party shall delegate its duties under the Agreement, or assign, transfer, convey, or otherwise dispose of this Agreement, or any of its rights, title or interest therein, or its power to execute the Agreement, or assign all or any portion of the moneys that may be due or become due hereunder to any other person, entity or thing without the prior written consent of all parties and any attempt to do any of the foregoing without such consent shall be void ab initio. Consent shall not be unreasonably withheld.
16. Independent Contractors. No party herein shall be, considered an employee of any other Party for any purpose. Notwithstanding anything herein, this Agreement shall not be construed as creating a principal-agent relationship between any party or parties.
17. Discrimination Prohibited. No Party will discriminate against any individual because of his/her age, race, creed, color, national origin, sexual orientation, military status, sex, reproductive health decisions, disability, predisposing genetic characteristics or marital status and will take affirmative action to ensure that each individual is afforded equal opportunities without discrimination because of his/her age, race, creed, color, national origin, sexual orientation, military status, sex, reproductive health decisions, disability, predisposing genetic characteristics or marital status.
18. Governing Law. The Agreement shall be governed by and construed in accordance with the laws of the State of New York, without regard to conflict of laws. Venue shall be designated in the Supreme Court, Suffolk County, the United States District Court for the Eastern District of New York, or, if appropriate, a court of inferior jurisdiction in Suffolk County.
19. Severability. It is expressly agreed that if any term or provision of this Agreement, or the application thereof to any person or circumstance, shall be held invalid or unenforceable to any extent, the remainder of the Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and every other term and provision of the Agreement shall be valid and shall be enforced to the fullest extent permitted by law.

Acknowledged and Agreed:

PARTICIPATING DISTRICT:

District Name

Authorized Signature

Name, Title

Date

BUSPATROL AMERICA LLC:

Authorized Signature

Name, Title

Date

BUS COMPANY:

Bus Company Name

Authorized Signature

Name, Title

Date

COUNTY OF SUFFOLK:

Authorized Signature

Name, Title

Date



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Non-Patient Specific Order for BINAXNOW™ COVID-19 AG CARD COVID-19 Antigen Testing

Purpose: To prevent the spread of COVID-19 through the identification of SARS-Cov-2 antigen leading to appropriate treatment and public health disease control actions and recommendations.

Policy: Under this non-patient specific order as allowed by state law, Registered Nurses (RNs) and trained personnel (volunteers or school employees) may perform a BinaxNOW COVID-19 Ag Card test on adults or children as recommended by the Suffolk County Department of Health. All staff performing this test will be trained in specimen collection, administering the test, documentation, and proper personal protective equipment specific to this test and be prepared to perform this procedure.

Summary and Explanation of Test

The BinaxNOW COVID Ag Card is a point-of-care¹, rapid antigen test that provides results in as little as 15 minutes. This test is designed for use in patients during the acute phase of infection or during the first seven days of symptom onset. The BinaxNOW™ COVID-19 Ag Card test has received U.S. Food and Drug Administration (FDA) Emergency Use Authorization (EUA). This test is authorized for use at the Point of Care (POC) in settings operating under a Limited Services Lab Certificate.

Procedure:

Administering this test does not require prior medical training or experience. Training modules used to train test administrators are available on the [Abbott BinaxNow™ Covid-19 Ag Card Training Page](#).

A nasal swab specimen is collected from the patient, six drops of extraction reagent from a dropper bottle are added to the top hole of the swab well. The patient sample is inserted into the test card through the bottom hole of the swab well and firmly pushed upwards until the swab tip is visible through the top hole. The swab is rotated three times clockwise, and the card is closed, bringing the extracted sample into contact with the test strip. Test results are interpreted visually at 15 minutes based on the presence or absence of visually detectable pink/purple colored lines. Results should not be read after 30 minutes. *Additional resources for health care providers and patients are available on the Abbott BinaxNow™ Covid-19 Ag Card Training Page.

Storage and Stability

Store kits at 2-30°C/35.6- 86°F. The BinaxNOW COVID-19 Ag Card kit is stable until the expiration date marked on the outer packaging and containers. Ensure all test components are at room temperature before use. The temperature should be monitored and recorded periodically, and every time before testing occurs.

Non-Patient Specific Order for BINAXNOW™ COVID-19 AG CARD COVID-19 Antigen Testing

Specimen Collection and Handling

Test results are interpreted visually at 15 minutes based on the presence or absence of visually detectable pink/purple-colored lines. Results should not be read after 30 minutes. Inadequate specimen collection or improper sample handling may produce invalid results. Staff performing specimen collection should use personal protective equipment (PPE). Change gloves between handling each person's specimen.

Disposal

Samples, controls, and test cards should be handled as though they could transmit disease. Observe established precautions against microbial hazards during use and disposal.

Required NYS Department of Health/NYS Dashboard Results Reporting

All Abbott BinaxNOW COVID-19 results, both positive and negative, must be reported per NYS Department of Health Guidance.

Step by Step Process

A. Obtain/Verify Informed Consent and Provide Handout Regarding Testing Information

Testing should only occur after appropriate informed, written consent is received from the individual, or if a minor, the parent or guardian. [A Sample School COVID Testing Consent Form](#) for students is available on the New York State Center for School Health Website. Parents/Guardians (on behalf of students) and other individuals tested should also be provided a copy of the [Abbott BinaxNOW™ COVID-19 Ag Card Fact Sheet For Patients](#).

1. Verify that the individual has been identified as needing testing for COVID-19. Inform recipients about the test's risks and benefits by providing the BinaxNOW™ COVID-19 Ag Card Patient Fact Sheet (also available in Spanish).
2. Verify written consent is on file or obtain consent at the point of care before the procedure.

B. Test Procedure for Collecting Specimens

1. Review BinaxNOW™ COVID-19 Ag Card training videos (approximately 43 minutes) and be familiar with performing an anterior nasal swab and BinaxNOW COVID 19 Ag Card test as outlined on the attached document in the BinaxNOW™ COVID-19 Ag Card Procedure Card.
2. Ensure all supplies, including specimen test kits, PPE, storage and shipment of specimens, and required forms for testing and documentation, are available.
3. Follow test kit directions and precautions as provided on the BinaxNOW™ COVID-19 Ag Card Product Insert and the FDA website. To collect a nasal sample, the swab must be carefully inserted into the nostril exhibiting the most visible drainage or the nostril that is most congested if drainage is not visible. Using gentle rotation, rotate the swab just inside – less than 1 inch – the nostril. The nasal swab must be rotated five (5) times or more against the nasal wall then slowly remove from the nostril. Using the same swab, the sample collection must be repeated in the other nostril. Do not return the nasal swab to the original paper packaging.

Non-Patient Specific Order for BINAXNOW™ COVID-19 AG CARD COVID-19 Antigen Testing

4. Document the test was performed by completing the appropriate lab paperwork per the New York State Department of Health regulations and local school district policy. Maintain confidentiality when handling personal health information.
5. All negative and positive test results will be reported to the New York State Electronic Clinical Laboratory Results System (ECLRS) within 24 hours. Positive results will also be immediately reported to the Suffolk County Department of Health.
6. Negative test results will be communicated to parents/guardians via e-mail by the end of the day. Positive tests will be shared with parents/guardians via phone to facilitate timely follow-up and contact tracing. Students who test positive will be moved to the isolation room immediately.
7. Results of tests will be submitted by Fire Island School District through the ECLRS reporting system and via the school COVID 19 Dashboard. Positive results will also be reported to the Suffolk County Department of Health.
8. Anyone testing positive will be isolated and managed as directed by the local county health department and Fire Island School District COVID management and contact tracing procedure.

This order shall remain in effect 12 months from the effective date stated below or until rescinded.

Health Care Provider Name: Janet LaViolette, N.P.	Title: Nurse Practitioner
Health Care Provider Signature:	Start Date: 01/04/2021
NYS License Number: F331874	End Date: 01/04/2022
This collection site is operating under CLIA (LSL) # 33D2201171	<u> X </u> License on File with School District

Fire Island School District
NYSDOH COVID-19 Student Testing
Parental Consent Form

STUDENT NAME: _____

I am the parent/legal guardian of the above-named student and have legal authority to make medical and educational decisions for him/her. I have been advised that pursuant to the New York State Department of Health's (NYSDOH) Interim Guidance on Mandatory COVID-19 Testing in Public Schools Located in Areas Designated as "Red Zones", "Orange Zones" or "Yellow Zones" (referred to herein as "Designated Zone" or "Designated Zones") under the New York State Cluster Action Initiative ("NYSDOH Interim Guidance"), schools are required to follow certain testing requirements applicable to such designated zone.

I understand the Fire Island School District is conducting and administering COVID-19 testing as a registered Limited Service Laboratory.

I understand that the District's testing program will involve the disclosure of my child's Personally Identifiable Information, including my child's name and COVID-19 test results, date of birth/age, gender, race/ethnicity, school name(s), teacher(s), classroom/cohort/pod, enrollment and attendance history, and afterschool or other program participation, names of other family members or guardians, address, telephone, mobile number, and email address (hereinafter referred to as "Personally Identifiable Information"). I understand the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. I understand the District has created a Student Records Policy setting forth my rights under FERPA that is available on the District website. I understand I have the right under FERPA not to consent to the release my child's Personally Identifiable Information to third parties, in which case my child's Personally Identifiable Information will only be disclosed as otherwise authorized under State and federal law.

I understand that I have the right not to sign this consent. I understand that I may revoke my consent in writing at any time provided that such revocation shall not impact actions previously taken in reliance of my consent.

I hereby voluntarily consent to COVID-19 testing of my child at no charge to me in accordance with NYSDOH Interim Guidance for such period of time as is minimally required by NYSDOH in the event the District is identified as being located in a Designated Zone. I understand the District will use reasonable efforts to notify me prior to administering the COVID-19 test, but this may not always be practicable, in which case I consent to my child being administered the COVID-19 test without further notice. I understand my child may be tested multiple times while the District remains in a Designated Zone.

I further hereby consent to the disclosure of my child's Personally Identifiable Information to the District and District officials, third-party entities, the District's contractors or consultants, health care providers, the local Department of Health ("LHD") and/or the New York State Department of Health ("NYSDOH") for

the purpose of addressing COVID-19 public health and safety issues, administering the COVID-19 testing program, and, if necessary, obtaining emergency treatment for my child.

I understand additional disclosure of my child's Personally Identifiable Information may be required, in which case I will be asked to provide further consent unless the disclosure of the Personally Identifiable Information is permissible without my consent under State and Federal law.

I understand the District will advise third parties who receive my child's Personally Identifiable Information of their obligation to maintain the privacy and security of this information, but the District does not control the actions of third parties who receive information released pursuant to this consent.

My consent to testing of my child as specifically set forth herein shall terminate upon the District's removal from all Designated Zones, though I understand and extend my consent to such testing of my child as is specifically set forth herein should the District again be identified by NYSDOH as being located in a Designated Zone at any time during the 2020/2021 school year.

PRINT NAME, Parent/Legal Guardian

SIGNATURE, Parent/Legal Guardian

DATE



Fire Island Union Free School District

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Amy Wood

COVID - 19 Testing Consent Form

The Governor's Cluster Action Initiative and the New York State Department of Health (NYSDOH) requires schools providing in-person instruction to test specific percentages of in-person students, teacher, and staff for COVID-19, if the school is in a designated yellow, orange, or red zone, in order to hold in-person teaching.

Only students whose parents/guardians have provided this signed consent form to the school will be tested.

A Sample will be collected from your child by:

☒ Janet LaViolette, N.P., Director of Health Services

The following type of sample will be collected at school:

☒ Nasal Swab (front/sides of nose)

Once a sample is collected the test is done to determine the results. Our school will be:

☒ Collecting samples and doing the COVID-19 test at school using the following test:

Abbott BinaxNOW COVID-19 Ag Card *

To be Completed by Parent/Guardian

Student Name: _____ DOB: _____ Gender: M ☐ F ☐

Address: _____ Phone: _____ Grade: _____

I give permission for my child's school to:

☐ Collect a sample from my child and test for COVID-19.

I understand the school will notify me of my child's result on the day of testing, by phone call.

I understand that my child's test results and other information may be disclosed as permitted by law.

Parent/Guardian Name: _____ Phone: _____

Signature: _____ Date: _____

Please return this signed form to the school office.



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COVID - 19 Testing Consent Form

The Governor's Cluster Action Initiative and the New York State Department of Health (NYSDOH) requires schools providing in-person instruction to test specific percentages of in-person students, teacher, and staff for COVID-19, if the school is in a designated yellow, orange, or red zone, in order to hold in-person teaching.

A Sample will be collected by:

☒

Janet LaViolette, N.P., Director of Health Services

The following type of sample will be collected at school:

☒

Nasal Swab (front/sides of nose)

Once a sample is collected the test is done to determine the results. Our school will be:

☒

Collecting samples and doing the COVID-19 test at school using the following test:

Abbott BinaxNOW COVID-19 Ag Card *

To be Completed by Employee

Employee Name: _____ DOB: _____ Gender: ☐ ☐

Address: _____ Phone: _____ Grade: _____

I give permission for Janet LaViolette, N.P., Director of Health Services to:

☐

Collect a sample from me and test for COVID-19.

I understand the school will notify me of my result on the day of testing.

I understand that my test results and other information may be disclosed as permitted by law.

Employee Name: _____ Phone: _____

Signature: _____ Date: _____

Please return this signed form to the school office.

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD**Appointments**

The Board is authorized to appoint individuals to positions which will facilitate the meeting of its responsibilities to the State, the District, and the community. These appointments usually take place at the Annual Organizational Meeting.

The following will be appointed annually:

- a) District Clerk;
- b) District Treasurer;
- c) Deputy Treasurer;
- d) Tax Collector and Deputies;
- e) External (Independent) Auditor;
- ~~f) Central Treasurer, Extraclassroom Activities Account;~~
- ~~g) Faculty Auditor, Extraclassroom Activities Account;~~
- h) Audit Committee.

The following must be appointed but need not be reappointed annually:

- a) Census Enumerator and assistants if District conducts census;
- b) Director of School Health Services (District Physician/Nurse Practitioner);
- c) Supervisors of Attendance;
- d) Committee on Special Education and Committee on Preschool Special Education;
- e) Records Access Officer;
- f) Records Management Officer;
- g) Asbestos Hazard Emergency Response Act (AHERA) Local Educational Agency (LEA) designee;

(Continued)

Bylaws

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD (Cont'd.)

- h) ~~Compliance Officer (Title IX/Section 504/ADA) for discrimination and harassment issues~~ Civil Rights Compliance Officer(s) (coordinates the District's efforts to comply with civil rights laws such as Title VI, Section 504, the Americans with Disabilities Act, and the Age Discrimination Act);
- i) Title IX Coordinator(s) (coordinates the District's efforts to comply with Title IX; when appointing, District must "designate and authorize" the Title IX Coordinator(s));
- ~~i~~j) Liaison for Homeless Children and Youth (McKinney-Vento Liaison);
- ~~j~~k) Chemical Hygiene Officer;
- ~~k~~l) Dignity Act Coordinator (one in each building);
- ~~l~~m) Chief Emergency Officer.

The following may also be appointed:

- a) School Attorney;
- b) Claims Auditor/Deputy Claims Auditor;
- ~~c) Internal Auditor;~~
- d) Insurance Advisor;
- ~~e) Copyright Officer.~~

Designations

The following designations will be made by the Board at the Annual Organizational Meeting in July:

- a) Petty Cash Fund(s);
- b) Official Newspaper(s);
- c) Official Bank Depositories;
- d) Official Bank Signatories;
- e) Purchasing Agent;

(Continued)

Bylaws

SUBJECT: APPOINTMENTS AND DESIGNATIONS BY THE BOARD (Cont'd.)

- f) Certifier of Payrolls;
- g) Designated Educational Official (DEO) to receive court notification regarding a student's sentence/adjudication in certain criminal cases and juvenile delinquency proceedings;
- h) School Pesticide Representative;
- i) ~~Reviewing Official, Hearing Official, and Verification Official for participation in the federal Child Nutrition Program (the Hearing Official may not be the same person as the Reviewing and/or Verification Official).~~

Authorizations

The following authorizations will be made by the Board at the Annual Organizational meeting in July:

- a) Approval of attendance at conferences, conventions, workshops, and the like;
- b) Superintendent to approve budget transfers within limits prescribed by Commissioner's regulation Section 170.2 and Board guidelines;
- c) Superintendent to apply for Grants in Aid (State and Federal) as appropriate;
- d) Establish mileage reimbursement rate;
- e) Other(s) as deemed appropriate/necessary.

McKinney-Vento Homeless Education Assistance Act, § 722, as reauthorized by the Every Student Succeeds Act (ESSA) of 2015
29 CFR § 1910.1450
Education Law §§ 305(31), 1709, and 2503
8 NYCRR Part 185
21 NYCRR Parts 1401, 9760

**Customize to District*
Adoption Date

Bylaws

SUBJECT: ANNUAL ORGANIZATIONAL MEETING

~~*For Small City Districts (use ~~th~~isese two paragraphs):~~

~~—The Annual Organizational Meeting of the Board will be held during the first week in July, at 4 p.m. in the afternoon or other hour as the Board may determine, at which meeting the Board will select a President for the ensuing year. At this meeting, the Board may also select a Vice President who will be authorized to act for the President in case of the President's absence or inability to act during that year.~~

~~The Board may pass a resolution, however, to hold its Annual Organizational Meeting at any time during the first 15 days of July, at a time to be decided by the Board.~~

~~*For Districts other than Small City (use these two paragraphs):~~

The Annual Organizational Meeting of the Board will be held on the first Tuesday in July of each year, unless that day is a legal holiday, in which event it will be held on the first Wednesday in July.

The Board may pass a resolution, however, to hold its Annual Organizational Meeting at any time during the first 15 days of July.

Officers

The meeting will be called to order by the District Clerk, who will act as a Temporary Chairperson. The Board will proceed to the election of a President. The President will then take the chair. The Board will then elect a Vice President. Election will be by a majority vote.

Oath of Office

The District Clerk will administer the Oath of Office to the newly elected officers and new members of the Board.

Education Law §§ 1701, ~~1706~~, 1707, ~~1709, 2109~~, 2502(9), and 2504(1)
Public Officers Law §10

***Customize to District**
Adoption Date

Bylaws

SUBJECT: ABSENTEE BALLOTS

** Option 1 - If the District utilizes poll lists (i.e., does not provide for personal registration of voters), retain all language in option 1. Delete all language in option 2 which is for districts that provide for the personal registration of voters. Retain the section on military ballots.*

The Board authorizes the District Clerk* or a Board designee ~~(the latter only if the District does not provide for the personal registration of voters)~~ to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members, and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he or she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk* or Board designee at least seven days before the election/vote if the ballot is to be mailed to the voter, or the day before the election/vote if the ballot is to be delivered personally to the voter.

An absentee ballot will also be mailed to every qualified District voter otherwise eligible for an absentee ballot who sends a signed letter requesting an absentee ballot which states the address of the voter to the District Clerk or Board designee. The signed letter must be received by the District Clerk or Board designee not earlier than the thirtieth day before the election/vote and at least seven days before the election/vote. Enclosed with the absentee ballot will be an application form for the absentee ballot. The absentee ballot will not be counted unless a valid application form is enclosed with the ballot.

~~In accordance with the provisions of Education Law, a~~ A qualified District voter is eligible to vote by absentee ballot if he or she is unable to appear to vote in person on the day of the District election/vote because ~~he or she~~:

- a) ~~He or she i~~s or will be a patient in a hospital, or is unable to appear personally at the polling place on the day of the election/vote because of illness or physical disability;
- b) ~~He or she h~~Has duties, occupation or business responsibilities, or studies which require being outside of the county or city of residence on the day of the District election/vote;
- c) ~~He or she w~~Will be on vacation outside of the county or city of residence on the day of the District election/vote;
- d) ~~He or she w~~Will be absent from the voting residence due to detention in jail awaiting action by a grand jury or awaiting trial; or is confined in prison after conviction for an offense other than a felony; or
- e) ~~He or she w~~Will be absent from the District on the day of the District election/vote by reason of accompanying spouse, parent, or child who is or would be, if he or she were a qualified voter, entitled to apply for the right to vote by absentee ballot.

**Customize to District — Retain phrase "or Board designee" only if District utilizes poll lists vs. personal registration of voters.*

(Continued)

Bylaws

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

Statements on the application for absentee ballot must be signed and dated by the voter.

A voter's absentee ballot must reach the Office of the District Clerk* or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed.

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application if they have previously applied for an absentee ballot.

A list of all persons to whom absentee ballots have been issued will be maintained in the Office of the District Clerk* or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. The written challenge will be transmitted by the District Clerk* or Board designee to the election inspectors on the day of the District election/vote. In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on this list by making his or her reasons known to the election inspector before the close of the polls.

**Option 2 – If the District provides for the personal registration of voters, retain all language in option 2. Delete all language in option 1 which is for districts that utilize poll lists. Retain the section on military ballots.*

~~The Board authorizes the District Clerk to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.~~

~~A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he or she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk no earlier than the thirtieth day before the election/vote. The application must be received by the District Clerk at least seven days before the election/vote if the ballot is to be mailed to the voter or the day before the election/vote if the applicant or his or her agent delivers the application to the District Clerk in person.~~

~~— A qualified District voter is eligible to vote by absentee ballot if he or she will be:~~

- ~~a) — Absent from the county of his or her residence;~~
- ~~b) — Unable to appear at the polling place because of illness or physical disability, or duties related to the primary care of one or more individuals who are ill or physically disabled, or because he or she will be or is a patient in a hospital;~~

**Customize to District*

(Continued)

Bylaws

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

- e) ~~An inmate or patient of a veteran's administration hospital; or~~
- d) ~~Absent from his or her voting residence because he or she is detained in jail awaiting action by a grand jury or awaiting trial, or confined in jail or prison after a conviction for an offense other than a felony, provided that he or she is qualified to vote in the election district of his or her residence.~~

~~Statements on the application for absentee ballot must be signed and dated by the voter.~~

~~A voter's absentee ballot must reach the Office of the District Clerk not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed.~~

~~Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application.~~

~~A list of all persons to whom absentee ballots have been issued will be maintained in the Office of the District Clerk and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. The written challenge will be transmitted by the District Clerk to the election inspectors on the day of the District election/vote. In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on this list by making his or her reasons known to the election inspector before the close of the polls.~~

Military Ballots

The Board authorizes the District Clerk* or a Board Designee to provide military ballots to military voters to be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A military voter is:

- a) A qualified voter of New York State who:
 - 1. Is in actual military service and, by reason of that military service, is absent from the District on the day of registration or election; or
 - 2. Is discharged from that military service within thirty days of an election; or

**Customize to District -- Retain phrase "or Board designee" only if District utilizes poll lists vs. personal registration of voters.*

(Continued)

Bylaws

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

- b) A spouse, parent, child, or dependent of the previously described voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

A military voter may designate a preference to receive a military ballot application or a military ballot by mail, fax, or email. This designation will remain in effect until revoked or changed by the military voter. If a military voter does not designate a preference, a military ballot application or a military ballot will be provided to the military voter by mail.

Military ballots will be distributed as soon as practicable, but no later than *25 days before the election/vote.

Three days before the first day for distribution of military ballots, the names of all candidates duly nominated for public office and the amendments, referenda, propositions, and questions to be voted for on the ballots will be determined. If, at a later date, the nomination of any candidate named on a military ballot is found invalid, the ballot will still be valid, but no vote for the invalid candidate will be counted in the election/vote.

A voter's military ballot must be received by the Office of the District Clerk** or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed at which point the military ballot will be processed in the same manner as absentee ballots.

All military ballot applications and military ballots must be returned by mail or in person.

Education Law §§ ~~1501-e~~, 2014, 2018-a, 2018-b, 2018-d, and 2613
8 NYCRR Part 122

**Customize to District -- For small city school districts, military ballots need to be sent no later than 14 days before the election.*

***Customize to District -- Retain phrase "or Board designee" only if District utilizes poll lists vs. personal registration of voters.*

Adoption Date

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION**Overview**

The District is committed to creating and maintaining education programs and activities which are free from discrimination and harassment. This policy addresses complaints of sex discrimination, including sexual harassment, made under Title IX of the Education Amendments Act of 1972 and its implementing regulations (Title IX). It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

Title IX prohibits discrimination on the basis of sex in any education program or activity operated by a district that receives federal financial assistance. As required by Title IX, the District does not discriminate on the basis of sex in its education programs and activities or when making employment decisions.

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

Inquiries about this policy or the application of Title IX may be directed to the District's Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

Scope and Application of Policy

This policy is limited to addressing complaints of sex discrimination, including sexual harassment, that fall within the scope of Title IX which, among other things, has a specific definition of sexual harassment and applies only to sex discrimination occurring against a person in the United States. This policy applies to any individual participating in or attempting to participate in the District's education programs or activities including students and employees.

Other District policies and documents address sex-based misconduct and may have different definitions, standards of review, and grievance procedures. These documents must be read in conjunction with this policy as they may cover incidents of sex-based misconduct not addressed by Title IX.

If the allegations forming the basis of a formal complaint of sexual harassment, if proven, would constitute prohibited conduct under Title IX, then the grievance process outlined in this policy would be applied to the investigation and adjudication of all the allegations. Depending on the allegations, additional grievance procedures may apply.

The dismissal of a formal complaint of sexual harassment under Title IX does not preclude action under another related District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)**What Constitutes Sex Discrimination Including Sexual Harassment**

Title IX prohibits various types of sex discrimination including, but not limited to: sexual harassment; the failure to provide equal athletic opportunity; sex-based discrimination in a District's science, technology, engineering, and math (STEM) courses and programs; and discrimination based on pregnancy.

Under Title IX, sexual harassment includes conduct on the basis of sex that satisfies one or more of the following:

- a) An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
- b) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- c) Sexual assault, meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
- d) Dating violence, meaning violence committed by a person:
 - 1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - 2. Where the existence of such a relationship will be determined based on a consideration of the following factors:
 - (a) The length of the relationship;
 - (b) The type of relationship;
 - (c) The frequency of interaction between the persons involved in the relationship;
- e) Domestic violence, meaning felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

- f) Stalking, meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
1. Fear for his or her safety or the safety of others; or
 2. Suffer substantial emotional distress.

Title IX Coordinator

*The District has designated and authorized the following District employee(s) to serve as its Title IX Coordinator:

Philip Tamberino, Director of Curriculum and Special Projects
Fire Island UFSD, PO Box 428, Ocean Beach, NY 11770
Ph: (631) 583-5626 Email: ptamberino@fi.k12.ny.us

The Title IX Coordinator who must be referred to as such, will coordinate the District's efforts to comply with its responsibilities under Title IX. However, the responsibilities of the Title IX Coordinator may be delegated to other personnel.

Where appropriate, the Title IX Coordinator may seek the assistance of the District's Civil Rights Compliance Officer(s) (CRCO(s)) and/or Dignity Act Coordinator(s) (DAC(s)) in investigating, responding to, and remediating complaints of sex discrimination, including sexual harassment.

Reporting Allegations of Sex Discrimination

Any person may report sex discrimination, including sexual harassment, regardless of whether they are the alleged victim or not. Reports may be made in person, by using the contact information for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator.

Reports of sex discrimination may also be made to any other District employee including a supervisor, building principal, or the District's CRCO. All reports of sex discrimination, including sexual harassment, will be forwarded to the District's Title IX Coordinator. Reports may also be forwarded to other District employees depending on the allegations.

All District employees who witness or receive an oral or written report of sex discrimination must immediately inform the Title IX Coordinator. Failure to immediately inform the Title IX Coordinator may subject the employee to discipline up to and including termination.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

Making a report of sexual harassment is not the same as filing a formal complaint of sexual harassment. A formal complaint is a document either filed by a complainant or a parent or legal guardian who has a right to act on behalf of the complainant or signed by the Title IX Coordinator which alleges sexual harassment against a respondent and requests that the District investigate the allegations. While the District must respond to all reports it receives of sexual harassment, the Title IX grievance process is only initiated with the filing of a formal complaint.

In addition to complying with this policy, District employees must comply with any other applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*. This includes, but is not limited to, Policy #7550 -- Dignity for All Students (DASA) which requires District employees to make an oral report promptly to the Superintendent or principal, their designee, or the DAC not later than one school day after witnessing or receiving an oral or written report of harassment, bullying, and/or discrimination of a student. Two days after making the oral report, DASA further requires that the District employee file a written report with the Superintendent or principal, their designee, or the DAC.

If the Title IX Coordinator is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another Title IX Coordinator, if the District has designated another individual to serve in that capacity. If the District has not designated another Title IX Coordinator, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the Title IX Coordinator.

Grievance Process for Complaints of Sex Discrimination Other than Sexual Harassment

The District will provide for the prompt and equitable resolution of reports of sex discrimination other than sexual harassment. In responding to these reports, the Title IX Coordinator will utilize, as applicable, the grievance process set forth in Policy #3420 -- Non-Discrimination and Anti-Harassment in the District and any other applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Grievance Process for Formal Complaints of Sexual Harassment

The District will respond to allegations of sexual harassment in a manner that is not deliberately indifferent whenever it has actual knowledge of sexual harassment in an education program or activity of the District. The District is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For purposes of reports and formal complaints of sexual harassment under Title IX, education program or activity includes locations, events, or circumstances over which the District exercised substantial control over both the respondent(s) and the context in which the sexual harassment occurred.

The District will follow a grievance process that complies with law and regulation before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

The District will conduct the grievance process in a timely manner designed to provide all parties with a prompt and equitable resolution. It is anticipated that, in most cases, the grievance process will be conducted within a reasonably prompt manner and follow the time frames established in this policy.

Definitions

- a) "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to a District's Title IX Coordinator or any official of the District who has authority to institute corrective measures on behalf of the District, or to any District employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the District with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in this policy.
- b) "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- c) "Days" means business days, but excludes any weekday during which the school is closed.
- d) "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the District with which the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email, by using the contact information required to be listed for the Title IX Coordinator, and by any additional method designated by the District. As used in this paragraph, the phrase "document filed by a complainant" means a document or electronic submission (such as by email or through an online portal provided for this purpose by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party, and must comply with the requirements of law and regulation.
- e) "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

- f) "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. These measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

General Requirements for the Investigative and Grievance Process

During the investigation of a formal complaint and throughout the grievance process, the District will ensure that:

- a) Complainants and respondents are treated equitably. This includes applying any provisions, rules, or practices incorporated into the District's grievance process, other than those required by law or regulation, equally to both parties.
- b) All relevant evidence is objectively evaluated, including both inculpatory and exculpatory evidence. Inculpatory evidence implicates or tends to implicate an individual in a crime or wrongdoing. Exculpatory evidence frees or tends to free an individual from blame or accusation.
- c) The Title IX Coordinator, investigator, decision-maker involved in the grievance process, or any person designated by the District to facilitate any informal resolution process does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
- d) Respondents are presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- e) The grievance process, including any appeals or informal resolutions, is concluded within a reasonably prompt time frame and that the process is only temporarily delayed or extended for good cause. Good cause includes, but is not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

language assistance or accommodation of disabilities. Whenever the time frame is temporarily delayed or extended, written notice will be provided to all complainants and respondents of the delay or extension and the reasons for the action.

- f) The range of possible disciplinary sanctions and remedies that may be implemented by the District following any determination regarding responsibility are described to any known party.
- g) The same standard of evidence is used to determine responsibility in all formal complaints.
- h) The procedures and permissible bases for an appeal are known to all complainants and respondents.
- i) The range of supportive measures available are known to all complainants and respondents.
- j) There is no requirement, allowance of, reliance on, or otherwise use of questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.
- k) The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on the District and not on the parties.
- l) The Title IX Coordinator, the investigator, any decision-maker, or any other person participating on behalf the District does not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so for the grievance process. If the party is not an eligible student, as defined in FERPA as a student who has reached 18 years of age or is attending a post-secondary institution, the District will obtain the voluntary, written consent of a parent.
- m) The parties have an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- n) Credibility determinations are not be based on a person's status as a complainant, respondent, or witness.
- o) The ability of either party to discuss the allegations under investigation or to gather and present relevant evidence is not restricted.
- p) The parties are provided with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney,

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

and not limit the choice or presence of advisor for any complainant or respondent in any meeting or grievance proceeding. However, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

- q) Written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, is provided to any party whose participation is invited or expected with sufficient time for the party to prepare to participate.
- r) The parties are provided with equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely on in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- s) Any document sent to a minor or legally incompetent person is also sent to the party's parent or legal guardian.
- t) Any document sent to a party is also sent to the party's advisor, if known.

After a Report of Sexual Harassment Has Been Made

After receiving a report of sexual harassment, the Title IX Coordinator will:

- a) Promptly contact the complainant to discuss and offer supportive measures;
- b) Inform the complainant both of the range of supportive measures available and that these measures are available regardless of whether a formal complaint is filed;
- c) Consider the complainant's wishes with respect to supportive measures; and
- d) Explain to the complainant the process for filing a formal complaint.

The Title IX Coordinator may also contact the respondent to discuss and/or impose supportive measures.

Requests for confidentiality or use of anonymous reporting may limit how the District is able to respond to a report of sexual harassment.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)Emergency Removal and Administrative Leave

At any point after receiving a report or formal complaint of sexual harassment, the District may immediately remove a respondent from the District's education program or activity on an emergency basis, provided that the District:

- a) Undertakes an individualized safety and risk analysis;
- b) Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; and
- c) Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal.

The District should coordinate their Title IX compliance efforts with special education staff when initiating an emergency removal of a student with a disability from an education program or activity as the removal could constitute a change of placement under the IDEA or Section 504.

The District may place a non-student employee respondent on administrative leave with or without pay during the pendency of the grievance process in accordance with law and regulation and any applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Filing a Formal Complaint

A complainant may file a formal complaint with the Title IX Coordinator in person or by mail, email, or other method made available by the District. The complainant must be participating in or attempting to participate in the education program or activity of the District at the time of filing the complaint. The filing of a formal complaint initiates the grievance process.

A formal complaint must be signed by the complainant, the complainant's parent or legal guardian as appropriate, or the Title IX Coordinator. Where a parent or legal guardian signs the complaint, the parent or legal guardian does not become the complainant; rather the parent or legal guardian acts on behalf of the complainant. The Title IX Coordinator may sign the formal complaint, but his or her signature does not make him or her a complainant or a party to the complaint. If the formal complaint is signed by the Title IX Coordinator, the Title IX Coordinator is still obligated to comply with the grievance process outlined in this policy.

The complainant, or the complainant's parent or legal guardian, must physically or digitally sign the formal complaint, or otherwise indicate that the complainant is the person filing the formal complaint. When a formal complaint is filed, the Title IX Coordinator must send a written notice of allegations to all parties which includes the identities of all known parties.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

The District will not discriminate on the basis of sex in its treatment of a complainant or a respondent in responding to a formal complaint of sexual harassment.

The formal complaint form may be obtained from the District's Title IX Coordinator or found on the District's website.

Consolidation of Formal Complaints

The District may consolidate formal complaints of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Written Notice of Allegations

Upon receipt of a formal complaint, the District will send all known parties written notice of:

- a) The District's grievance process, including any informal resolution process; and
- b) The allegations of sexual harassment which will:
 1. Provide sufficient details known at the time and sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 2. State that the respondent is presumed not to be responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
 3. Inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
 4. Inform the parties that they may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint; and
 5. Include notice of any provision in any applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct* that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about any complainant or respondent that were not included in the initial notice, the District will provide another notice of the additional allegations to the parties whose identities are known.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)Investigation of a Formal Complaint

The Title IX Coordinator will oversee the District's investigation of all formal complaints. During the investigation of a formal complaint, the Title IX Coordinator or another District employee may serve as the District's investigator. The District may also outsource all or part of an investigation to appropriate third parties. The outsourcing of all or part of an investigation does not relieve the District from its obligation to comply with law and regulation.

It is anticipated that most investigations will be completed within 20 days after receiving a formal complaint.

During the investigation of a formal complaint, the investigator will, as appropriate:

- a) Collect, review, and preserve all evidence including, but not limited to, any relevant documents, videos, electronic communications, and phone records.
- b) Interview all relevant persons including, but not limited to, any complainants, respondents, and witnesses. Interviews of complainants and respondents will be conducted separately. If a student is involved, the District will follow any applicable District policy, procedure, or other document such as the District's *Code of Conduct* regarding the questioning of students.
- c) Create written documentation of the investigation (such as a letter, memo, or email), which contains the following:
 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
 2. A list of names of those interviewed, along with a detailed summary of their statements;
 3. A timeline of events; and
 4. A summary of prior relevant incidents, reported or unreported.
- d) Keep any written documentation and associated documents in a secure and confidential location.

Prior to completion of the investigative report, the District will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties will have at least ten days to submit a written response, which the investigator will consider prior to completion of the investigative report.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

At the end of the investigation, an investigative report will be created that fairly summarizes all relevant evidence.

At least ten days prior to a hearing or other determination regarding responsibility, the investigative report will be sent to each party and the party's advisor, if any, in an electronic format or a hard copy, for their review and written response.

Dismissal of a Formal Complaint

The District must investigate the allegations in a formal complaint. The District must dismiss a formal complaint under Title IX if the conduct alleged:

- a) Would not constitute sexual harassment even if proven;
- b) Did not occur in the District's education program or activity; or
- c) Did not occur against a person in the United States.

Further, the District may dismiss a formal complaint or any of its allegations under Title IX, if at any time during the investigation or hearing:

- a) A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any of its allegations;
- b) The respondent is no longer enrolled or employed by the District; or
- c) Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or any of its allegations.

Upon a dismissal of a formal complaint, the District must promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The dismissal of a formal complaint under Title IX does not preclude action under another related District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Informal Resolutions

Before reaching a determination regarding responsibility, but only after a formal complaint is filed, the District may offer and facilitate the use of an informal resolution process, such as mediation, that does not involve a full investigation and adjudication of the formal complaint.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

It is anticipated that most informal resolutions will be completed within 15 days.

The District will not require that parties participate in an informal resolution process. The District will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. Further, the District will not require the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right.

If the District offers and facilitates the use of an informal resolution process, it will:

- a) Provide written notice to all known parties which details:
 - 1. The allegations in the formal complaint;
 - 2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
 - 3. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and
- b) Obtain the parties' voluntary, written consent to the informal resolution process.

Hearings and Determination Regarding Responsibility

The District will designate an individual decision-maker or a panel of decision-makers to issue a written determination regarding responsibility. A decision-maker can either be a District employee or, where appropriate, a third-party. They cannot be the same individual as either the Title IX Coordinator or the investigator(s).

The District's grievance process may, but is not required to, provide for a hearing. The determination as to whether a hearing will be provided will be made on a case-by-case basis. If a hearing is provided, the District will make all evidence subject to the parties' inspection and review available to give each party equal opportunity to refer to this evidence during the hearing, including for purposes of cross-examination.

With or without a hearing, before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to:

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

- a) Submit written, relevant questions that a party wants asked of any party or witness within 10 days after the parties have received the investigative report;
- b) Provide each party with the answers given by any party or witness within 10 days of receiving the questions; and
- c) Allow for additional, limited follow-up questions and responses from each party to occur within 5 days after the parties have received responses to their initial questions.

Questions and evidence about a complainant's sexual predisposition or prior sexual behavior will not be considered, unless the questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

The decision-maker(s) will issue a written determination regarding responsibility to the Title IX Coordinator, the Superintendent, and all parties simultaneously within 10 days after all follow-up questions have been responded to or after the hearing, if one has been provided.

To reach this determination, the decision-maker(s) will use the clear and convincing evidence standard which is the standard of evidence that will be applied in all formal complaints of sexual harassment. This standard is understood to mean concluding that a fact is highly probable to be true.

The written notice of the determination regarding responsibility will include:

- a) Identification of the allegations potentially constituting sexual harassment;
- b) A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- c) Findings of fact supporting the determination;
- d) Conclusions regarding the application of any applicable District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct* to the facts;
- e) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District is imposing on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

- f) The District's procedures and permissible bases for the complainant and respondent to appeal.

Finality of Determination Regarding Responsibility

The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

Where a determination regarding responsibility for sexual harassment has been made against the respondent, remedies will be provided to a complainant and disciplinary sanctions may be imposed on a respondent. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Remedies and disciplinary sanctions will be implemented in accordance with applicable laws and regulations, as well as any District policy, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

The Title IX Coordinator is responsible for the effective implementation of any remedies and/or disciplinary sanctions. The Title IX Coordinator will work with other individuals as necessary to effectively implement remedies and/or disciplinary sanctions.

Appeals

Either party may file an appeal from a determination regarding responsibility or from the District's dismissal of a formal complaint or any of its allegations. Appeals must be submitted in writing to the Title IX Coordinator within 10 days of the written notice of the determination regarding responsibility or dismissal of the formal complaint or any of its allegations.

An appeal may only be based upon one or more of the following bases:

- a) Procedural irregularity that affected the outcome of the matter;
- b) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c) The Title IX Coordinator, investigator, or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

The bases on which a party is seeking an appeal should be specifically stated in the party's written appeal.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

- b) Ensure that any decision-maker for the appeal:
 - 1. Is not the same person as any decision-maker that reached the initial determination regarding responsibility or dismissal, investigator, or Title IX Coordinator;
 - 2. Does not have any conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent;
- c) Give all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. Parties will have to submit these written statements within 10 days after the parties have been notified of the appeal;
- d) Issue a written decision describing the result of the appeal and the rationale for the result; and
- e) Provide the written decision simultaneously to the Title IX Coordinator, the Superintendent, and all parties within 10 days after receiving the parties written statements in support of, or challenging, the outcome.

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

The District prohibits retaliation against any individual for the purpose of interfering with his or her Title IX rights or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under Title IX.

Charging an individual with *Code of Conduct* or other applicable violations that do not involve sex discrimination, including sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation. Charging an individual with a *Code of Conduct* or other applicable violation for making a materially false statement in bad faith during a grievance proceeding does not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

All complaints alleging retaliation will be handled in a manner consistent with the District's policies and procedures regarding the investigation of discrimination and harassment complaints, including Policy #3420 -- Non-Discrimination and Anti-Harassment in the District.

If the Title IX Coordinator is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another Title IX Coordinator, if the District has designated another individual to serve in that capacity. If the District has not designated another Title IX Coordinator, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the Title IX Coordinator.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)**Confidentiality**

Except where disclosure may be permitted or required by law or regulation, the District will keep confidential the identity of any:

- a) Individual who has made a report or complaint of sex discrimination;
- b) Individual who has made a report or filed a formal complaint of sexual harassment;
- c) Complainant;
- d) Individual who has been reported to be the perpetrator of sex discrimination;
- e) Respondent; and
- f) Witness.

Training

The District will ensure that:

- a) All Title IX Coordinators, investigators, decision-makers, or persons who facilitate an informal resolution process receive training on:
 - 1. The definition of sexual harassment as defined in Title IX;
 - 2. The scope of the District's education program or activity;
 - 3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.
- b) All decision-makers receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
- c) All investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
- d) All District employees receive training on mandatory reporting obligations and any other responsibilities that they may have relative to Title IX.

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

Materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment. Training materials will be made publicly available on the District's website.

Notification

The District will notify students, parents or legal guardians of students, employees, applicants for employment, and all unions or professional organizations holding collective bargaining or professional agreements with the District of this policy.

Further, the District will prominently publish this policy and the contact information for the Title IX Coordinator(s) on its website and in other publications, including in each handbook or catalog that it makes available to the individuals and entities referenced above.

Recordkeeping

For a period of seven years, the District will retain the following:

- a) Records of each sexual harassment investigation including any:
 - 1. Determination regarding responsibility;
 - 2. Audio or audiovisual recording or transcript required under law or regulation;
 - 3. Disciplinary sanctions imposed on the respondent; and
 - 4. Remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity.
- b) Any appeal and its result.
- c) Any informal resolution and its result.
- d) All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.
- e) For each response to sexual harassment where the District had actual knowledge of sexual harassment in its education program or activity against a person in the United States, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District must document the basis for its

(Continued)

Community Relations

SUBJECT: TITLE IX AND SEX DISCRIMINATION (Cont'd.)

conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If a District does not provide a complainant with supportive measures, then the District must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

20 USC § 1092(f)(6)(A)(v)
20 USC § 1681, et. seq.
34 USC § 12291(a)(8, 10, and 30)
34 CFR Part 106
Education Law § 13
8 NYCRR § 100.2(kk)

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District
#6121 -- Sexual Harassment in the Workplace
#7550 -- Dignity for All Students
District *Code of Conduct*

Adoption Date

Non-Instructional/Business
Operations**SUBJECT: ON-LINE BANKING SERVICES**

The Board of Education acknowledges that online banking services offer convenience and facilitate management of the School District's finances provided that good accounting practices are adhered to and internal controls are observed. The Board of Education requires a clear, complete and detailed accounting of all financial transactions for which the Board is held accountable. The transfer of funds via online banking services between various accounts and the transfer of funds from School District accounts to non-district accounts, and vice versa, for various purposes, are financial transactions to be properly monitored and controlled.

The following are online banking activities the School District engages in:

- a) Viewing bank account information
- b) Transfers between School District accounts
- c) Paying of District debt obligations
- d) Transfer of District funds into investments in accordance with the District's Investment Policy, and
- e) Receipt of revenues from various sources.

All transactions initiated through online banking services may not be initiated and approved by the same individual. The School Business Official/District Treasurer and the Administrative Assistant for Business and Operations/Deputy District Treasurer shall each respectively initiate and process transactions made using online banking services. ~~The Deputy District Treasurer will have the authority to initiate online banking transactions in the absence of the Senior Account Clerk.~~ The Administrative Assistant for Business and Operations will have the authority to process online banking transactions in the absence of the School Business Official/District Treasurer. A separate user name and password for processing online banking transactions shall be established for the School Business Official/District Treasurer and the Administrative Assistant for Business and Operations/Deputy District Treasurer.

When transactions are initiated by the Administrative Assistant for Business and Operations, the School Business Official/School District Treasurer will have the authority to approve such online banking transactions before the transaction is completed or processed. ~~The Assistant Superintendent for Business will have the authority to approve such online banking transactions before the transaction is completed or processed.~~ The Superintendent of Schools will have the authority to approve online banking transactions in the absence of the Assistant Superintendent for Business. In all instances, at least three (3) individuals will be involved in the initiation and approval of each transaction.

Each bank transfer will be recorded in monthly receipts and disbursements, showing the amount of monies and the purpose of the transferring of funds. The Administrative Assistant for Business and Operations will be responsible for the reviewing, reconciling and recording of online banking transactions.

Adopted:

SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan(s) will be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and adopted by the Board by September 1 of each school year.

The Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plan may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

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 District, addresses crisis intervention, 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 will be developed by the District-wide school safety team appointed by the Board. The District-wide school safety team will include, but not be limited to, representatives of the Board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. ~~*At the discretion of the Board, a student may be allowed to participate on the District-wide school safety team.~~

The District-wide school safety plan will include, but not be limited to:

- a) Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide;

** Allowing a student member to participate on the safety team is now optional, not required. Please customize accordingly. A student may participate provided that no confidential information is shared with that student.*

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- c) Appropriate prevention and intervention strategies, such as:
 - 1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
 - 2. Nonviolent conflict resolution training programs;
 - 3. Peer mediation programs and youth courts; and
 - 4. Extended day and other school safety programs;
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-B, State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of District resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of District resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to District students in the event of a violent incident or an early dismissal;
- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual District student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;
- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents and other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the Commissioner that all staff have undergone annual training by September 15 on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;
- n) Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;
- p) Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster; ~~and~~
- s) The designation of the Superintendent or designee, as the District Chief Emergency Officer whose duties will include, but not be limited to:
 - 1. Coordinating the communication between school staff, law enforcement, and other first responders;
 - 2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide school safety plan with the building-level emergency response plan(s);

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)

3. Ensuring staff understanding of the District-wide school safety plan;
 4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
 5. Assisting in the selection of security related technology and development of procedures for the use of the technology;
 6. Coordinating appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;
 7. Ensuring the conduct of required evacuation and lock-down drills in all District buildings as required by law; and
 8. Ensuring the completion and yearly update of building-level emergency response plan(s) by the dates designated by the Commissioner; and
- t) [Protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions in Labor Law Section 27-c.](#)

Building-Level Emergency Response Plan

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

Building-level emergency response plan(s) will be developed by the building-level emergency response team. The building-level emergency response team is a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board. The building-level emergency response team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel including bus drivers and monitors, community members, local law enforcement officials, local ambulance, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

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

Education Law § 2801-a
[Labor Law § 27-c](#)
8 NYCRR § 155.17

Adoption Date

SUBJECT: ~~USE OF EMAIL IN THE DISTRICT~~

Email is a valuable business communication tool, however, users must use this tool in a responsible and lawful manner. Every employee and authorized user has a responsibility to be knowledgeable about the inherent risks associated with email usage and to avoid placing the District at risk. The same laws and business records requirements apply to email as to other forms of written communication. District employees and authorized users will use the District's designated email system for all business-related email, including emails in which students or student issues are involved. Personal accounts and instant messaging will not be used to conduct official business.

Employee Acknowledgement

All employees and authorized users will be required to review a copy of the District's policies on staff use of computerized information resources and any regulations established in connection with those policies. Each user must annually acknowledge this employee and authorized user agreement before establishing an account or continuing in his or her use of email.

Classified and Confidential

District employees and authorized users may not:

- a) ~~Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for these lists or information should be directed to a principal or supervisor;~~
- b) ~~Forward emails with confidential, sensitive, or secure information without principal or supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature;~~
- c) ~~Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords will not be transmitted via email correspondence;~~
- d) ~~Use email to transmit any individual's personal, private, and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit or debit card number and security code, or any access code or password that permits access to financial accounts or protected student records;~~
- e) ~~Send or forward emails with comments or statements about the District that may negatively impact it; or~~
- f) ~~Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.~~

(Continued)

Personnel

SUBJECT: ~~USE OF EMAIL IN THE DISTRICT (Cont'd.)~~

Personal Use

~~Employees and authorized users may use the District's email system for limited personal use. However, employees and authorized users should have no expectation of privacy in this email use. Personal use does not include chain letters, junk mail, and jokes. Employees and authorized users are not permitted to access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network or use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc. without specific permission from the principal or supervisor. The District's email system also cannot be used for personal gain or profit.~~

Receiving Unacceptable Mail

~~Employees and authorized users who receive offensive, unpleasant, harassing, or intimidating messages via District email or instant messaging should inform their principal or supervisor immediately.~~

Records Management and Retention

~~Email will be maintained and archived in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may be deleted, purged, or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.~~

Training

~~Employees or authorized users should receive regular training on the following topics:~~

- ~~a) The appropriate use of email with students, parents, and other staff to avoid issues regarding harassment and/or charges of fraternization;~~
- ~~b) Confidentiality of emails;~~
- ~~c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms; and~~
- ~~d) No expectation of privacy: email use on District property is not to be construed as private.~~

Sanctions

~~The Computer Coordinator may report inappropriate use of email by an employee or authorized user to the employee or authorized user's principal or supervisor who may take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network, and/or other disciplinary action. When applicable, law enforcement agencies may be contacted.~~

(Continued)

~~Personnel~~

~~SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)~~

~~Confidentiality Notice~~

~~A standard confidentiality notice will automatically be added to each email as determined by the District.~~

~~NOTE: Refer also to Policies #3320 Confidentiality of Computerized Information
#3420 Non-Discrimination and Anti-Harassment in the District
#5670 Records Management
#6410 Staff Acceptable Use Policy
#8271 Internet Safety/Internet Content Filtering~~

~~Adoption Date~~

SUBJECT: USE OF EMAIL IN THE DISTRICT**Overview**

Email is a valuable tool that allows for quick and efficient communication. However, careless, unacceptable, or illegal use of email may place the District and members of its community at risk. Use of email in the District must be consistent with the District's educational goals and comply with federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's *Code of Conduct*. This includes, but is not limited to, this policy and the District's policies on non-discrimination and anti-harassment, protecting the personal information of District employees and students, acceptable use, and record management.

District-related emails are most secure and best managed when District email services are used. Accordingly, the District's email services should be used for all district-related emails, including emails in which students or student issues are involved. Personal email accounts should not be used to conduct District-related business. Further, District email accounts should not be used as any individual's primary personal email address.

Scope and Application of Policy

This policy applies to all District employees and any individual assigned a District email address to conduct District-related business (authorized user).

Sending Emails with Personal, Private, and Sensitive Information

Personal, private, and sensitive information (PPSI) is any information to which unauthorized access, disclosure, modification, destruction, use, or disruption of access or use could have or cause a severe impact on critical District functions, employees, students, third parties, or other individuals or entities. For purposes of this policy, PPSI includes, but is not limited to:

- a) District assessment data;
- b) Protected student records;
- c) Information subject to laws protecting personal information such as Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA);
- d) Social security numbers;
- e) Driver's license or non-driver identification card numbers;
- f) Credit or debit card numbers;
- g) Account numbers;

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

- h) Passwords; and
- i) Access codes.

The failure to follow proper security protocols when emailing PPSI increases the risk that unauthorized individuals could access and misuse PPSI.

*District employees and authorized users may not send or forward emails that include:

- a) PPSI without building principal or supervisor authorization. Additional precautions, such as encrypting the email in a District-approved method, should be taken when sending any emails containing PPSI.
- b) Lists or information about District employees without building principal or supervisor authorization.
- c) Attachments with file names that may disclose PPSI. Files containing PPSI should be password protected and encrypted. File protection passwords should not be transmitted via email. District employees and authorized users will not use cloud-based storage services (such as Dropbox or OneDrive) to transmit files with PPSI without previous District approval or consulting with a building principal or supervisor.
- d) Comments or statements about the District that may negatively impact it.

Any questions regarding the District's protocols for sending emails with PPSI or what information may or may not be emailed should be directed to a supervisor.

Receiving Suspicious Emails

Social engineering attacks are prevalent in email. In a social engineering attack, an attacker uses human interaction (social skills) to obtain confidential or sensitive information.

Phishing attacks are a form of social engineering. Phishing attacks use fake email messages pretending to represent a legitimate person or entity to request information such as names, passwords, and account numbers. They may also deceive an individual into opening a malicious webpage or downloading a file attachment that leads to malware being installed.

Malware is malicious software that is designed to harm computer systems. Malware may be inadvertently installed after an individual opens an email attachment, downloads content from the Internet, or visits an infected website.

**Customize to District -- District should customize the information in this list to reflect its specific practices.*

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

Before responding to any emails, clicking on any hyperlinks, or opening any attachments, District employees and authorized users should review emails for indicators of suspicious activity. These indicators include, but are not limited to:

- a) Attachments that were not expected or make no sense in relation to the email message;
- b) When the recipient hovers the mouse over a hyperlink that is displayed in the email, the link to the address is for a different website;
- c) Hyperlinks with misspellings of known websites;
- d) The sender is not someone with whom the recipient ordinarily communicates;
- e) The sender's email address is from a suspicious domain;
- f) Emails that are unexpected, unusual, or have bad grammar or spelling errors; and
- g) Emails asking the recipient to click on a link or open an attachment to avoid a negative consequence or to gain something of value.

*District employees and authorized users should forward suspicious emails to the District's information technology (IT) staff.

No Expectation of Privacy

District employees and authorized users should have no expectation of privacy for any email messages they create, receive, or maintain on their District email account. The District has the right to monitor, review, and audit each District employee's and authorized user's District email account.

Accessing District Email Services on Personal Devices

In the event a District employee or authorized user loses a personal device that has been used to access the District's email service, that District employee or authorized user should notify the District's IT staff so that measures can be taken to secure the email account.

Personal Use

The District's email services are intended for District-related business only. Incidental or limited personal use of the District's email services is allowed so long as the use does not interfere with job performance. However, District employees and authorized users should have no expectation of privacy in this email use.

**Customize to District -- District should customize this sentence to reflect its specific practices for handling suspicious emails.*

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

The District's email services should not be used to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc. without authorization from a building principal or supervisor.

It is prohibited to use the District's email services for:

- a) Illegal purposes;
- b) Transmitting threatening, obscene, discriminatory, or harassing materials or messages;
- c) Personal gain or profit;
- d) Promoting religious or political causes; and/or
- e) Sending spam, chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.

Personal email accounts or services (Yahoo, Gmail, etc.) should not be accessed via the District Computer System (DCS) without authorization from a building principal or supervisor.

Confidentiality Notice

A standard confidentiality notice will automatically be added to each email as determined by the District.

Training

District employees and authorized users will receive ongoing training related to the use of email in the District. This training may cover topics such as:

- a) What is expected of users, including the appropriate use of email with students, parents, and other individuals to avoid issues regarding harassment and/or charges of fraternization;
- b) How to identify suspicious emails, as well as what to do after receipt of a suspicious email;
- c) Emailing PPSI;
- d) How to reduce risk to the District;
- e) Cost of policy non-compliance;
- f) Permanence of email, including how email is never truly deleted, as the data can reside in many different places and in many different forms; and

(Continued)

SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)

- g) How users should have no expectation of privacy when using the DCS or any District email service.

Notification

The District will provide annual notification of this policy and any corresponding regulations to all District employees and authorized users. The District will then require that all employees and authorized users acknowledge that they have read, understood, and will comply with the policy and regulations.

Records Management and Retention

The same laws and business records requirements apply to email as to other forms of written communication.

Email will be maintained and archived in accordance with Retention and Disposition Schedule for New York Local Government Records (LGS-1) and as outlined in any records management policies, regulations, and/or procedures.

Additionally, emails may be subject to disclosure under the Freedom of Information Law (FOIL), a court action, an audit, or as otherwise required or permitted by law or regulation.

Disciplinary Measures

Failure to comply with this policy and any corresponding regulations or procedures may subject a District employee and authorized user to discipline such as loss of email use, loss of access to the DCS, and/or other disciplinary action up to and including termination. When applicable, law enforcement agencies may be contacted.

The District's IT staff may report inappropriate use of email by a District employee or authorized user to the District employee or authorized user's building principal or supervisor who may take appropriate action which may include disciplinary measures.

NOTE: Refer also to Policies #3320 -- [Confidentiality of Computerized Information](#)
#3420 -- [Non-Discrimination and Anti-Harassment in the District](#)
#5670 -- [Records Management](#)
#6410 -- [Staff Acceptable Use Policy](#)
#8271 -- [Internet Safety/Internet Content Filtering](#)

Adoption Date

SUBJECT: SPORTS AND THE ATHLETIC PROGRAM**General Principles and Eligibility**

Athletics are an integral part of a well-balanced educational program. The District's interscholastic athletic program will conform with the Commissioner's regulations, as well as the established rules of the New York State Public High School Athletic Association (NYSPHSAA) and the State Education Department.

Athletic eligibility requires that the student:

- a) Provide written parental or guardian consent. The consent form must contain information regarding mild traumatic brain injuries (concussions) as specified in the Commissioner's regulations.
- b) Obtain medical clearance from the school physician or nurse practitioner or the student's personal physician. The school physician or nurse practitioner retains final approval on any physicals performed by a student's personal physician.
- c) Meet the requirements for interscholastic competition as set forth by the Commissioner's regulations and the NYSPHSAA.
- d) Comply with all District rules, codes, and standards applicable to athletic participation.

Title IX Compliance

The Board supports equal athletic opportunities for members of both sexes through interscholastic and intramural activities. To ensure equal athletic opportunities for its students, the District will consider:

- a) Its accommodation of athletic interests and abilities (the nature and extent of sports offered, including levels of competition, team competition, and team performance);
- b) Equipment and supplies;
- c) Scheduling of games and practice time;
- d) Travel costs and opportunities for travel;
- e) Assignment and compensation of coaches;
- f) Locker rooms, practice, and competitive facilities;
- g) Available medical and training facilities and services; and

(Continued)

SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)

- h) The nature and extent of support, publicity, and promotion.

The District may consider other pertinent factors as well. Each of the factors will be assessed by comparing availability, quality, type of benefits, kind of opportunities, and form of treatment. Identical benefits, opportunities, or treatment are not required.

The District's ~~Civil Rights Compliance Officer~~ Title IX Coordinator(s) will coordinate the District's efforts to comply with ~~and carry out~~ its responsibilities under Title IX. This person will be appropriately trained and possess comprehensive knowledge about applicable federal and state laws, regulations, and policies. To the extent possible, the District will not designate an employee whose other job duties may create a conflict of interest, such as the athletic director.

Booster Clubs

The District has a responsibility under Title IX to ensure that boys' and girls' programs are provided with equivalent benefits, treatment, services, and opportunities regardless of their source. When determining equivalency, therefore, benefits, services, and opportunities attained through private funds—including donations, fundraising, and booster clubs—must be considered in combination with all benefits, services, and opportunities.

Athletic Placement Process for Interschool Athletic Programs (APP)*

The APP is a method for evaluating students who want to participate in sports at higher or lower levels, consistent with their physical and emotional maturity, size, fitness level, and skills. The Board approves the use of the APP for students in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school students, and for senior high school students to compete on interscholastic athletic teams organized for students in the seventh and eighth grades. The Superintendent will implement procedures for the APP, and will direct the athletic director to maintain records of students who have successfully completed the APP.

Student Athletic Injuries

No injured student will be allowed to practice or play in an athletic contest. An appropriate medical professional should diagnose and treat an athlete's injuries. The coach should ensure that any player injured while under his or her care receives prompt and appropriate medical attention, and that all of the medical professional's treatment instructions are followed. The injured student has an obligation to promptly inform his or her coach of all injuries. No student will be allowed to practice or compete if there is a question whether he or she is in adequate physical condition. A physician's certification may be required before an athlete is permitted to return to practice or competition.

**District Option -- Districts which use the APP should keep this section and modify it if necessary. Districts may be more restrictive than the Commissioner's regulations, but not less restrictive. If any limitations are to be placed on the APP (example: specific sports or specific levels), it should be specified here.*

(Continued)

SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)**Athletic Program-Safety**

The District will take reasonable steps to minimize physical risks posed to students participating in the interscholastic athletic program by:

- a) Requiring timely medical examinations of participants;
- b) Employing certified or licensed staff to coach all varsity, junior varsity, and modified practices and games;
- c) Providing or requiring certified or licensed officials to officiate all competitions;
- d) Ensuring that its players' equipment is safe and operates within the applicable manufacturers' guidelines;
- e) Ensuring that all home fields, courts, pools, tracks, and other areas where athletes practice, warm-up, or compete are safe and appropriate for use; and
- f) Providing professional development and training opportunities for all coaching staff.

Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.
45 CFR Part 86
8 NYCRR §§ 135 and 136

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District
#3421 -- Title IX and Sex Discrimination
#7520 -- Accidents and Medical Emergencies
#7522 -- Concussion Management

Adoption Date

Non-Instructional/Business
Operations**SUBJECT: RECORDS MANAGEMENT**

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee, among others.

Retention and Disposition of Records

The District will retain records and dispose of them in accordance with the Retention and Disposition Schedule for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

Replacing Original Records with Microforms or Electronic Images

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

Retention and Preservation of Electronic Records

The District will ensure that records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law Article 57-a
8 NYCRR Part 185

Adoption Date

SUBJECT: COMPUTER CONTROL FOR FINANCIAL NETWORK AND SYSTEMS

The goal of the Fire Island Union Free School District is to ensure that the financial networks and systems are adequately secured. Accordingly, our policies to achieve that objective are outlined below.

Current Network Facilities

The financial systems of the District are installed on a secure server on the wide area network. This server is secured behind a PIX firewall and on a separate secure VLAN from other storage areas and network applications and management systems of the District. Access to the financial system is denied to all users except those given specific rights to access this VLAN.

All user computer policies shall disallow the installing or downloading of any software. Software can be installed on local computers by IT staff or the System Administrator.

All routers, switches, servers, and communications appliances within network will be loaded with up-to-date anti-hacking and anti-virus software to protect the network from Denial of Service Attacks, Trojan Horses, Viruses, and Worms. Inspection logs will be verified on a regular basis by the Network Administrator.

The System Administrator shall monitor the environmental protections including air conditioning, heat, ventilation, battery back-up and electric generator function. Warning notifications will be reported to the Systems Administrator and corrective action taken as soon as possible. Once a week, a powered generator test will be held.

Automated and manual software update procedures must be in place and monitored. The main MDF closet will be secured at all times and access to this area will be given only to the IT staff and System Administrator and those highest level District Administrators who have full District building access.

The IT department will monitor theft and vandalism, and report losses immediately to the School Principal or other senior administrator. Equipment replacement will not occur unless the proper loss form is completed and sent to the Assistant Superintendent for Business.

Student folders shall be locked down so that each has access to his/her folder only. Teachers shall have access to any student's folder.

Students, teachers and non-administrative staff, with some special exceptions shall not have network browsing rights, "right click" or "wrong" capability.

Requests for network access and e-mail accounts by staff, requires the completion of a sign-up form which includes a signature of approval by the employee's immediate supervisor/administrator. Requests for student access to the network, requires the completion of a signed *Network and Internet Use Agreement* by both the student and his/her parent or guardian.

(Continued)

SUBJECT: COMPUTER CONTROL FOR FINANCIAL NETWORK AND SYSTEMS**Passwords**

Employees of the District must change their network passwords every ninety (90) days. Each password is secured by the individual users and maintained by the Office of Technology.

Passwords to the financial systems must also be changed every ninety (90) days. Passwords must be at least six (6) characters in length but no more than ten (10) characters and must contain at least one letter and one number and should not be a common word, family or pet name, address, birthday or telephone number.

All system level passwords shall be changed whenever a member of the IT staff changes.

All user level passwords for network access will be changed when a compromise is suspected.

Passwords are not to be shared under any circumstances. If access is needed by a supervisor, the system administrator will change the user's password to permit access. When the user returns to work, the password can be reset by the user.

Backup and Disaster Recovery

An incremental tape backup of the District's system data, including but not limited to financial and student management systems data, shall be performed daily and a full tape backup will occur on weekends. Monthly backups shall be maintained off-site by the Office of Technology and IT staff. A digital backup of this media must be stored off-site at a different location from this media. The District will develop a disaster recovery plan in the event of catastrophic loss of the District's processing capabilities.

System Administrator

The System Administrator of the financial system should be outside of the Business Office. This person should have no business function. The role of the System Administrator should be to change permissions when an approved request is made.

The System Administrator for IT Services will ensure that the operation of IT Services is in full compliance with the District's policies, New York State Education Law and Regulations, privacy laws and practices, disclosures, regulations, etc.

The System Administrator of IT Services shall maintain and manage e-mail policies, spam and agreements.

The System Administrator of IT Services shall manage third-party contracts and agreements.

(Continued)

SUBJECT: COMPUTER CONTROL FOR FINANCIAL NETWORK AND SYSTEMS

The System Administrator of IT Services shall determine when, where and how to install wireless access points. These access points shall be configured to disallow random logins.

Financial Manager Permissions

Permissions for individuals in the financial system will be created and managed by the System Administrator. These permissions will be based on the organization chart and list of duties and designated job responsibilities outlined in the organizational chart. These permissions will be reviewed on a yearly basis by the Business Administrator. When special needs arise such as an extended absence by one of our employees designated for a specific job function in the financial system, the Business Office may request temporary changes to the permissions. Approval for all changes in these permissions must be in writing and signed by the Assistant Superintendent for Business.

Segregation of Duties

All duties in the financial system shall be based on the roles and responsibilities of the specific job function within the administrative offices of the District. A review of these duties shall be done by the Assistant Superintendent for Business each year to maintain a strict policy of segregation of duties and assignment of rights and permissions necessary for each job function. The administration will implement appropriate compensating controls when adequate segregation of duties is not practical or possible.

Remote Access and Security

Remote access will be granted to the finance manager vendor for purposes of updating the system or software by the System Administrator. The time of this access will be limited to business hours only and require IT staff approval each time access is granted. Access logs shall be reviewed on a regular schedule by the Network Administrator assigned to manage the system firewall. Any abnormal access shall be reported immediately by the System Administrator and all remote access shall be terminated until permission to resume is granted. Reports requested from or programmed by IT Services shall be for appropriate personnel only, and if questionable, the need shall be confirmed by the appropriate senior administrator.

Reporting

Within the financial systems there are a number of useful reports that can be generated for review by the Board of Education, the District Superintendent, the Assistant Superintendent for Business, and the auditors. Access to view and print these reports will be given to the Assistant Superintendent for Business, the Treasurer and/or the District auditors. Such reports may be requested as needed by the Board of Education and the District Superintendent.

(Continued)

SUBJECT: COMPUTER CONTROL FOR FINANCIAL NETWORK AND SYSTEMS

Available reports are:

- a) Appropriations Report (all funds).
- b) Revenue Report (all funds).
- c) Trial Balance (all funds).
- d) Complete Transfer Report.
- e) Audit Trail report for System Maintenance.
- f) Extra Classroom activity Reports.
- g) Change Vendor Report.

Adopted:

SUBJECT: WIRELESS SECURITY**Purpose**

This policy establishes standards that must be met when wireless communications equipment is connected to Fire Island Union Free School District (“District”) networks. The policy prohibits access to District networks via unsecured wireless communication mechanisms. Only wireless systems that meet the criteria of this policy or have been granted an exclusive waiver by the Superintendent are approved for connectivity to District networks

Scope

This policy covers all wireless data communication devices (e.g., personal computers, cellular phones, PDAs, Bluetooth equipped devices, and 802.15 devices etc.) connected to any District internal networks. This includes any form of wireless communication device capable of transmitting packet data. Wireless devices and/or networks without any connectivity to District networks do not fall under the purview of this policy.

Approved Equipment

All wireless LAN access must use district-approved products and security configurations. All network equipment, both wired and wireless, must be purchased and installed by District technology personnel.

Monitoring of Uncontrolled Wireless Devices

All District locations where permanent data networks are installed will be equipped with sensors and systems to automatically detect, classify, and disrupt communication with unapproved (rogue) wireless access points. All District locations where permanent data networks are installed will be equipped with sensors and systems to automatically detect the presence of wireless devices forming a connection between the network and any wireless network. This would include laptops that are serving as a bridge between wired and wireless networks or computers participating in ad-hoc or peer-to-peer wireless networking. In District locations where wireless LAN access has been deployed, whenever possible, wireless intrusion detection systems will be deployed to monitor for attacks against the wireless network.

Authentication of Wireless Clients

All access to wireless networks must be authenticated. The District’s existing strong password policy must be followed for access to wireless networks. The strongest form of wireless authentication permitted by the client device must be used. Violations of the configured rules, indicating that an intrusion has taken place, must cause the device to be immediately disconnected and blocked from the network. Any District user with an account in a District user database shall be able to authenticate at any District location where wireless access is present.

(Continued)

SUBJECT: WIRELESS SECURITY (Cont'd)**Encryption**

All wireless communication between District devices and District networks must be encrypted. Wireless networks providing only Internet access for guest users are exempted from this requirement. The strongest form of wireless encryption permitted by the client device must be used. Violations of the configured rules, indicating that an intrusion has taken place, must cause the device to be immediately disconnected and blocked from the network.

Access Control Policies

- a) Access to District network resources through wireless networks should be restricted based on the role of the user.
- b) Unnecessary protocols should be blocked, as should access to portions of the network with which the user has no need to communicate.
- c) Access control enforcement shall be based on the user's authenticated identity, rather than a generic IP address block. This is also known as "identity-based security." The access control system must be implemented in such a way that a malicious inside user is unable to bypass or circumvent access control rules.
- d) Access control rules must use stateful packet inspection as the underlying technology.

Remote Wireless Access

Telecommuting employees working from remote locations must be provided with the same wireless standards supported in District offices. Employees should be discouraged from connecting District computers through consumer type wireless equipment while at home in lieu of District-provided equipment. Remote users outside of the District network must connect to District resources using a secure connection such as a VPN.

Client Security Standards

- a) All wireless clients must run District approved anti-virus software that has been updated and maintained in accordance with the District's anti-virus policy.
- b) All wireless clients must run host-based firewall software in accordance with the District's host security policy.
- c) All wireless clients must have security-related operating system patches applied that have been deemed "critical" in accordance with the District's host security policy.
- d) All wireless clients must be installed with District-standard wireless driver software. Clients not conforming with minimum security standards will be placed into a quarantine condition and automatically remediated. Client operating systems that do not support client integrity checking will be given restricted access to the network according to District requirements.

(Continued)

SUBJECT: WIRELESS SECURITY (Cont'd)**Wireless Guest Access**

- a) Wireless guest access will be available at all facilities where wireless access has been deployed.
- b) Special accounts may be created for guests on a request basis.
- c) Guest access will be restricted to the following network protocols:
 - HTTP (TCP port 80)
 - HTTPS (TCP port 443)
 - IMAP (TCP 143)
 - POP (TCP port 110)
 - IKE (UDP port 500)
 - IPSEC ESP (IP protocol UDP 50)
 - DHCP (UDP ports 67-68)
 - DNS (UDP port 53)

Adoption Date:

SUBJECT: MOBILE COMPUTING AND STORAGE DEVICES**PHILOSOPHY**

Advances in computer technology, mobile computing, and storage devices have become useful tools in meeting the various student, employee, educational and business needs of the District. These mobile computing and storage devices are especially susceptible to loss, theft, hacking, and the distribution of malicious software (malware) because they are easily portable and can be used anywhere. As mobile computing and storage devices become more widely used, it is necessary to address security issues in order to protect the information resources, technology, and equipment of the District.

Therefore, the Fire Island Union Free School District (FISD) Board of Education has established this Policy in order to control and monitor mobile computing and storage devices, to minimize the risk of loss or exposure of the District's sensitive information, and to reduce the risk of acquiring malware infections on District computers.

DEFINITIONS

Handheld Wireless Device: A communication device small enough to be carried in the hand. Various brands are available, and each performs some similar or some distinct functions. It can provide access to other Internet services, can be centrally managed via a server, and can be configured for use as a phone or pager. In addition, it can include software for transferring files and from maintaining a built-in address book and personal schedule. iPods, tablets, netbooks, and laptops are all examples.

Mobile Devices: Device or medium that is readable and/or writeable by users and is able to be moved from computer to computer without modification to the computer. Mobile media devices include, but are not limited to: USB port devices, CDs, DVDs, cameras, flash drives, removable hard drives, and other existing or future media devices.

Guest Network: A guest network or VLAN (Virtual Local Area Network) will be set up as needed. This will allow access to the network but separate from the school network or VLAN. Guest networks will be filtered for logging activity. The guest network and school networks will not have access to the other, helping to insure the integrity and reliability of the school network.

GUIDELINES

1. This Policy applies to all District employees, students, consultants, vendors, contractors, and others who choose to use mobile computing and storage devices on the District network. Each District employee and student will review the Policy annually in conjunction with the Acceptable Use Policy.

(Continued)

Non-Instructional/Business
Operations**SUBJECT: MOBILE COMPUTING AND STORAGE DEVICES**

2. It is the Policy of FISD that mobile computing and storage devices containing or accessing the information resources of the District must be approved prior to connecting to the District information systems. This pertains to all devices regardless of ownership. Devices not owned by the District may only access guest networks unless approved in writing by the Superintendent or designee.
3. Mobile computing and storage devices either personally owned or District owned, that may connect to or access the District's information systems must be pre-approved before using
4. All users, which include employees, consultants, vendors, contractors, and students, shall have knowledge of, sign and adhere to the Acceptable Use Agreement. Compliance with other applicable policies, procedures, and standards is mandatory.
5. Students who bring personal storage devices (such as flash drives) to school may only plug these devices into computers assigned to them and with approval from district staff. The District also reserves the right to review the files on these devices before students use them. This review shall be done by the Network Administrator.
6. Portable computing devices and portable electronic storage media that contain confidential, personal, or sensitive information must use encryption or equally strong measures to protect the data while it is being stored. Confidential or sensitive data shall never be saved on a personal (non-district owned) device.
7. Charges for repair due to misuse of equipment or misuse of services may be the responsibility of the user, as determined on a case-by-case basis by the Superintendent.
8. Minimum Requirements by Users:
 - a. Employees and students shall report lost or stolen mobile computing and storage technologies that are owned by the District or have sensitive District information on them.
 - b. The District shall approve all new mobile computing and storage technologies that may connect to the District's information systems.
 - c. The Network Administrator must first approve any non-departmental owned device that may connect to the District's network.
 - d. Devices not owned by the District shall only connect to the guest networks.
9. Penalties for Improper Use: A violation of this Policy or applicable State and Federal Laws may result in appropriate student or employee discipline in accordance with District policies. In addition, the District may limit, suspend, or revoke access to electronic resources at any time. All penalties for improper use will also be documented and placed in the employee's file or a student's records.

Adopted: