

FIRE ISLAND UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION

Regular Meeting/Public Hearing Agenda
February 9, 2021
4:30 p.m.

This meeting will be held virtually via Zoom
Meeting ID# 941 1751 5660; Passcode: fisdboe

Call to Order

Pledge of Allegiance
Voice of the Taxpayer

- ITEM 1 Approval of Minutes
- a. Regular Meeting of January 12, 2021
 - b. Budget Review/Work Session of January 26, 2021
- 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. Warrant
- ITEM 3 Superintendent's Report
- ITEM 4 Correspondence
- ITEM 5 Action Items – *Recommended for Approval*
- a. 2020-2021 Engagement Letter – Cullen & Danowski, LLP for annual financial statement services
 - b. 2020-2021 IDEA Flow-Through Funding Agreement w/Kidz Therapy Services, PLLC
 - c. 2021 Proposal – Curriculum Development – Angela Lalor Consulting, LLC @ \$24,000.00
 - d. 2021-2022 Re-establishment of Prekindergarten Program – *resident students only*
 - e. Teacher Request for Leave of Absence (*Confidential Attachment "A"*)
 - f. 2021-2022 Annual Calendar
 - g. CSE Recommendations *Confidential*
-
- ITEM 6i **PUBLIC HEARING – 1st Reading of Proposed Policies**
- a. #3420 Non-Discrimination and Anti-Harassment in the District

ITEM 6ii

PUBIC HEARING – 2nd Reading & Adoption of Policies

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

It is anticipated that the Board will enter into executive session to discuss collective bargaining negotiations.

ITEM 7

Adjournment

Regular Meeting
BOARD OF EDUCATION
FIRE ISLAND UNION FREE SCHOOL DISTRICT
January 12, 2021

DRAFT

Due to COVID-19 this meeting was held remotely via telephone conference with public access available.

CALL TO ORDER	The meeting was called to order at 4:32 p.m. by President Lippert.
MEMBERS PRESENT	V. Henriksen, L. Kaufman, J. Lippert, L. Nowachek, J. Phelan, A. Wood.
MEMBERS ABSENT	K. Skelly-Kurka.
OTHERS PRESENT	L. Ferraro, Superintendent K. Wurtz, School Business Official J. Lizza, Administrative Assistant for Business & Operations P. Tamberino, Director of Curriculum and Special Projects D. Clock, District Clerk T. Murphy, Sr. Office Assistant
VOICE OF THE TAXPAYER	There were no questions or comments for the Board.
APPROVAL OF MINUTES	Minutes of the following meetings were accepted as read: <ul style="list-style-type: none">• Regular Meeting of December 8, 2020• Special Meeting of December 17, 2020 (L. Kaufman, A. Wood; 6-0)
TREASURER'S REPORT	Treasurer's Report for the month ended December 2020 was accepted as hereby attached. (A. Wood, L. Kaufman; 6-0)
TRIAL BALANCE REPORTS	The Board accepts the Trial Balance Report for the month ending December 2020 as hereby attached. (A. Wood, L. Kaufman; 6-0)
APPROPRIATION & REVENUE STATUS REPORTS	The Board accepts the Appropriation and Revenue Status Reports for December 2020 as hereby attached. (A. Wood, L. Kaufman; 6-0)
TRUST & AGENCY CASH DISBURSEMENT	The Board accepts the Trust and Agency Cash Disbursement report for December 2020 as hereby attached. (A. Wood, L. Kaufman; 6-0)
GENERAL FUND CASH FLOW REPORT	The Board accepts the General Fund Cash Flow report as hereby attached. (A. Wood, L. Kaufman; 6-0)
CASH TRANSFER	The Board approves a cash transfer in the amount of \$400,000.00 from the General Fund Money Market as follows: \$200,000.00 to General Fund Checking A204 and \$200,000.00 to General Fund Checking TA204 as hereby attached. The Board authorizes the District Clerk to sign said cash transfer on behalf of the President. (J. Phelan, A. Wood; 6-0)

Regular Meeting Minutes of January 12, 2021, continued...

WARRANT

The Board hereby approves the General Fund Warrant in the amount of \$164,369.23 as presented and authorizes the District Clerk to accept said warrant on behalf of the President. (L. Kaufman, J. Phelan; 6-0)

SUPERINTENDENT'S REPORT

Mrs. Ferraro reported on the following:

- 5 year water sampling and analysis for lead in drinking water was performed by Envirosience, Inc. With the exception of Room #5 all faucets tested clear. The faucet and a coupling in the sink of Room #5 will be replaced and re-tested. Signs prohibiting drinking water from that faucet are posted but it should be noted that there is no drinking allowed from any of the faucets in the school.
- Reviewed the proposed capital improvements from BBS Architects and Engineers related to installation of HVAC equipment. Discussion ensued.
- Updated COVID-19 information including changes to quarantine guidelines; Director of Health Services may perform BinaxNOW COVID-19 Ag Card test as recommended by Suffolk County Department of Health to randomly test staff and students for COVID-19; parents and staff have been surveyed to determine if they would prefer the Director of Health Services or their private health care provider to perform such tests in the event they are required; staff has been updated on New York State guidelines for paid leave related to the pandemic.
- In anticipation of a request for child-bearing leave from a classroom teacher, a Leave Replacement position has been posted on OLAS.
- The Superintendent will recommend at the February 9, 2021 Board meeting that Prekindergarten be resumed for 2022 for resident students only.

CORRESPONDENCE

There was no correspondence.

2020-2021 EXTERNAL AUDITOR'S ENGAGEMENT LETTER – R.S. ABRAMS & CO. LLP

On the recommendation of the Superintendent, the Board hereby accepts an engagement letter from R.S. Abrams & Co., LLP for external auditing services for 2020-2021 as presented and authorizes the District Clerk to enter into said agreement on behalf of the Board. (A. Wood, L. Kaufman; 6-0)

STOP ARM CAMERA PROGRAM OPT-IN AGREEMENT

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.

(V. Henriksen, L. Nowachek; 6-0)

2020-2021 HEALTH &
WELFARE SERVICES
AGREEMENT
W/UNIONDALE UFSD

On the recommendation of the Superintendent, the Board hereby approves an agreement with Uniondale UFSD for 2020-2021 Health and Welfare Services for one Fire Island student attending Kellenberg High School at a cost of \$908.27, and authorizes the District Clerk to enter into said agreement on behalf of the President.

(L. Kaufman, A. Wood; 6-0)

APPROVAL OF HEALTH
SERVICES COVID-19
TESTING FORMS

On the recommendation of the Superintendent, the Board hereby approves the following forms related to COVID-19 testing as presented:

- Non-Patient Specific Order for BINAXNOW™ COVID-19 Ag Card COVID-19 Antigen Testing
- Student COVID-19 Test Consent Form A
- COVID-19 Student Consent Form
- COVID-19 Employee Consent Form

(A. Wood, J. Phelan; 6-0)

DONATION TO WIROSTEK
SCHOLARSHIP FUND

On the recommendation of the Superintendent, the Board hereby accepts a donation in the amount of \$6,000.00 to the Wirostek Scholarship Fund from the Maurice Gelina & Barbara McClees Foundation. (J. Phelan, L. Nowachek; 6-0)

CPSE RECOMMENDATIONS

On the recommendation of the Superintendent, the Board accepts the recommendation of the Committee on Preschool Special Education as presented. (J. Phelan, A. Wood; 6-0)

PUBLIC HEARING & 1ST
READING OF PROPOSED
POLICIES

A Public Hearing and 1st reading of the following proposed policy revisions was held:

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

PUBLIC HEARING, 2ND
READING & ADOPTION OF
POLICIES

Following a Public Hearing and second reading, the following policies were adopted by the Board as hereby attached:

#5670 Records Management

#5673 Computer Control for Financial Network and Systems

#5677 Wireless Security

#5678 Mobile Computing and Storage Devices

(J. Phelan, A. Wood; 6-0)

EXECUTIVE SESSION

The Board entered into executive session at 5:24 p.m. to discuss the employment history the Superintendent.

(L. Nowachek, A. Wood; 6-0)

The regular meeting resumed at 6:17 p.m.

ADJOURNMENT

The meeting was adjourned at 6:18 p.m.

(A. Wood, L. Nowachek; 6-0)

Donna Clock
District Clerk

Work Session
BOARD OF EDUCATION
FIRE ISLAND UNION FREE SCHOOL DISTRICT
January 26, 2021

DRAFT

Due to COVID-19, this meeting was held via telephone conference with public access.

CALL TO ORDER	The meeting was called to order at 4:31 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 J. Lizza, Admin. Assistant for Business & Operations P. Tamberino, Director of Curriculum and Special Projects D. Clock, District Clerk
ESTABLISHMENT OF BUS STOP – ENTRANCE OF COAST GUARD STATION FIRE ISLAND	On the recommendation of the Superintendent, the Board hereby establishes a school bus stop at the entrance to Coast Guard Station Fire Island located at Robert Moses State Parkway and Rescue Road. (J. Phelan, A. Wood; 7-0)
PRESENTATION OF PROPOSED 2021-2022 BUDGET	J. Lizza presented a first draft of the proposed budget for school year 2021-2022. Discussion ensued.
DISCUSSION – PROPOSED CAPITAL PROJECTS	Discussion was held regarding proposed capital projects related to installation of an HVAC system in the school building.
EXECUTIVE SESSION	The Board entered into executive session at 5:15 p.m. to discuss the Superintendent’s evaluation. (A. Wood, V. Henriksen; 7-0) The work session continued at 6:06 p.m.
ADJOURNMENT	The meeting was immediately adjourned at 6:06 p.m. (J. Phelan, L. Nowachek; 7-0)

Donna Clock
District Clerk

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number Invoice #						
TA 204	HSBC Checking						
			BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	450,980.15
01/01/2021	52		Payroll 1/1/2021	JE-5	1,716.49	0.00	452,696.64
01/11/2021	55		Payrollv1/15/21	JE-5	1,716.49	0.00	454,413.13
01/14/2021	57		Monthley Transfers	JE-9	200,000.00	0.00	654,413.13
01/25/2021	58		Payroll 1/29/21	JE-5	1,716.49	0.00	656,129.62
01/31/2021			See Cash Disbursement Schedule 9	CD-9	0.00	325,508.78	330,620.84
01/31/2021	60		Monthly Interest	JE-9	12.53	0.00	330,633.37
Grand Totals:					205,162.00	325,508.78	330,633.37

FIRE ISLAND UFSD

Cash Account Transactions Report From 1/1/2021 To 1/31/2021



Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number Invoice #						
A 204	HSBC Checking						
			BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	200,452.98
01/07/2021	8454		Adult ed-Smart TV	CR-7	20.00	0.00	200,472.98
01/07/2021	8455		Adult Ed Smart TV; Theatre, History,Lighthouse; Media	CR-7	50.00	0.00	200,522.98
01/07/2021	8456		Adult Ed Yoga	CR-7	20.00	0.00	200,542.98
01/07/2021	8457		Adult Ed- Smart TV; Coco Chanel	CR-7	30.00	0.00	200,572.98
01/07/2021	8458		Adult Ed - Smart TV; Yoga	CR-7	40.00	0.00	200,612.98
01/07/2021	8459		Adult Ed - Theatre,History,Lighthouses	CR-7	15.00	0.00	200,627.98
01/07/2021	8460		Adult Ed - Yoga Ext	CR-7	10.00	0.00	200,637.98
01/08/2021	8461		A/R Receipt for James Fitz - A/R Receipt for James Fitz	CR-7	7.41	0.00	200,645.39
01/08/2021	8462		A/R Receipt for Peggy Danziger - A/R Receipt for Peggy Danziger	CR-7	145.96	0.00	200,791.35
01/08/2021	8463		A/R Receipt for Patricia Purnhagen - A/R Receipt for Patricia Purnhagen	CR-7	145.96	0.00	200,937.31
01/08/2021	8464		A/R Receipt for Kevin Gillespie - A/R Receipt for Kevin Gillespie	CR-7	10.84	0.00	200,948.15
01/08/2021	8465		A/R Receipt for Gerard Rohan - A/R Receipt for Gerard Rohan	CR-7	955.03	0.00	201,903.18
01/08/2021	8466		A/R Receipt for Dawn Lippert - A/R Receipt for Dawn Lippert	CR-7	429.95	0.00	202,333.13
01/08/2021	8467		A/R Receipt for Roberta Roesch - A/R Receipt for Roberta Roesch	CR-7	214.97	0.00	202,548.10
01/08/2021	8468		A/R Receipt for Renee Weil - A/R Receipt for Renee Weil	CR-7	10.84	0.00	202,558.94
01/08/2021	8469		A/R Receipt for Loretta Cannon - A/R Receipt for Loretta Cannon	CR-7	7.41	0.00	202,566.35
01/08/2021	8470		A/R Receipt for Wendell Chu - A/R Receipt for Wendell Chu	CR-7	211.32	0.00	202,777.67
01/08/2021	8471		A/R Receipt for Asaro, Jennifer - A/R Receipt for Asaro, Jennifer	CR-7	3,252.80	0.00	206,030.47
01/08/2021	8472		A/R Receipt for Evelyn Rahne - A/R Receipt for Evelyn Rahne	CR-7	18.25	0.00	206,048.72
01/08/2021	8473		A/R Receipt for Kevin Gillespie - A/R Receipt for Kevin Gillespie	CR-7	18.25	0.00	206,066.97
01/12/2021	8474		A/R Receipt for Lois Thornberg - A/R Receipt for Lois Thornberg	CR-7	7.41	0.00	206,074.38
01/12/2021	8475		A/R Receipt for John McCollum - A/R Receipt for John McCollum	CR-7	408.89	0.00	206,483.27

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Account Name	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number Invoice #						
A 204	HSBC Checking						
01/12/2021	8476		Adult ed- Know your wines	CR-7	15.00	0.00	206,498.27
01/12/2021	8477		Adult Ed	CR-7	25.00	0.00	206,523.27
01/12/2021	8478		Adult Ed	CR-7	20.00	0.00	206,543.27
01/12/2021	8479		Adult Ed	CR-7	15.00	0.00	206,558.27
01/12/2021	8480		Adult Ed	CR-7	20.00	0.00	206,578.27
01/12/2021	8481		Adult Ed	CR-7	20.00	0.00	206,598.27
01/12/2021	8482		A/R Receipt for Linda Howe - A/R Receipt for Linda Howe	CR-7	7.41	0.00	206,605.68
01/12/2021	8483		A/R Receipt for Gerard Rohan - A/R Receipt for Gerard Rohan	CR-7	980.90	0.00	207,586.58
01/14/2021	56		To Record Receipt of Tax Money / STAR AID	JE-9	9,075.01	0.00	216,661.59
01/14/2021	57		Monthly Transfers	JE-9	200,000.00	0.00	416,661.59
01/15/2021	8484		Adult Ed	CR-7	20.00	0.00	416,681.59
01/15/2021	8485		Adult Ed	CR-7	20.00	0.00	416,701.59
01/15/2021	8486		Adult Ed	CR-7	30.00	0.00	416,731.59
01/15/2021	8487		Adult Ed	CR-7	20.00	0.00	416,751.59
01/15/2021	8488		Adult Ed	CR-7	30.00	0.00	416,781.59
01/15/2021	8489		A/R Receipt for Renee Weil - A/R Receipt for Renee Weil	CR-7	18.25	0.00	416,799.84
01/19/2021	8490		Adult Ed	CR-7	20.00	0.00	416,819.84
01/20/2021	8491		Adult Ed	CR-7	20.00	0.00	416,839.84
01/20/2021	8492		Adult Ed	CR-7	15.00	0.00	416,854.84
01/20/2021	8493		Adult Ed	CR-7	20.00	0.00	416,874.84
01/20/2021	8494		Adult Ed	CR-7	20.00	0.00	416,894.84
01/20/2021	8495		Adult Ed	CR-7	15.00	0.00	416,909.84
01/20/2021	8496		Adult Ed	CR-7	20.00	0.00	416,929.84
01/21/2021	8497		Adult Ed	CR-7	40.00	0.00	416,969.84
01/22/2021	8498		A/R Receipt for Tamberino, Philip - A/R Receipt for Tamberino, Philip	CR-7	500.00	0.00	417,469.84
01/22/2021	8499		Adult Ed	CR-7	20.00	0.00	417,489.84
01/25/2021	8500		Adult Ed	CR-7	15.00	0.00	417,504.84
01/27/2021	8501		A/R Receipt for Margery McKeivitt - A/R Receipt for Margery McKeivitt	CR-7	7.41	0.00	417,512.25
01/27/2021	8502		A/R Receipt for James & Catherine O'Brien - A/R Receipt for James & Catherine O'Brien	CR-7	1,626.40	0.00	419,138.65

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Date	Account Name Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 204		HSBC Checking						
	01/29/2021	8503		A/R Receipt for Scalise, Joseph & Ksenia - A/R Receipt for Scalise, Joseph & Ksenia	CR-7	1,626.40	0.00	420,765.05
	01/31/2021			See Cash Disbursement Schedule 8	CD-8	0.00	164,374.23	256,390.82
	01/31/2021	60		Monthly Interest	JE-9	8.92	0.00	256,399.74
	01/31/2021	61		Receipt of VLT Lottery Grant	JE-9	2,096.81	0.00	258,496.55
Grand Totals:						222,417.80	164,374.23	258,496.55

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 205			HSBC Money Market						
					BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	3,793,077.32
	01/14/2021	56			To Record Receipt of Tax Money / STAR AID	JE-9	1,565,069.04	0.00	5,358,146.36
	01/14/2021	57			Monthley Transfers	JE-9	0.00	400,000.00	4,958,146.36
	01/29/2021	59			To record Receipt of Tax Money	JE-9	1,109,240.36	0.00	6,067,386.72
	01/31/2021	60			Monthly Interest	JE-9	148.85	0.00	6,067,535.57
Grand Totals:							2,674,458.25	400,000.00	6,067,535.57

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
H 204			HSBC Checking						
					BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	28,053.81
	01/31/2021	60			Monthly Interest	JE-9	0.89	0.00	28,054.70
Grand Totals:							0.89	0.00	28,054.70

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
TE 204			HSBC Checking TE204						
					BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	76,023.27
	01/31/2021	60			Monthly Interest	JE-9	2.42	0.00	76,025.69
Grand Totals:							2.42	0.00	76,025.69

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Account Name							
Date	Ref Number Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance	
SC 204	SC204 HSBC Checking 937316610							
			BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	3,668.23	
01/31/2021	60		Monthly Interest	JE-9	0.05	0.00	3,668.28	
Grand Totals:					0.05	0.00	3,668.28	

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

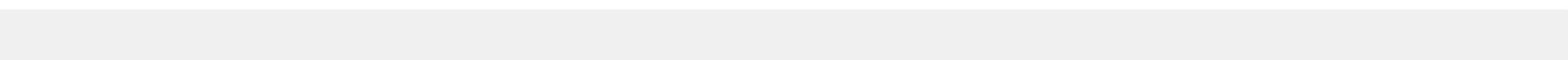
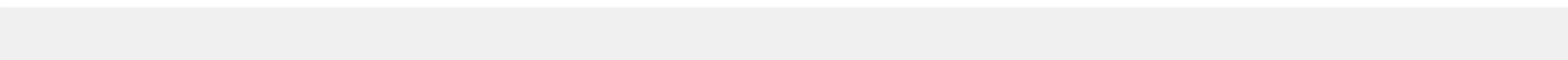
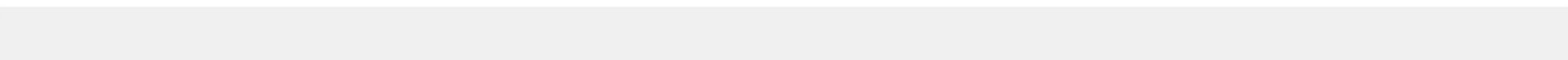
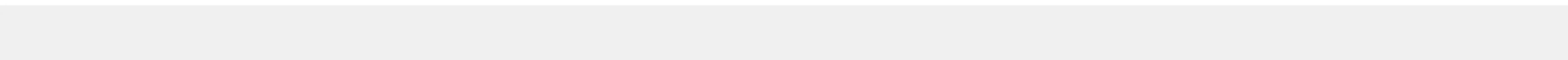
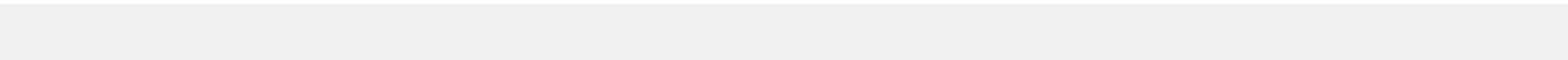
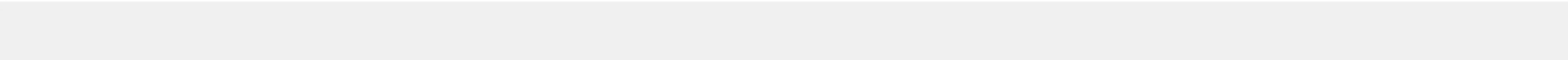
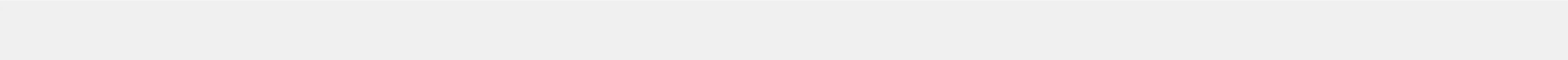
Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 206			HSBC Repair Reserve						
					BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	108,786.60
	01/31/2021	60			Monthly Interest	JE-9	3.46	0.00	108,790.06
Grand Totals:							3.46	0.00	108,790.06

FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 207			HSBC Capital Reserve #2						
					BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	334,867.12
	01/31/2021	60			Monthly Interest	JE-9	10.64	0.00	334,877.76
Grand Totals:							10.64	0.00	334,877.76



FIRE ISLAND UFSD



Cash Account Transactions Report From 1/1/2021 To 1/31/2021

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 208			HSBC Capital Reserve						
					BALANCE 07/01/2020 - 12/31/2020		0.00	0.00	319,157.05
	01/31/2021	60			Monthly Interest	JE-9	10.14	0.00	319,167.19
Grand Totals:							10.14	0.00	319,167.19

FIRE ISLAND UFSD

Trial Balance Report From 1/1/2021 - 1/31/2021



Account	Description	Debits	Credits
A 204	HSBC Checking	58,043.57	0.00
A 205	HSBC Money Market	2,274,458.25	0.00
A 206	HSBC Repair Reserve	3.46	0.00
A 207	HSBC Capital Reserve #2	10.64	0.00
A 208	HSBC Capital Reserve	10.14	0.00
A 380	Accounts Receivable	0.00	8,228.54
A 391-2	Due From Capital Fund	0.89	0.00
A 391-3	Due From Trust And Agency Fund	200,012.53	0.00
A 521	Encumbrances	0.00	455,493.79
A 522	Expenditures	484,723.85	0.00
A 630	Due To Other Funds	0.00	322,733.14
A 821	Reserve For Encumbrances	455,493.79	0.00
A 980	Revenues	0.00	2,686,301.65
A Fund Totals:		3,472,757.12	3,472,757.12
H 204	HSBC Checking	0.89	0.00
H 630	Due To Other Funds	0.00	0.89
H Fund Totals:		0.89	0.89
SC 204	SC204 HSBC Checking 937316610	0.05	0.00
SC 980	REVENUES	0.00	0.05
SC Fund Totals:		0.05	0.05
TA 19	Teachers Retirement System	0.00	882.54
TA 20	Group Insurance -Aflac	0.00	769.76
TA 204	HSBC Checking	0.00	120,332.38
TA 24	Union Dues/F.I. Teachers Association	0.00	735.93
TA 630	Due To Other Funds	122,720.61	0.00
TA Fund Totals:		122,720.61	122,720.61
TE 204	HSBC Checking TE204	2.42	0.00
TE 980	Revenues	0.00	2.42
TE Fund Totals:		2.42	2.42
Grand Totals:		3,595,481.09	3,595,481.09

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 1/31/2021



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	514.57	10,485.43	0.00
1010	BOARD OF EDUCATION	*	23,500.00	326.00	23,826.00	7,686.03	10,747.54	5,392.43
A 1040.16	District Clerk		102,761.89	0.00	102,761.89	59,090.40	38,778.03	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	59,090.40	38,778.03	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	67,226.43	49,525.57	15,285.89
A 1240.15	Central Administration		210,419.44	0.00	210,419.44	125,477.28	82,344.40	2,597.76
A 1240.16	Central Administration		38,620.60	0.00	38,620.60	22,207.84	14,573.71	1,839.05
A 1240.20	Central Administration		2,000.00	0.00	2,000.00	839.76	835.44	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	424.29	68.17	207.54
1240	CHIEF SCHOOL ADMINISTRATOR	*	255,740.04	500.00	256,240.04	151,997.39	98,781.60	5,461.05
12		**	255,740.04	500.00	256,240.04	151,997.39	98,781.60	5,461.05
A 1310.15	Business Administration		130,313.49	0.00	130,313.49	76,388.32	50,129.63	3,795.54
A 1310.16	Business Administration		100,000.00	0.00	100,000.00	61,538.40	38,461.60	0.00
A 1310.40	Business Admin		31,468.00	954.24	32,422.24	23,708.54	4,370.65	4,343.05
A 1310.49	Business Administration		10,000.00	0.00	10,000.00	4,577.12	5,422.88	0.00
1310	BUSINESS ADMINISTRATION	*	271,781.49	954.24	272,735.73	166,212.38	98,384.76	8,138.59
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	25,462.72	16,709.93	-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	0.00	3,134.00
A 1325.45	District Treasurer		4,500.00	0.00	4,500.00	3,714.47	0.00	785.53
1325	TREASURER	*	55,485.75	0.00	55,485.75	36,043.19	16,709.93	2,732.63
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 1/31/2021



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	214,381.57	115,094.69	41,345.22
A 1420.40	Legal		57,000.00	0.00	57,000.00	21,532.75	12,467.25	23,000.00
1420	LEGAL	*	57,000.00	0.00	57,000.00	21,532.75	12,467.25	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	3,671.47	0.00	-926.47
1430	PERSONNEL	*	4,745.00	0.00	4,745.00	3,770.97	0.00	974.03
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	2,800.71	2,195.29	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	2,800.71	2,195.29	1,504.00
14		**	68,245.00	0.00	68,245.00	28,104.43	14,662.54	25,478.03
A 1620.16	Operations Of Plant		126,556.25	0.00	126,556.25	67,641.98	40,711.91	18,202.36
A 1620.20	Operations Of Plant		3,000.00	216.96	3,216.96	1,336.26	1,223.36	657.34
A 1620.40	Operations Of Plant		115,000.00	8,764.10	123,764.10	55,400.06	68,316.22	47.82
A 1620.45	Operations Of Plant		12,500.00	9,240.00	21,740.00	16,429.08	4,599.60	711.32
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	140,807.38	119,851.09	19,618.84
A 1621.16	Maintenance Of Plant		90,978.75	0.00	90,978.75	50,589.76	33,199.48	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	46,399.39	26,694.76	37,349.96
A 1621.45	Maintenance Of Plant		20,000.00	2,823.13	22,823.13	8,753.76	1,712.90	12,356.47
1621	MAINTENANCE OF PLANT	*	168,978.75	57,267.24	226,245.99	107,722.73	61,607.14	56,916.12
A 1660.45	Central Storeroom		5,000.00	312.29	5,312.29	3,475.71	979.70	856.88
1660	CENTRAL STOREROOM	*	5,000.00	312.29	5,312.29	3,475.71	979.70	856.88
A 1670.40	Central printing & mailing		4,500.00	0.00	4,500.00	240.00	0.00	4,260.00
1670	CENTRAL PRINTING & MAILING	*	4,500.00	0.00	4,500.00	240.00	0.00	4,260.00
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	1,638.08	2,021.92	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 1/31/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1680	CENTRAL DATA PROCESSING	*	30,425.00	0.00	30,425.00	30,216.96	2,021.92	-1,813.88
16		**	470,960.00	75,800.59	546,760.59	282,462.78	184,459.85	79,837.96
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	7,974.39	1,025.61	0.00
1981	BOCES ADMINISTRATIVE COSTS	*	9,000.00	0.00	9,000.00	7,974.39	1,025.61	0.00
19		**	67,200.00	0.00	67,200.00	60,439.39	1,025.61	5,735.00
1		***	1,353,674.17	87,630.83	1,441,305.00	804,611.99	463,549.86	173,143.15
A 2010.49	Curriculum Development		6,000.00	0.00	6,000.00	6,000.00	0.00	0.00
2010	CURRICULUM DEVEL & SUPERVISION	*	6,000.00	0.00	6,000.00	6,000.00	0.00	0.00
A 2020.15	Curriculum Development Administrative		0.00	124,079.64	124,079.64	73,528.64	50,551.00	0.00
2020	SUPERVISION-REGULAR SCHOOL	*	0.00	124,079.64	124,079.64	73,528.64	50,551.00	0.00
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	144,554.64	190,554.64	95,278.64	50,551.00	44,725.00
A 2110.10	Teaching Regular School		67,973.64	0.00	67,973.64	26,869.92	36,640.81	4,462.91
A 2110.12	Teaching Regular School		978,762.57	-124,079.64	854,682.93	350,789.67	450,626.31	53,266.95
A 2110.14	Teaching Regular School		15,000.00	0.00	15,000.00	15,265.29	0.00	-265.29
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	8,413.83	6,521.64	64.53
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	7,241.17	1,002.23	5,031.18
A 2110.49	Teaching Regular School		45,000.00	0.00	45,000.00	14,364.67	30,635.33	0.00
2110	TEACHING-REGULAR SCHOOL	*	1,328,736.21	-120,120.16	1,208,616.05	666,174.74	531,811.31	10,630.00
21		**	1,328,736.21	-120,120.16	1,208,616.05	666,174.74	531,811.31	10,630.00
A 2250.15	Programs for Students w/ Disabilities		53,511.23	0.00	53,511.23	21,374.10	29,146.56	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	1,206.39	2,983.61	16,810.00
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	46,117.52	42,882.48	0.00
2250	PROGRAMS-STUDENTS W/ DISABIL	*	320,340.64	0.00	320,340.64	93,785.51	75,012.65	151,542.48

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 1/31/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
22		**	320,340.64	0.00	320,340.64	93,785.51	75,012.65	151,542.48
A 2610.15	School Library		64,948.91	0.00	64,948.91	20,539.42	28,008.24	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	26,801.06	28,085.10	19,642.75
A 2630.15	Computer Assisted Instruction		126,323.39	0.00	126,323.39	72,638.88	47,669.15	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	9,104.80	6,087.22	4,807.98
A 2630.45	Computer Assisted Instruction		1,500.00	0.00	1,500.00	447.70	679.94	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	3,167.18	96,446.60	-1,653.78
2630	COMPUTER ASSISTED INSTRUCTION	*	313,283.39	4,678.00	317,961.39	135,530.64	155,560.91	26,869.84
26		**	387,032.30	5,458.00	392,490.30	162,331.70	183,646.01	46,512.59
A 2815.16	Health Services		103,566.32	0.00	103,566.32	54,034.46	46,079.31	3,452.55
A 2815.20	Health Services		500.00	0.00	500.00	142.14	290.56	67.30
A 2815.40	Health Services		8,000.00	0.00	8,000.00	7,254.14	657.22	88.64
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	61,852.55	47,027.09	4,086.78
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	1,834.00	62,166.00	0.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	65,600.00	0.00	65,600.00	1,834.00	62,166.00	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	63,686.55	109,193.09	43,686.78
2		***	2,298,575.47	29,992.58	2,328,568.05	1,081,257.14	950,214.06	297,096.85
A 5510.16	District Transportation		359,014.32	0.00	359,014.32	199,494.70	211,700.61	-52,180.99
A 5510.16B			25,000.00	0.00	25,000.00	12,085.05	0.00	12,914.95

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2020 To 1/31/2021



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	43,745.30	25,394.03	31,622.05
A 5510.45	District Transportation		55,000.00	0.00	55,000.00	16,451.68	20,307.91	18,240.41
A 5510.49	District Transportation		4,000.00	0.00	4,000.00	955.00	3,045.00	0.00
5510	DISTRICT TRANSPORT-MEDICAID	*	614,014.32	71,715.38	685,729.70	343,685.73	330,447.55	11,596.42
A 5530.16	Garage Building		9,529.04	0.00	9,529.04	5,342.40	3,506.00	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	3,125.61	4,874.39	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	9,580.24	8,388.39	5,060.41
55		**	637,043.36	71,715.38	708,758.74	353,265.97	338,835.94	16,656.83
5		***	637,043.36	71,715.38	708,758.74	353,265.97	338,835.94	16,656.83
A 7140.16	Community Recreation		21,406.26	0.00	21,406.26	6,886.72	4,519.54	10,000.00
A 7140.40	Community Recreation		15,000.00	294.00	15,294.00	2,671.00	3,795.00	8,828.00
A 7140.45	Community Recreation		5,000.00	0.00	5,000.00	3,619.17	245.32	1,135.51
7140	RECREATION	*	41,406.26	294.00	41,700.26	13,176.89	8,559.86	19,963.51
71		**	41,406.26	294.00	41,700.26	13,176.89	8,559.86	19,963.51
7		***	41,406.26	294.00	41,700.26	13,176.89	8,559.86	19,963.51
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	94,385.79	100,514.21	0.00
9030	SOCIAL SECURITY	*	194,900.00	0.00	194,900.00	94,385.79	100,514.21	0.00
A 9040.80	Worker Compensation		55,200.00	0.00	55,200.00	33,367.21	21,832.79	0.00
9040	WORKERS' COMPENSATION	*	55,200.00	0.00	55,200.00	33,367.21	21,832.79	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 1/31/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9060.80	Hospital & Dental Insurance		816,143.52	61,321.79	877,465.31	495,335.98	350,666.91	31,462.42
9060	HOSPITAL, MEDICAL & DENTAL INS	*	816,143.52	61,321.79	877,465.31	495,335.98	350,666.91	31,462.42
90		**	1,384,656.52	61,321.79	1,445,978.31	752,543.98	473,013.91	220,420.42
9		***	1,384,656.52	61,321.79	1,445,978.31	752,543.98	473,013.91	220,420.42
	Fund ATotals:		5,715,355.78	250,954.58	5,966,310.36	3,004,855.97	2,234,173.63	727,280.76
	Grand Totals:		5,715,355.78	250,954.58	5,966,310.36	3,004,855.97	2,234,173.63	727,280.76

FIRE ISLAND UFSD

Revenue Status Report From 7/1/2020 To 1/31/2021



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	2,751,911.18	2,330,379.82
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	9,075.01	3,470.99
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	1,095.00	2,405.00
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	1,692.09	8,123.91
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	9,963.65	-9,963.65
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	2,894,690.98	3,450,665.02
Grand Totals:		6,345,356.00	0.00	6,345,356.00	2,894,690.98	3,450,665.02

FIRE ISLAND UFSD

Cash Disbursement Schedule Report For TA - 9: Cash Disbursement



Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
2188	<input type="checkbox"/>	01/01/2021	1123	NYS INCOME TAX	TA 21	Trust & Agency Payment	4,888.73	0.00
Check Totals:							4,888.73	0.00
2189	<input type="checkbox"/>	01/01/2021	1126	NYS EMPLOYEES' RETIREMENT SYSTEM	TA 18	Trust & Agency Payment	226.93	0.00
					TA 18		68.87	0.00
					TA 18		91.00	0.00
Check Totals:							386.80	0.00
2190	<input type="checkbox"/>	01/01/2021	2076	FICA	TA 26	Trust & Agency Payment	6,165.04	0.00
					TA 26		6,165.04	0.00
					TA 26		1,441.81	0.00
					TA 26		1,441.81	0.00
Check Totals:							15,213.70	0.00
2191	<input type="checkbox"/>	01/01/2021	2910	Federal 941 Withholding	TA 22	Trust & Agency Payment	12,921.54	0.00
Check Totals:							12,921.54	0.00
2192	<input type="checkbox"/>	01/01/2021	3228	Fire Island UFSD	TA 20.1	Trust & Agency Payment	1,716.49	0.00
Check Totals:							1,716.49	0.00
2193	<input type="checkbox"/>	01/01/2021	3272	Fire Island UFSD - T & A	TA 29	Trust & Agency Payment	1,587.50	0.00
					TA 29		4,457.00	0.00
Check Totals:							6,044.50	0.00
2194	<input type="checkbox"/>	01/01/2021	3453	Net Pay - Fire Island UFSD	TA 10	Trust & Agency Payment	65,324.53	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated	
							Check Totals:	65,324.53	0.00
2195	<input type="checkbox"/>	01/11/2021	1123	NYS INCOME TAX	TA 21	Trust & Agency Payment	4,943.76	0.00	
							Check Totals:	4,943.76	0.00
2196	<input type="checkbox"/>	01/11/2021	1126	NYS EMPLOYEES' RETIREMENT SYSTEM	TA 18	Trust & Agency Payment	225.41	0.00	
								68.87	0.00
								91.00	0.00
							Check Totals:	385.28	0.00
2197	<input type="checkbox"/>	01/11/2021	2076	FICA	TA 26	Trust & Agency Payment	6,289.79	0.00	
								6,289.79	0.00
								1,470.99	0.00
								1,470.99	0.00
							Check Totals:	15,521.56	0.00
2198	<input type="checkbox"/>	01/11/2021	2910	Federal 941 Withholding	TA 22	Trust & Agency Payment	13,060.05	0.00	
							Check Totals:	13,060.05	0.00
2199	<input type="checkbox"/>	01/11/2021	3228	Fire Island UFSD	TA 20.1	Trust & Agency Payment	1,716.49	0.00	
							Check Totals:	1,716.49	0.00
2200	<input type="checkbox"/>	01/11/2021	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
2201	<input type="checkbox"/>	01/11/2021	3453	Net Pay - Fire Island UFSD		Trust & Agency Payment			

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
						TA 10		66,990.69	0.00
Check Totals:								66,990.69	0.00
2202	<input type="checkbox"/>	01/25/2021	1123	NYS INCOME TAX		TA 21	Trust & Agency Payment	4,989.96	0.00
Check Totals:								4,989.96	0.00
2203	<input type="checkbox"/>	01/25/2021	1126	NYS EMPLOYEES' RETIREMENT SYSTEM		TA 18	Trust & Agency Payment	225.41	0.00
						TA 18		68.87	0.00
						TA 18		91.00	0.00
Check Totals:								385.28	0.00
2204	<input type="checkbox"/>	01/25/2021	2076	FICA		TA 26	Trust & Agency Payment	6,295.07	0.00
						TA 26		6,295.07	0.00
						TA 26		1,472.25	0.00
						TA 26		1,472.25	0.00
Check Totals:								15,534.64	0.00
2205	<input type="checkbox"/>	01/25/2021	2910	Federal 941 Withholding		TA 22	Trust & Agency Payment	13,202.11	0.00
Check Totals:								13,202.11	0.00
2206	<input type="checkbox"/>	01/25/2021	3228	Fire Island UFSD		TA 20.1	Trust & Agency Payment	1,716.49	0.00
Check Totals:								1,716.49	0.00
2207	<input type="checkbox"/>	01/25/2021	3272	Fire Island UFSD - T & A		TA 29	Trust & Agency Payment	1,587.50	0.00
						TA 29		4,457.00	0.00
Check Totals:								6,044.50	0.00

FIRE ISLAND UFSD

Cash Disbursement Schedule Report For TA - 9: Cash Disbursement



Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
				PO Number	Account		
2208	<input type="checkbox"/>	01/25/2021	3453	Net Pay - Fire Island UFSD	Trust & Agency Payment		
					TA 10	66,880.94	0.00
Check Totals:						66,880.94	0.00
4534	<input type="checkbox"/>	01/06/2021	2592	AFLAC	Trust & Agency Payment - AFLAC LS		
					TA 20	1,581.84	0.00
					TA 20	0.00	0.00
Check Totals:						1,581.84	0.00
1012021	<input type="checkbox"/>	01/01/2021	2941	PAYROLL EXPENDITURE	Payroll Summary 1/1/2021		
				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	31,874.26	31,874.26
				202021	A 2110.14	660.12	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	255.24	0.00
				202021	A 2020.15	4,595.54	4,595.54
				202021	A 522	100,173.03	0.00
				202021	A 500	-100,173.03	0.00
				202021	A 521	-99,257.67	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
				PO Number	Account		
				202021	A 821	99,257.67	0.00
Check Totals:						100,173.03	99,257.67
1152021	<input type="checkbox"/>	01/15/2021	2941	PAYROLL EXPENDITURE	Payroll Summary 1/15/2021		
				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	5,080.85	5,080.85
				202021	A 1621.16	3,161.86	3,161.86
				202021	A 2110.10	2,442.72	2,442.72
				202021	A 2110.12	31,713.60	31,713.60
				202021	A 2110.14	1,402.76	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	16,045.91	16,045.91
				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	943.74	0.00
				202021	A 2020.15	4,595.54	4,595.54
				202021	A 522	102,244.79	0.00
				202021	A 500	-102,244.79	0.00
				202021	A 521	-99,898.29	0.00
				202021	A 821	99,898.29	0.00
Check Totals:						102,244.79	99,898.29
1292021	<input type="checkbox"/>	01/29/2021	2941	PAYROLL EXPENDITURE	Payroll Summary 1/29/2021		
				202021	A 1040.16	3,693.15	3,693.15
				202021	A 1240.15	7,842.33	7,842.33

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
				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	4,941.51	4,941.51
				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	1,485.27	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	16,358.66	16,358.66
				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	1,112.21	0.00
				202021	A 2020.15	4,595.54	4,595.54
				202021	A 522	102,329.84	0.00
				202021	A 500	-102,329.84	0.00
				202021	A 521	-99,732.36	0.00
				202021	A 821	99,732.36	0.00
Check Totals:						102,329.84	99,732.36
Grand Totals:						630,242.04	298,888.32

Number of Cash Disbursements: 25

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
A 1040.16	District Clerk	11,079.45	11,079.45
A 1240.15	Central Administration	23,526.99	23,526.99
A 1240.16	Central Administration	4,163.97	4,163.97
A 1310.15	Business Administration	14,322.81	14,322.81
A 1310.16	Business Administration	11,538.45	11,538.45

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
			PO Number	Account			
Account	Description				Total Expensed	Total Liquidated	
A 1325.16	District Treasurer				4,774.26	4,774.26	
A 1620.16	Operations Of Plant				14,251.05	14,251.05	
A 1621.16	Maintenance Of Plant				9,485.58	9,485.58	
A 2020.15	Curriculum Development Administrative				13,786.62	13,786.62	
A 2110.10	Teaching Regular School				7,328.16	7,328.16	
A 2110.12	Teaching Regular School				94,962.12	94,962.12	
A 2110.14	Teaching Regular School				3,548.15	0.00	
A 2250.15	Programs for Students w/ Disabilities				5,829.30	5,829.30	
A 2610.15	School Library				5,601.66	5,601.66	
A 2630.15	Computer Assisted Instruction				13,619.79	13,619.79	
A 2815.16	Health Services				13,823.79	13,823.79	
A 500	Payroll Clearing				-304,747.66	0.00	
A 521	Encumbrances				-298,888.32	0.00	
A 522	Expenditures				304,747.66	0.00	
A 5510.16	District Transportation				48,501.36	48,501.36	
A 5510.16B					2,311.19	0.00	
A 5530.16	Garage Building				1,001.70	1,001.70	
A 7140.16	Community Recreation				1,291.26	1,291.26	
A 821	Reserve For Encumbrances				298,888.32	0.00	
Fund A Totals:					304,747.66	298,888.32	
TA 10	Consolidated Payroll				199,196.16	0.00	
TA 18	State Retirement				1,157.36	0.00	
TA 20	Group Insurance -Aflac				1,581.84	0.00	
TA 20.1	Group Health Insurance before				5,149.47	0.00	
TA 21	NYS Income Tax				14,822.45	0.00	
TA 22	Federal Income Tax				39,183.70	0.00	
TA 26	FICA Liability				46,269.90	0.00	
TA 29	Tax Sheltered Annuities				18,133.50	0.00	
Fund TA Totals:					325,494.38	0.00	

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 9: Cash Disbursement

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

Account	Description	Total Expensed	Total Liquidated
Grand Totals:		630,242.04	298,888.32

General Ledger Summary Postings

Account	Description	Debits	Credits
TA 204	HSBC Checking	0.00	325,494.38

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
29360	<input type="checkbox"/>	01/08/2021	2981	Advanced Industrial Maintenanc	4019	A 1620.40		325.00	325.00
Check Totals:								325.00	325.00
29361	<input type="checkbox"/>	01/08/2021	2947	Baldwin Automotive	4251	A 5510.40		2,017.90	2,017.90
					4259	A 5510.40		244.70	244.70
					4258	A 5510.40		1,137.00	1,137.00
					4257	A 5510.45		1,131.20	1,131.20
					4256	A 5510.40		1,486.73	1,486.73
Check Totals:								6,017.53	6,017.53
29362	<input type="checkbox"/>	01/08/2021	3897	Bang's Towing, Inc.	4033	A 5510.40		250.00	250.00
Check Totals:								250.00	250.00
29363	<input type="checkbox"/>	01/08/2021	1999	Bank of America Business Card	4023	A 1240.20		139.96	139.96
					4022	A 2110.48		38.59	18.06
					4029	A 1660.45		16.96	16.96
					4021	A 7140.45		42.36	42.36
					4061	A 2110.45		14.99	14.99
					4236	A 2110.45		30.00	30.00
					4196	A 2630.45		179.94	179.94
Check Totals:								462.80	442.27
29364	<input type="checkbox"/>	01/08/2021	3832	Benetech, Inc.	4030	A 1310.40		95.00	95.00
Check Totals:								95.00	95.00
29365	<input type="checkbox"/>	01/08/2021	3872	Canon Solutions America, Inc	4163	A 1680.45		1,033.74	1,033.74
Check Totals:								1,033.74	1,033.74

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
29366	<input type="checkbox"/>	01/08/2021	3282	David A. Levenson	4055	A 2250.40		402.13	402.13
Check Totals:								402.13	402.13
29367	<input type="checkbox"/>	01/08/2021	3831	East End Workers Comp Plan	4246	A 9040.80		27,600.00	27,600.00
Check Totals:								27,600.00	27,600.00
29368	<input type="checkbox"/>	01/08/2021	1835	EASTERN SUFFOLK BOCES					
				4037		A 1010.49		393.82	393.82
				4037		A 1310.49		366.52	366.52
				4037		A 1430.49		1,908.65	982.18
				4037		A 1981.49		667.82	667.82
				4037		A 2010.49		888.36	888.36
				4037		A 2110.49		11,975.61	11,975.61
				4037		A 2250.49		15,541.32	15,541.32
				4037		A 2630.49		1,513.40	1,513.40
				4037		A 2820.49		1,834.00	1,834.00
				4037		A 5510.49		955.00	955.00
				4037		A 1620.49		0.00	0.00
Check Totals:								36,044.50	35,118.03
29369	<input type="checkbox"/>	01/08/2021	2870	ENVIROSCIENCE CONSULTANTS	4207	A 1620.45		800.00	800.00
Check Totals:								800.00	800.00
29370	<input type="checkbox"/>	01/08/2021	1115	FIRE ISLAND BOTTLE GAS CORP.					
				4198		A 1621.40		1,589.50	1,589.50
				4198		A 1621.40		1,603.95	1,603.95
Check Totals:								3,193.45	3,193.45
29371	<input type="checkbox"/>	01/08/2021	1054	FIRE ISLAND FERRIES, INC.	4039	A 1620.40		248.50	248.50

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated	
							Check Totals:	248.50	248.50
29372	<input type="checkbox"/>	01/08/2021	3208	Glove Nation 4245	A 1620.45		196.20	196.20	
							Check Totals:	196.20	196.20
29373	<input type="checkbox"/>	01/08/2021	3074	GovConnection 4240	A 2630.40		1,511.70	1,511.70	
				4209	A 1325.45		56.44	56.44	
				4209	A 5510.45		31.00	31.00	
				4250	A 2630.40		549.42	549.42	
				4250	A 2630.40		453.80	453.80	
				4250	A 2630.40		881.17	881.17	
							Check Totals:	3,483.53	3,483.53
29374	<input type="checkbox"/>	01/08/2021	2507	GUERCIO AND GUERCIO 4067	A 1420.40		2,875.00	2,875.00	
				4067	A 1420.40		925.17	925.17	
							Check Totals:	3,800.17	3,800.17
29375	<input type="checkbox"/>	01/08/2021	1023	I. JANVEY AND SONS, INC. 4216	A 1621.45		1,383.88	1,383.88	
				4216	A 1621.45		86.86	86.86	
							Check Totals:	1,470.74	1,470.74
29376	<input type="checkbox"/>	01/08/2021	3156	Iron Mountain 4164	A 1460.40		418.91	418.91	
							Check Totals:	418.91	418.91
29377	<input type="checkbox"/>	01/08/2021	2573	MATTHEW BENDER & CO.,INC. 4212	A 1240.45		262.00	262.00	
							Check Totals:	262.00	262.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
29378	<input type="checkbox"/>	01/08/2021	1119	NYS EMP. HEALTH INS PENDING A/ 4042		A 9060.80		65,493.69	65,493.69
Check Totals:								65,493.69	65,493.69
29379	<input type="checkbox"/>	01/08/2021	1612	Pitney Bowes 4145		A 1240.40		227.97	227.97
Check Totals:								227.97	227.97
29379	<input type="checkbox"/>	01/12/2021	1612	Pitney Bowes 4145		A 1240.40	**VOID**	-227.97	-227.97
Check Totals:								-227.97	-227.97
29380	<input type="checkbox"/>	01/08/2021	3580	PSEG Long Island, LLC 4046		A 1620.40		1,527.81	1,527.81
				4043		A 5530.40		975.36	975.36
Check Totals:								2,503.17	2,503.17
29381	<input type="checkbox"/>	01/08/2021	3102	Richard Security 4054		A 1460.40		137.34	137.34
Check Totals:								137.34	137.34
29382	<input type="checkbox"/>	01/08/2021	1107	SCHOOL HEALTH CORPORATION					
				4152		A 2815.20		0.00	0.00
				4152		A 2815.40		39.06	39.06
				4153		A 2815.40		56.56	56.56
				4247		A 2815.40		191.95	191.95
				4217		A 2815.40		20.12	20.12
Check Totals:								307.69	307.69
29383	<input type="checkbox"/>	01/08/2021	2456	STAPLES Contract & Commercial					
				4016		A 1660.45		4.86	4.86
				4016		A 1660.45		49.92	49.92
Check Totals:								54.78	54.78

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
29384	<input type="checkbox"/>	01/08/2021	2913	Stephane Rogers	4150	A 7140.40		1,300.00	1,300.00
Check Totals:								1,300.00	1,300.00
29385	<input type="checkbox"/>	01/08/2021	3351	Suffolk County Comm., Inc.	4011	A 5510.40		324.00	324.00
Check Totals:								324.00	324.00
29386	<input type="checkbox"/>	01/08/2021	3309	Suffolk Printing	4243	A 7140.45		287.00	287.00
					4244	A 7140.45		90.00	90.00
Check Totals:								377.00	377.00
29387	<input type="checkbox"/>	01/08/2021	2485	TOWN OF ISLIP	4159	A 5510.45		2,129.69	2,129.69
Check Totals:								2,129.69	2,129.69
29388	<input type="checkbox"/>	01/08/2021	1062	U.S. POSTAL SERVICE	4249	A 1670.40		235.00	235.00
Check Totals:								235.00	235.00
29389	<input type="checkbox"/>	01/08/2021	3875	Uniondale Union Free School District	4253	A 1310.40		908.27	908.27
Check Totals:								908.27	908.27
29390	<input type="checkbox"/>	01/08/2021	2111	Verizon	4066	A 1620.40		903.02	903.02
					4072	A 1621.40		31.99	31.99
Check Totals:								935.01	935.01
29391	<input type="checkbox"/>	01/12/2021	2468	FIRST RELIANCE STANDARD LIFE INSUR.	4010	A 9060.80		3,127.05	3,127.05

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
							Check Totals:	3,127.05	3,127.05
29392	<input type="checkbox"/>	01/12/2021	2431	VERIZON WIRELESS	4073	A 1620.45		432.34	432.34
							Check Totals:	432.34	432.34
29393	<input type="checkbox"/>	01/14/2021	1062	U.S. POSTAL SERVICE	4263	A 1670.40		5.00	5.00
							Check Totals:	5.00	5.00
Number of Cash Disbursements: 35							Grand Totals:	164,374.23	163,427.23

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
A 1010.49	Board Of Education	393.82	393.82
A 1240.20	Central Administration	139.96	139.96
A 1240.40	Central Administration	0.00	0.00
A 1240.45	Central Administration	262.00	262.00
A 1310.40	Business Admin	1,003.27	1,003.27
A 1310.49	Business Administration	366.52	366.52
A 1325.45	District Treasurer	56.44	56.44
A 1420.40	Legal	3,800.17	3,800.17
A 1430.49	Personnel	1,908.65	982.18
A 1460.40	Records Management-Con Expenditure	556.25	556.25
A 1620.40	Operations Of Plant	3,004.33	3,004.33
A 1620.45	Operations Of Plant	1,428.54	1,428.54
A 1620.49	Operations of Building BOCES	0.00	0.00
A 1621.40	Maintenance Of Plant	3,225.44	3,225.44
A 1621.45	Maintenance Of Plant	1,470.74	1,470.74
A 1660.45	Central Storeroom	71.74	71.74
A 1670.40	Central printing & mailing	240.00	240.00
A 1680.45	Central Data Processing	1,033.74	1,033.74
A 1981.49	Boces Administrative Charge	667.82	667.82

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 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 2010.49	Curriculum Development				888.36	888.36	
A 2110.45	Teaching Regular School				44.99	44.99	
A 2110.48	Teaching Regular School				38.59	18.06	
A 2110.49	Teaching Regular School				11,975.61	11,975.61	
A 2250.40	Programs for Students w/ Disabilities				402.13	402.13	
A 2250.49	Programs for Students w/ Disabilities				15,541.32	15,541.32	
A 2630.40	Computer Assisted Instruction				3,396.09	3,396.09	
A 2630.45	Computer Assisted Instruction				179.94	179.94	
A 2630.49	Computer Assisted Instruction				1,513.40	1,513.40	
A 2815.20	Health Services				0.00	0.00	
A 2815.40	Health Services				307.69	307.69	
A 2820.49	Psychological Services				1,834.00	1,834.00	
A 5510.40	District Transportation				5,460.33	5,460.33	
A 5510.45	District Transportation				3,291.89	3,291.89	
A 5510.49	District Transportation				955.00	955.00	
A 5530.40	Garage Building				975.36	975.36	
A 7140.40	Community Recreation				1,300.00	1,300.00	
A 7140.45	Community Recreation				419.36	419.36	
A 9040.80	Worker Compensation				27,600.00	27,600.00	
A 9060.80	Hospital & Dental Insurance				68,620.74	68,620.74	
Fund A Totals:					164,374.23	163,427.23	
Grand Totals:					164,374.23	163,427.23	

General Ledger Summary Postings

Account	Description	Debits	Credits
A 204	HSBC Checking	0.00	164,374.23
A 521	Encumbrances	0.00	163,427.23
A 522	Expenditures	164,374.23	0.00
A 821	Reserve For Encumbrances	163,427.23	0.00

FIRE ISLAND UFSD

Voided Checks Report For The Period 1/1/2021 - 1/31/2021



Check Number	Voided Date	Vendor ID	Vendor Name	Description	Voided Amount
29379	01/12/2021	1612	Pitney Bowes	**VOID**	227.97
Total Voided Checks:			1	Grand Total:	227.97

2019/20 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	5,311,814						
3. Total Cash Receipts														
		10,028	23,175	43,962	2,280	32,397	96,557	2,686,302						
4. Total Cash Available														
		7,798,756	7,419,018	6,887,941	6,495,440	6,060,517	5,812,000	7,998,116	-	-	-	-	-	-
5. Cash Paid Out														
		402,913	575,039	394,781	467,320	345,074	500,186	470,867						
7. Cash Position														
[End of month]		7,395,843	6,843,979	6,493,160	6,028,120	5,715,443	5,311,814	7,527,249	-	-	-	-	-	-

FIRE ISLAND UFSD

Check Warrant Report For A - 9: Cash Disbursement For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
29411	02/03/2021	1663	BABYLON PLUMBING & HEATING SUPPLY	4287	199.84
29412	02/03/2021	2947	**CONTINUED** Baldwin Automotive		0.00
29413	02/03/2021	2947	Baldwin Automotive	4258	11,671.02
29414	02/03/2021	1999	Bank of America Business Card	4196	794.73
29415	02/03/2021	2971	Barnes & Noble Booksellers	4218	18.93
29416	02/03/2021	3832	Benetech, Inc.	4030	95.00
29417	02/03/2021	3935	Bruce Kurka	4288	96.93
29418	02/03/2021	3282	David A. Levenson	4055	402.13
29419	02/03/2021	1835	EASTERN SUFFOLK BOCES	4037	32,291.77
29420	02/03/2021	2870	ENVIROSCIENCE CONSULTANTS	4207	410.00
29421	02/03/2021	1115	FIRE ISLAND BOTTLE GAS CORP.	4198	2,650.13
29422	02/03/2021	1054	FIRE ISLAND FERRIES, INC.	4039	286.65
29423	02/03/2021	1245	GALAXIE COFFEE SERVICE	4040	199.80
29424	02/03/2021	3208	Glove Nation	4220	202.62
29425	02/03/2021	1718	GRAINGER	4261	102.91
29426	02/03/2021	2507	GUERCIO AND GUERCIO	4067	2,875.00
29427	02/03/2021	3156	Iron Mountain	4164	418.91
29428	02/03/2021	3799	Johnson Controls Security Solutions	4201	525.00
29429	02/03/2021	3902	Kidz Therapy Services, PLLC	4268	690.00
29430	02/03/2021	1020	KING KULLEN GROCERY CO., INC.	4267	9.72
29431	02/03/2021	3825	Love The Plumber	4264	175.00
29432	02/03/2021	3580	PSEG Long Island, LLC	4043	2,352.57
29433	02/03/2021	3102	Richard Security	4054	540.00
29434	02/03/2021	2214	SCHOOL SPECIALTY	3032	37.00
29435	02/03/2021	2456	STAPLES Contract & Commercial	4016	38.31
29436	02/03/2021	3149	Tequipment Inc	4255	878.85
29437	02/03/2021	2485	TOWN OF ISLIP	4159	2,097.88
29438	02/03/2021	2111	Verizon	4066	904.20
29439	02/03/2021	2431	VERIZON WIRELESS	4073	432.71
29440	02/03/2021	3012	Zonar System, Inc	4134	255.31
29441	02/08/2021	3937	Donna Dimino	4290	375.00
29442	02/08/2021	2468	FIRST RELIANCE STANDARD LIFE INSUR.	4010	3,127.05
29443	02/08/2021	3074	GovConnection	4266	1,680.00
29444	02/08/2021	3938	Joseph Smith	4291	375.00
29445	02/08/2021	3351	Suffolk County Comm., Inc.	4011	324.00
29446	02/08/2021	2111	Verizon	4072	31.99
29447	02/09/2021	1119	NYS EMP. HEALTH INS PENDING A/	4042	68,248.43

FIRE ISLAND UFSD

Check Warrant Report For A - 9: Cash Disbursement For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 37				Warrant Total:	135,814.39
				Vendor Portion:	135,814.39

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

February 9, 2021 Warrant

Vendor	Description	Invoice #	P.O. #	Invoice Amount	Vendor Total	Check Number
Babylon Plumbing	Faucet	338006	4248	\$101.84		
	Transformer	338266	4287	\$98.00	\$199.84	29411
Baldwin Automotive	Bus #23 Accident repairs	20-37659-1	4258	\$125.05		
	Bus #20 Traction issues	20-37335	4281	\$1,442.25		
	Bus #16 Rear wheel wobble	20-37554	4286	\$496.15		
	Bus # 18 Brake Issue	20-37334	4283	\$473.45		
	Bus #19 Coolant Leak	20-37382	4285	\$1,870.57		
	Bus #8 DOT Inspection	20-37459	4284	\$1,264.95		
	Bus # 24 DOT Inspection	20-37628	4282	\$449.00		
	Bus # 19 Repair Brakes	20-37620	4280	\$1,840.25		
	Bus # 21 Replace window crank	20-37719	4279	\$295.25		
	Bus # 8 Replace battery cables	21-37754	4278	\$349.60		
	Bus # 27 DOT Inspection	21-37755	4277	\$449.00		
	Bus # 26 Repair brake system	21-37832	4276	\$1,741.00		
	Bus # 20 Repair brake line	21-37873	4275	\$874.50	\$11,671.02	29413
Bank of America	AT&T		4023	\$174.95		
	Teachers pay Teachers		4022	\$29.25		
	Amazon (5 iPad cases)		4265	\$35.97		
	Newsday Subscription		4201	\$84.72		
	Spotify		4061	\$14.99		
	Amazon (1 Rabbitair)		4036	\$399.95		
	Consumer Reports (subscription)		4293	\$25.00		
	Apple Computers (subscription)		4195	\$29.90	\$794.73	29414
Barnes & Noble	Fantastic Mr. Fox	4072749	4218	\$18.93	\$18.93	29415
Benetech	Think HR	31855	4030	\$95.00	\$95.00	29416
Bruce Kurka	Lowes, Circuit Transformers	Lowes	4288	\$96.93	\$96.93	29417

February 9, 2021 Warrant

Vendor	Description	Invoice #	P.O. #	Invoice Amount	Vendor Total	Check Number
David Levenson	CPSE Meeting	66	4055	\$402.13	\$402.13	29418
Eastern Suffolk BOCES	BOCES Services	CO497-21	4037	\$32,291.77	\$32,291.77	29419
EnviroScience Consultants	Lead Testing	31146	4207	\$410.00	\$410.00	29420
Fire Island Bottle and Gas	Fuel Oil	21488	4198	\$1,560.60		
	Fuel Oil	21521	4198	\$1,089.53	\$2,650.13	29421
Fire Island Ferries	Freight Boat Charges	F21-37438	4039	\$286.65	\$286.65	29422
Galaxie Coffee	Office Supplies	919441	4040	\$199.80	\$199.80	29423
Glove Nation	Office Gloves	201150764	4220	\$202.62	\$202.62	29424
Grainger	Office Supplies	9771250314	4261	\$102.91	\$102.91	29425
Guercio & Guercio	February Retainer	Retainer	4067	\$2,875.00	\$2,875.00	29426
Iron Mountain	Records Retention	DJLN249	4164	\$418.91	\$418.91	29427
Johnson Control's	Maint Agreement	35335225	4201	\$525.00	\$525.00	29428
Kidz Therapy Svc	Sec 611 /619 flow thru funds	57	4268	\$690.00	\$690.00	29429
King Kullen	Office Supplies	110187	4267	\$9.72	\$9.72	29430
Love the Plumber	Replace sink & faucet	20859	4264	\$175.00	\$175.00	29431
PSEG	Electric for Garage	8464561061	4043	\$898.75		
	Electric for Main Building	8454561051	4046	\$1,453.82	\$2,352.57	29432

February 9, 2021 Warrant

Vendor	Description	Invoice #	P.O. #	Invoice Amount	Vendor Total	Check Number
Richard Security	Maintenance of System	47790	4054	\$540.00	\$540.00	29433
School Specialty	Central Supplies	208126807476	3032	\$37.00	\$37.00	29434
Staples	Office Supplies	3467156705	4016	\$38.31	\$38.31	29435
Tequipment Inc.	SMART Learning	145197	4255	\$878.85	\$878.85	29436
Town of Islip	Fuel for Buses	171	4159	\$2,097.88	\$2,097.88	29437
Verizon	FIOS and Phone Lines	52-228-210-0001-18	4066	\$904.20	\$904.20	29438
Verizon Wireless	Cell Phones	9871806107	4073	\$432.71	\$432.71	29439
Zonar	Bus System	S1481595	4134	\$255.31	\$255.31	29440
Donna Dimino	Adult Education Living Body	44222	4290	\$375.00	\$375.00	29441
First Reliance	Dental Insurance	137-005554-00001	4010	\$3,127.05	\$3,127.05	29442
Gov Connection	Team Viewer Subscription	70906539	4266	\$1,680.00	\$1,680.00	29443
Joseph Smith	Adult Education Theatre	44225	4291	\$375.00	\$375.00	29444
Suffolk County Comm	Tower Rental	705595	4011	\$324.00	\$324.00	29445
Verizon	Emergency Phone Main Office	151757482000140	4072	\$31.99	\$31.99	29446
NYS Emo. Health Insurance	Medical Insurance	561	4042	\$68,248.43	\$68,248.43	29447
Total Warrant				\$135,814.39	\$135,814.39	



VINCENT D. CULLEN, CPA
(1950 - 2013)

JAMES E. DANOWSKI, CPA
PETER F. RODRIGUEZ, CPA
JILL S. SANDERS, CPA
DONALD J. HOFFMANN, CPA
CHRISTOPHER V. REINO, CPA
ALAN YU, CPA

January 5, 2021

Board of Education and Management
Fire Island Union Free School District
PO Box 428
Ocean Beach, New York 11770-0428

Dear Members of the Board and Management:

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide the Fire Island Union Free School District (District) for the year ended June 30, 2021.

We will prepare, from information you provide, the District's annual financial statements in accordance with accounting principles generally accepted in the United States of America. These financial statements will include the following:

Management's Discussion and Analysis (MD&A)

Basic Financial Statements:

- Statement of Net Position
- Statement of Activities
- Balance Sheet - Governmental Funds
- Reconciliation of the Governmental Funds Balance Sheet to the Statement of Net Position
- Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds
- Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Statement of Activities
- Statement of Fiduciary Net Position - Fiduciary Funds
- Statement of Changes in Fiduciary Net Position - Fiduciary Funds
- Notes to Financial Statements

Required Supplementary Information other than MD&A:

- Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual - General Fund
- Schedule of Funding Progress - Other Postemployment Benefits
- Schedule of District's Proportionate Share of the Net Pension Asset/Liability
- Schedule of District Contributions

1650 ROUTE 112, PORT JEFFERSON STATION, NEW YORK 11776-3060

PHONE: 631-473-3400 FAX: 631-473-4863 WWW.CDLLP.NET

Other Supplementary Information:

- Schedules of Change from Adopted Budget to Final Budget and the Real Property Tax Limit – General Fund
- Schedule of Project Expenditures – Capital Projects Fund
- Net Investment in Capital Assets

As part of our engagement, we will also provide the District with various accounting services throughout the year. Specifically we will:

- Review the District's books and records throughout the year to ensure that the books are maintained on a timely basis. The review will include comparison of actual results of operation to budget and the comparison of account balances to independent sources.
- Prepare monthly bank reconciliations.
- Propose adjusting journal entries throughout the year as deemed appropriate.
- Assist in the preparation of the annual budget.
- Assist in the projection of year-end account balances.
- Assist the District in the closing of the books for the year ended June 30, 2021. This process will include all funds and year-end adjusting journal entries.
- Assist the District in preparing for its annual external audit, including the preparation of various schedules supporting account balances.
- Assist the District in preparing and filing all forms related to federal grants awarded to the District.
- Assist the District in preparing and filing final expenditure reports for closed capital projects.
- Assist in preparing the District's ST-3 (the annual financial report for the New York State Education Department).
- Communicate and meet with the Board and Administration regarding financial matters as required.
- Assist in the preparation of the District's response to the management letter from the external auditors.

Our Responsibilities

The objective of our engagement is to 1) prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you, and 2) apply accounting and financial reporting expertise to the services we provide, including assisting you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARS) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

Fire Island Union Free School District
For the Year Ended June 30, 2021

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations. However, we will inform the appropriate level of management of any material errors and any evidence of information that comes to our attention during the performance of our procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our procedures regarding any wrongdoing within the entity or noncompliance with laws and regulations that may have occurred, unless they are clearly inconsequential.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America and assist you in the presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARS:

1. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
2. The preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America and the inclusion of all informative disclosures that are appropriate for accounting principles generally accepted in the United States of America.
3. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements.
4. The prevention and detection of fraud
5. To ensure that the District complies with the laws and regulations applicable to its activities
6. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements
7. To provide us with:
 - a. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
 - b. Additional information that may be requested for the purpose of the preparation of the financial statements, and
 - c. Unrestricted access to persons within the District of whom we determine necessary to communicate.

Fire Island Union Free School District
For the Year Ended June 30, 2021

As part of our engagement, we will issue a disclaimer that will state that the financial statements were not subjected to an audit, review or compilation engagement by us and, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them.

Other Relevant Information

We shall respond to the reasonable inquiries of the District's auditors to review our working papers related to matters of continuing accounting significance.

Christopher V. Reino, CPA, CITP, is the engagement partner and is responsible for supervising the engagement.

We estimate that our fees for these services to be performed for the year ended June 30, 2021 will be as follows:

12 @ \$1,500	\$ 18,000
July 31, 2021	4,500
Upon completion of the annual audit by the outside audit firm	<u>4,500</u>
	<u>\$ 27,000</u>

The fee 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 discuss it with you and arrive at a new fee estimate before we incur any additional costs.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fee, which will be based on our government hourly rates by experience level, as follows:

	<u>Government Hourly Rates</u>
Partner	\$ 220
Manager	175
Senior Accountant	145
Staff Accountant	125

In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We may use the District's name in a list of our clients for marketing purposes.

Fire Island Union Free School District
For the Year Ended June 30, 2021

We appreciate the opportunity to be of service to you 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 and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements and to provide accounting services described herein and our respective responsibilities.

Very truly yours,

Cullen & Danowski, LLP
For the Firm:



Christopher V. Reino, CPA, CITP
Partner

RESPONSE

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

By: Board of Education

By: District Management

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

AGREEMENT made this 1st day of January 2021, between Kidz Therapy Services, PLLC (the Approved Special Education Provider, the "ASEP") and the Fire Island Union Free School District (the Local Education Agency, the "LEA") The term of this Agreement shall be for the grant year 2020-2021.

FIRST: New York State has adopted legislation (the "Flow-Through Law") amending the manner in which Federal IDEA flow-through funds ("Part B Funds") are allocated to providers of services to students with disabilities. Pursuant to the Flow-Through Law, the LEA will now sub-allocate Part B Funds received from New York State to the ASEP, as provided for in Sections 611 and 619 of the IDEA.

SECOND: In order to receive payment for the services rendered under this Agreement, the ASEP must complete all required forms in a timely manner, including, but not limited to, the SEDCAR-1 form (annexed hereto as Exhibit 1). The ASEP shall receive payment from the LEA on a per student basis, based upon the total number of students so indicated in the SEDCAR-1 and subject to written verification. Payment to the ASEP by the LEA is subject to the receipt of Federal funds sufficient for such purpose by the LEA.

THIRD: Within thirty (30) days of receipt of funds from the State Education Department, or upon receipt of all appropriate documentation, whichever occurs later, the LEA shall process the initial payment to the ASEP.

FOURTH: The ASEP shall obtain whatever releases or other legal documents are necessary in order that the ASEP may render full and complete reports concerning the education and progress of any child covered by the terms of this Agreement. The ASEP will maintain yearly school progress reports and lack of attendance notification to be submitted to the Board for each child covered by the terms of this Agreement. In addition, the ASEP will participate and cooperate, as needed, with the CPSE or CSE of the District, as well as in any impartial hearings and mediation affecting any child covered by the terms of this Agreement.

FIFTH: The ASEP shall provide and submit to the LEA, in a timely fashion, all expenditure and related reports or documents necessary for the sub-allocation of Part B Funds. The LEA shall be entitled to examine all accounts and records kept by the ASEP in connection with this Agreement.

SIXTH: The ASEP hereby represents that it is fully licensed and qualified to provide the services described herein and will provide same in compliance with all applicable Federal and State laws and regulations.

SEVENTH: The ASEP warrants that all instruction and facilities provided for any handicapped child covered by this Agreement will be appropriate to the mental attainments and physical conditions of such child, and in accordance with the provisions relating to eligibility of schools contained in the Regulations of the Commissioner of Education.

EIGHTH: All employees of the ASEP shall be deemed employees of the ASEP for all purposes and the ASEP alone shall be responsible for their work, personal conduct, direction and compensation. The LEA shall not be liable for any acts or omissions committed by the ASEP's employees or agents or for any liability claims and demands made upon the ASEP arising out of the performance of the ASEP's duties hereunder. The ASEP shall defend, indemnify and hold harmless the LEA, its agents, members, representatives and employees from all such claims. The ASEP shall provide the LEA with a certificate of liability insurance with coverage of not less than one million dollars per occurrence and three million dollars in the aggregate.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT.

BOARD OF EDUCATION
FIRE ISLAND UNION FREE SCHOOL DISTRICT

By: _____
President

ASEP: Kidz Therapy Services, PLLC

By: _____
Gayle E. Kligman, Director



Angela Di Michele Lalor, LLC
angela@adladorconsulting.com
516-650-7051

Fire Island School District Description of Services

The purpose of this program is to update the Fire Island curriculum to reflect changes to the New York State Standards, incorporate information gained from implementation, and address the current needs of staff and students.

Program Description: Angela Lalor will work with Philip Tamberino, Director of Curriculum and Special Curriculum, to update the Fire Island curriculum. This work will include

- analysis of current curriculum documents.
- meetings with staff to ascertain needs.
- revisions to curriculum documents.

Onsite work will include analysis and meetings with the Fire Island staff. Revisions will be completed off site and include virtual meeting time with Phil Tamberino as needed.

Dates:

- February 10, 2021
- February 11, 2021
First set of revisions will be made before the March meeting.
- March 25, 2021
- April 8, 2021
Final revisions will be completed by May 15.

Cost: \$24,000

FIRE ISLAND UNION FREE SCHOOL DISTRICT
2021-2022 SCHOOL CALENDAR DRAFT

July 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

5 Independence Day Observance

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	T	F
		[1]	[2]	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

(15 + 2)
 1-2 Sup't Conference Days
 6 Labor Day
 7-8 Rosh Hashanah
 9 First Day for Students
 16 Yom Kippur

October 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(20)
 11 Columbus Day

November 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

(19)
 11 Veterans Day
 25-26 Thanksgiving

December 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	{16}	{17}
20	21	22	23	24
27	28	29	30	31

(17)
 16, 17 Half Day Parent-Teacher Conferences
 24-31 Winter Recess

January 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(20)
 1 New Year's Day
 17 Martin Luther King, Jr. Day

February 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

(15)
 21-25 Mid-Winter Recess

March 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

(23)

April 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(15)
 15 – Good Friday
 18-22 Spring Recess

May 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(21)
 30 – Memorial Day

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22L	23	24
27	28	29	30	

(15)
 20 – Juneteenth Observed
 22 – Last Day of School
 23 & 24 – Snow Days – no school if unused
 Graduation to be determined

Holiday (Students & Teachers)

Snow Days (no school if unused)

Parent-Teacher Conferences half day { }
 Superintendent's Conference Day []

180 + 2 = 182

BOE Approved:

The Board of Education reserves the right to revise this calendar if emergency school closings during the school year require additional teaching days.

Community Relations

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

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

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

- a) Race;
- b) Color;
- c) Religion;
- d) Disability;
- e) National origin;
- f) Sexual orientation;
- g) Gender identity or expression;
- h) Military status;
- i) Sex;
- j) Age; and
- k) Marital status.

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

(Continued)

Community Relations

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

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

Scope and Application

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

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

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

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

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

(Continued)

Community Relations

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

For purposes of this policy, the following definitions apply:

- a) "School property" means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of any District elementary or secondary school, or in or on a school bus or District vehicle.
- b) "School function" means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.

What Constitutes Discrimination and Harassment

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

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

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

(Continued)

Community Relations

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

This conduct may, among other things, have the purpose or effect of: subjecting the individual to inferior terms, conditions, or privileges of employment; creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities. Petty slights or trivial inconveniences generally do not constitute harassing conduct.

Civil Rights Compliance Officer

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

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

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

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

Reporting Allegations of Discrimination and/or Harassment

Any person may report discrimination and/or harassment regardless of whether they are the alleged victim or not. Reports may be made in person, by using the contact information for the CRCO, or by any other means that results in the CRCO 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 CRCO.

Reports of discrimination and/or harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment will be immediately forwarded to the CRCO. 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 discrimination and/or harassment must immediately inform the CRCO. Failure to immediately inform the CRCO may subject the employee to discipline up to and including termination.

(Continued)

Community Relations

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

In addition to complying with this policy, District employees must comply with any other applicable District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*. Applicable documents include, but are not limited to, the District's policies, regulations, and procedures related to Title IX, sexual harassment in the workplace, and the Dignity for All Students Act (DASA).

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

Grievance Process for Complaints of Discrimination and/or Harassment

The District will act to promptly, thoroughly, and equitably investigate all complaints, whether oral or written, of discrimination and/or harassment based on any legally protected class and will promptly take appropriate action to protect individuals from further discrimination and/or harassment. The CRCO will oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

If an investigation reveals that discrimination and/or harassment based on a legally protected class has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's *Code of Conduct*.

Knowingly Makes False Accusations

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

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

The District prohibits retaliation against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing related to a complaint of discrimination and/or harassment.

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

(Continued)

Community Relations

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

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

Confidentiality

To the extent possible, all complaints will be treated as confidential. Disclosure may be necessary in certain circumstances such as to complete a thorough investigation and/or notify law enforcement officials. All disclosures will be in accordance with law and regulation.

Training

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

Notification

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

A copy of this policy and its corresponding regulations and/or procedures will be available upon request and will be posted and/or published in appropriate locations and/or District publications.

Additional Provisions

Regulations and/or procedures will be developed for reporting, investigating, and remedying allegations of discrimination and/or harassment.

42 USC § 1324b

Age Discrimination Act of 1975, 42 USC § 6101 et seq.

Age Discrimination in Employment Act of 1967 (ADEA), 29 USC § 621 et seq.

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.

Equal Educational Opportunities Act of 1974, 20 USC § 1701 et seq.

Genetic Information Non-Discrimination Act (GINA), 42 USC § 2000ff et seq.

National Labor Relations Act (NLRA), 29 USC § 151 et seq.

(Continued)

Community Relations

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

Section 504 of the Rehabilitation Act of 1973, 29 USC § 790 et seq.
Title IV of the Civil Rights Act of 1964, 42 USC § 2000c et seq.
Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq.
Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.
Title IX, 20 USC § 1681 et seq.
USERRA, 38 USC § 4301 et seq.
28 CFR Part 35
29 CFR Chapter I – National Labor Relations Board
29 CFR Chapter XIV – Equal Employment Opportunity Commission
34 CFR Parts 100, 104, 106, 110, and 270
Civil Rights Law §§ 40, 40-c, 47-a, 47-b, 48-a, and 115
Correction Law § 752
Education Law §§ 10-18, 313, 313-a, 2801, 3201, and 3201-a
Labor Law §§ 194-a, 201-d, 201-g, 203-e, 206-c, 215
New York State Human Rights Law, Executive Law § 290 et seq.
Military Law §§ 242, 243, and 318
8 NYCRR § 100.2
9 NYCRR § 466 et seq.

NOTE: Refer also to Policies #3421 -- Title IX and Sex Discrimination
#6120 -- Equal Employment Opportunity
#6121 -- Sexual Harassment in the Workplace
#6122 -- Employee Grievances
#7550 -- Dignity for All Students
#7551 -- Sexual Harassment of Students
#8130 -- Equal Educational Opportunities
District *Code of Conduct*

Adoption Date

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) 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) 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));
- j) Liaison for Homeless Children and Youth (McKinney-Vento Liaison);
- k) Chemical Hygiene Officer;
- l) Dignity Act Coordinator (one in each building);
- m) Chief Emergency Officer.

The following may also be appointed:

- a) School Attorney;
- b) Claims Auditor/Deputy Claims Auditor;
- c) Insurance Advisor;

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)

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;

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

Adoption Date

Bylaws

SUBJECT: ANNUAL ORGANIZATIONAL MEETING

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, 1707, 2502 and 2504
Public Officers Law §10

Adoption Date

Bylaws

SUBJECT: ABSENTEE BALLOTS

The Board authorizes the District Clerk or a Board designee 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.

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) Is 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) 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) Will be on vacation outside of the county or city of residence on the day of the District election/vote;
- d) 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) 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.

(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.

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
- 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.

(Continued)

SUBJECT: ABSENTEE BALLOTS (Cont'd.)

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 §§ 2014, 2018-a, 2018-b, 2018-d, and 2613
8 NYCRR Part 122

Adoption Date:

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.

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;

(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;
- 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**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.

(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.

(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)

Students

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 Title IX Coordinator(s) will coordinate the District's efforts to comply with 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 Interscholastic 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.

(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: 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 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 Superintendent of Schools will have the authority to approve online banking transactions in the absence of the School Business Official. 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:

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 remedying 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.

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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

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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,

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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.

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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.

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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.

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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.

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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.

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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:

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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

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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.

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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.

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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.

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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

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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