

FIRE ISLAND UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION

Regular Meeting Agenda/Public Hearing

March 10, 2020

4:30 p.m.

Call to Order

Pledge of Allegiance

ITEM 1

Approval of Minutes

- a. Regular Meeting of February 11, 2020

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. General Fund Cash Flow Report
- g. Cash Transfer
- h. Warrant

ITEM 3

Superintendent's Report

ITEM 4

Correspondence – *no correspondence*

ITEM 5

Action Items – Recommended for Approval

- a. 2020 Notice of Annual Meeting, Budget Vote & Election – *document pending*
- b. 2020 Biennial Review of Shared Decision Making
- c. 2020-2021 Non-Resident Instruction Contracts – 2 K students @ \$2,846.20 each & 1 Gr. 2 student @ \$3,252.80
- d. 2020-2021 Proposal for Communications and Website Hosting & Maintenance Services from Syntax @ \$18,977.20
- e. Spring 2020 Proposal – 10 Week Mindfulness Program @ \$2,000
- f. Revised Parents' Bill of Rights
- g. 2020 Appointments – Election Inspectors @ \$19.60/hr. - B. Burke, C. Burke, B. Geldermann, M. Hood, K. McBride, L. Thornberg.
- h. 2020-2021 Requests for Out-of-District Transportation – 3 students attending parochial schools in Bay Shore and West Islip, & 1 student attending St. Anthony HS who is transported to Bay Shore
- i. 2020-2021 Annual Calendar
- j. CSE Recommendations - *Confidential*

It is anticipated the Board may enter into Executive Session to discuss administrative contract negotiations.

ITEM 6

Public Hearing/1st Reading of Board Policy

- a. #5676 Privacy and Security for Student Data and Teacher and Principal Data

ITEM 7

Public Hearing/2nd Reading and Adoption of Policy Revisions

- a. #5741 Drug and Alcohol Testing for School Bus Drivers
- b. #6562 Employment of Retired Persons
- c. #7430 Child Abuse and Maltreatment

ITEM 8

Adjournment

Regular Meeting
BOARD OF EDUCATION
FIRE ISLAND UNION FREE SCHOOL DISTRICT
February 11, 2020

DRAFT

CALL TO ORDER	The meeting was called to order at 4:33 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 G. Steffanetta, School Attorney D. Clock, District Clerk
VOICE OF THE TAXPAYER	There were no residents present.
APPROVAL OF MINUTES	Minutes of the following meetings were accepted as read: • Regular meeting of January 14, 2020 • Work Session/Budget Review of January 28, 2020 (A. Wood, J. Phelan; 7-0)
TREASURER'S REPORT	Treasurer's Report for the month ended January 2020 was accepted as hereby attached. (J. Phelan, L. Nowachek; 7-0)
TRIAL BALANCE REPORTS	The Board accepts the Trial Balance Report for the month ending January 2020 as hereby attached. (J. Phelan, L. Nowachek; 7-0)
APPROPRIATION & REVENUE STATUS REPORTS	The Board accepts the Appropriation and Revenue Status Reports for January 2020 as hereby attached. (J. Phelan, L. Nowachek; 7-0)
TRUST & AGENCY CASH DISBURSEMENT	The Board accepts the Trust and Agency Cash Disbursement report for January 2020 as hereby attached. (J. Phelan, L. Nowachek; 7-0)
GENERAL FUND CASH DISBURSEMENT	The Board accepts the General Fund Cash Disbursement report for January 2020 as hereby attached. (J. Phelan, L. Nowachek; 7-0)
VOIDED CHECK REPORT	The Board accepts the Voided Check Report for January 2020 as hereby attached. (J. Phelan, L. Nowachek; 7-0)
GENERAL FUND CASH FLOW REPORT	The Board accepts the General Fund Cash Flow report as hereby attached. (J. Phelan, L. Nowachek; 7-0)
CASH TRANSFER	The Board approves a cash transfer in the amount of \$400,000.00 from the General Fund Money Market account with \$200,000 going to the General Fund Checking account and \$200,000 going to the Trust and Agency Checking account as hereby attached. (L. Kaufman, J. Phelan; 7-0)

Regular Meeting Minutes of February 11, 2020, continued...

WARRANT	The Board approves the General Fund Warrant in the amount of \$193,925.88 as presented. (L. Kaufman, A. Wood; 7-0)
SUPERINTENDENT'S REPORT	Mrs. Ferraro reported on the following: • Bridge closure which caused morning buses to be delayed and re-routed. Blackboard Connect (emergency response system) successfully notified parents and teachers. • Graduation will be held on June 24, 2020. • Class configuration for 2020-21: PreK – K – Shannon Rickard & Jeanene Crawson 1 & 2 – Karen McNulty 3 & 4 – Marialaina Appell 5 & 6 – Gabrielle Donovan • Construction project flyer to be mailed to residents describing the HVAC project for the lunchroom and office wing.
CORRESPONDENCE	There was no correspondence.
APPROVAL OF 2019-2020 HEALTH & WELFARE SERVICES AGREEMENT – WEST ISLIP UFSD	The Board hereby approves an agreement with West Islip UFSD for health and welfare services for 1 Fire Island student attending Bridges Academy and 2 Fire Island students attending St. John the Baptist HS for school year 2019-2020 at a cost of \$878.05 per student, and authorizes the President to execute said agreement on behalf of the Board. (A. Wood, L.Kaufman; 7-0)
APPROVAL OF 2019-2020 HEALTH & WELFARE SERVICES AGREEMENT – UNIONDALE UFSD	The Board hereby approves an agreement with Uniondale UFSD for health and welfare services for 1 Fire Island student attending Kellenberg MHS for school year 2019-2020 at a cost of \$863.07, and authorizes the President to execute said agreement on behalf of the Board (J. Phelan, L. Nowachek; 7-0)
APPROVAL OF 2019-2020 FLOW-THROUGH-FUNDS AGREEMENT WITH KIDZ THERAPY SERVICES, PLLC	On the recommendation of the Superintendent, the Board hereby approves the flow-through-funds agreement with Kidz Therapy Services for 2019-2020 in the amount of \$749.00 for special education services provided to 1 PreK student, and authorizes the President to execute said agreement on behalf of the Board. (K. Skelly-Kurka, L. Kaufman; 7-0)
APPROVAL OF 2019-2020 AGREEMENT WITH CBIZ	On the recommendation of the Superintendent, the Board hereby approves the 2019-2020 agreement with CBIZ for capital asset reporting and property insurance updating services at a cost of \$1,200.00 and authorizes the President to execute said agreement on behalf of the Board. (J. Phelan, A. Wood; 7-0)
2020-2021 NON-RESIDENT INSTRUCTION CONTRACTS	On the recommendation of the Superintendent, the Board hereby approves non-resident instruction contracts for school year 2020-2021 for 1 Kindergarten student @ \$2,846.20, and 7 students in grades 1-6 @ \$3,252.80 each, and authorizes the President to execute said agreements on behalf of the Board. (A. Wood, L. Nowachek; 7-0)

Regular Meeting of February 11, 2020, continued...

CSE RECOMMENDATIONS	On the recommendation of the Superintendent, the Board hereby approves the recommendations of the Committee on Special Education as presented. (A. Wood, J. Phelan; 7-0)
PUBLIC HEARING & FIRST READING – PROPOSED POLICY REVISIONS	A public hearing and first reading of the following policy revisions: #5741 Drug and Alcohol Testing for School Bus Drivers #6562 Employment of Retired Persons #7530 Child Abuse and Maltreatment
EXECUTIVE SESSION	The Board moved to enter into executive session at 4:50 p.m. to discuss contract negotiations and the employment history of a particular person. (J. Phelan, L. Nowachek; 7-0) The regular meeting resumed at 6:14 p.m.
ADJOURNMENT	The meeting was adjourned at 6:15 p.m. (A. Wood, J. Phelan; 7-0)

Donna Clock
District Clerk

FIRE ISLAND UFSD

Cash Account Transactions Report From 2/1/2020 To 2/29/2020



Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
TA 204	HSBC Checking							
				BALANCE 07/01/2019 - 01/31/2020		0.00	0.00	28,689.58
02/10/2020	8171			To record transfer between A205 and TA204	CR-9	200,000.00	0.00	228,689.58
02/11/2020	33			2/14/2020 Payroll	JE-8	954.23	0.00	229,643.81
02/12/2020	34			2/28/2020 Payroll	JE-8	954.23	0.00	230,598.04
02/29/2020				See Cash Disbursement Schedule 8	CD-8	0.00	206,557.67	24,040.37
02/29/2020	8174			To post February interest for TA204	CR-9	9.05	0.00	24,049.42
Grand Totals:						201,917.51	206,557.67	24,049.42

FIRE ISLAND UFSD



Cash Account Transactions Report From 2/1/2020 To 2/29/2020

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 204			HSBC Checking						
					BALANCE 07/01/2019 - 01/31/2020		0.00	0.00	175,703.72
	02/04/2020	8132			A/R Receipt for Kevin Gillespie - A/R Receipt for Kevin Gillespie	CR-9	10.84	0.00	175,714.56
	02/04/2020	8133			BOCES Aid	CR-9	7,833.44	0.00	183,548.00
	02/04/2020	8134			Refund of Prior Year Expense	CR-9	168.22	0.00	183,716.22
	02/04/2020	8135			A/R Receipt for Zuleta, Alejandro - A/R Receipt for Zuleta, Alejandro	CR-9	152.40	0.00	183,868.62
	02/04/2020	8136			A/R Receipt for Zuleta, Alejandro - A/R Receipt for Zuleta, Alejandro	CR-9	500.00	0.00	184,368.62
	02/07/2020	8137			A/R Receipt for Lauren Hipp - A/R Receipt for Lauren Hipp	CR-9	1,423.10	0.00	185,791.72
	02/07/2020	8138			A/R Receipt for Loretta Cannon - A/R Receipt for Loretta Cannon	CR-9	10.84	0.00	185,802.56
	02/07/2020	8139			A/R Receipt for Evelyn Rahne - A/R Receipt for Evelyn Rahne	CR-9	10.84	0.00	185,813.40
	02/07/2020	8140			A/R Receipt for Renee Weil - A/R Receipt for Renee Weil	CR-9	10.84	0.00	185,824.24
	02/07/2020	8141			A/R Receipt for James & Catherine O'Brien - A/R Receipt for James & Catherine O'Brien	CR-9	1,626.40	0.00	187,450.64
	02/07/2020	8142			Adult Ed	CR-9	10.00	0.00	187,460.64
	02/07/2020	8143			Adult edCash rec# 891938 - \$30Cash rec# 891939 - \$10	CR-9	40.00	0.00	187,500.64
	02/07/2020	8144			Adult EdCash rec#891935 - \$15Cash rec#891936 - \$15Cash rec#891937 - \$50	CR-9	80.00	0.00	187,580.64
	02/10/2020	8145			A/R Receipt for Ferazzoli, Giovanni - A/R Receipt for Ferazzoli, Giovanni	CR-9	1,626.40	0.00	189,207.04
	02/10/2020	8146			A/R Receipt for McEvoy, Kevin & Magaret - A/R Receipt for McEvoy, Kevin & Magaret	CR-9	325.28	0.00	189,532.32
	02/10/2020	8147			A/R Receipt for DiDio, Michael T - A/R Receipt for DiDio, Michael T	CR-9	1,423.10	0.00	190,955.42
	02/10/2020	8170			To record transfer from A205 to A204	CR-9	200,000.00	0.00	390,955.42
	02/11/2020	8148			A/R Receipt for Gerard Rohan - A/R Receipt for Gerard Rohan	CR-9	955.03	0.00	391,910.45
	02/11/2020	8149			A/R Receipt for Patricia Purnhagen - A/R Receipt for Patricia Purnhagen	CR-9	151.24	0.00	392,061.69
	02/13/2020	8150			Adult EdCash Rec# 891940 - \$20Cash Rec# 891941 - \$15	CR-9	35.00	0.00	392,096.69
	02/28/2020	8175			To post NYS ACH wire for Lottery Aid	CR-9	1,983.62	0.00	394,080.31
	02/29/2020				See Cash Disbursement Schedule 9	CD-9	0.00	193,925.88	200,154.43

FIRE ISLAND UFSD



Cash Account Transactions Report From 2/1/2020 To 2/29/2020

Account	Account Name					Schedule	Debits	Credits	Balance
	Date	Ref Number	Invoice #	Vendor ID	Explanation				
Grand Totals:							218,376.59	193,925.88	200,154.43

FIRE ISLAND UFSD



Cash Account Transactions Report From 2/1/2020 To 2/29/2020

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
A 205	HSBC Money Market							
				BALANCE 07/01/2019 - 01/31/2020		0.00	0.00	6,236,359.80
02/03/2020	8162			To record town of Brookhaven tax payment #5	CR-9	113,489.62	0.00	6,349,849.42
02/10/2020	8163			To record town of Islip tax payment #5	CR-9	9,216.11	0.00	6,359,065.53
02/10/2020	8164			To record town of Brookhaven tax payment #6	CR-9	59,446.94	0.00	6,418,512.47
02/10/2020	8170			To record transfer from A205 to A204	CR-9	0.00	200,000.00	6,218,512.47
02/10/2020	8171			To record transfer between A205 and TA204	CR-9	0.00	200,000.00	6,018,512.47
02/17/2020	8165			To record town of Brookhaven tax payment #7	CR-9	32,425.61	0.00	6,050,938.08
02/21/2020	8167			To record town of Islip tax payment #6	CR-9	10,092.30	0.00	6,061,030.38
02/24/2020	8166			To record town of Brookhaven tax payment #8	CR-9	18,374.51	0.00	6,079,404.89
02/29/2020	8169			To post February interest for A205	CR-9	942.24	0.00	6,080,347.13
Grand Totals:						243,987.33	400,000.00	6,080,347.13

FIRE ISLAND UFSD

Cash Account Transactions Report From 2/1/2020 To 2/29/2020



Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
H 204			HSBC Checking						
					BALANCE 07/01/2019 - 01/31/2020		0.00	0.00	28,018.53
	02/29/2020	8177			To post February interest for H204	CR-9	3.87	0.00	28,022.40
Grand Totals:							3.87	0.00	28,022.40

FIRE ISLAND UFSD

Cash Account Transactions Report From 2/1/2020 To 2/29/2020



Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
TA 204	HSBC Checking							
				BALANCE 07/01/2019 - 01/31/2020		0.00	0.00	28,689.58
02/10/2020	8171			To record transfer between A205 and TA204	CR-9	200,000.00	0.00	228,689.58
02/11/2020	33			2/14/2020 Payroll	JE-8	954.23	0.00	229,643.81
02/12/2020	34			2/28/2020 Payroll	JE-8	954.23	0.00	230,598.04
02/29/2020				See Cash Disbursement Schedule 8	CD-8	0.00	206,557.67	24,040.37
02/29/2020	8174			To post February interest for TA204	CR-9	9.05	0.00	24,049.42
Grand Totals:						201,917.51	206,557.67	24,049.42

FIRE ISLAND UFSD



Cash Account Transactions Report From 2/1/2020 To 2/29/2020

Account	Account Name				Schedule	Debits	Credits	Balance
	Date	Ref Number	Invoice #	Vendor ID				
SC 204	SC204 HSBC Checking 937316610							
					BALANCE 07/01/2019 - 01/31/2020	0.00	0.00	414.94
Grand Totals:						0.00	0.00	414.94

FIRE ISLAND UFSD



Cash Account Transactions Report From 2/1/2020 To 2/29/2020

Account	Account Name				Explanation	Schedule	Debits	Credits	Balance
	Date	Ref Number	Invoice #	Vendor ID					
A 206	HSBC Repair Reserve								
					BALANCE 07/01/2019 - 01/31/2020		0.00	0.00	108,696.22
02/29/2020		8173			To post February interest for A206	CR-9	8.34	0.00	108,704.56
Grand Totals:							8.34	0.00	108,704.56

FIRE ISLAND UFSD



Cash Account Transactions Report From 2/1/2020 To 2/29/2020

Account	Account Name				Explanation	Schedule	Debits	Credits	Balance
	Date	Ref Number	Invoice #	Vendor ID					
A 207	HSBC Capital Reserve #2								
					BALANCE 07/01/2019 - 01/31/2020		0.00	0.00	334,588.98
02/29/2020		8168			To post February interest for A207	CR-9	25.67	0.00	334,614.65
Grand Totals:							25.67	0.00	334,614.65

FIRE ISLAND UFSD



Cash Account Transactions Report From 2/1/2020 To 2/29/2020

Account	Account Name				Explanation	Schedule	Debits	Credits	Balance
	Date	Ref Number	Invoice #	Vendor ID					
A 208	HSBC Capital Reserve								
					BALANCE 07/01/2019 - 01/31/2020		0.00	0.00	318,891.98
02/29/2020		8172			To post February interest for A208	CR-9	24.46	0.00	318,916.44
Grand Totals:							24.46	0.00	318,916.44

FIRE ISLAND UFSD

Trial Balance Report From 2/1/2020 - 2/29/2020



Account	Description	Debits	Credits
A 204	HSBC Checking	24,450.71	0.00
A 205	HSBC Money Market	0.00	156,012.67
A 206	HSBC Repair Reserve	8.34	0.00
A 207	HSBC Capital Reserve #2	25.67	0.00
A 208	HSBC Capital Reserve	24.46	0.00
A 380	Accounts Receivable	0.00	5,680.25
A 391-2	Due From Capital Fund	3.87	0.00
A 391-3	Due From Trust And Agency Fund	200,009.05	0.00
A 521	Encumbrances	0.00	471,857.48
A 522	Expenditures	398,266.17	0.00
A 630	Due To Other Funds	0.00	206,561.07
A 821	Reserve For Encumbrances	471,857.48	0.00
A 980	Revenues	0.00	254,534.28
A Fund Totals:		1,094,645.75	1,094,645.75
H 204	HSBC Checking	3.87	0.00
H 630	Due To Other Funds	0.00	3.87
H Fund Totals:		3.87	3.87
TA 19	Teachers Retirement System	0.00	82.16
TA 20	Group Insurance -Aflac	0.00	1,855.98
TA 204	HSBC Checking	0.00	4,640.16
TA 24	Union Dues/F.I. Teachers Association	26.28	0.00
TA 630	Due To Other Funds	6,552.02	0.00
TA Fund Totals:		6,578.30	6,578.30
TE 204	HSBC Checking TE204	11.04	0.00
TE 980	Revenues	0.00	11.04
TE Fund Totals:		11.04	11.04
Grand Totals:		1,101,238.96	1,101,238.96

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2019 To 2/29/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.20	Board Of Education		1,500.00	1,254.66	2,754.66	2,235.90	95.00	423.76
A 1010.40	Board Of Education		10,000.00	426.24	10,426.24	3,024.90	3,416.00	3,985.34
A 1010.45	Board Of Education		1,000.00	0.00	1,000.00	321.60	175.12	503.28
A 1010.49	Board Of Education		11,000.00	0.00	11,000.00	11,000.00	0.00	0.00
1010	BOARD OF EDUCATION	*	23,500.00	1,680.90	25,180.90	16,582.40	3,686.12	4,912.38
A 1040.16	District Clerk		102,515.90	0.00	102,515.90	66,317.58	31,316.56	4,881.76
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	500.00	0.00	0.00
A 1040.45	District Clerk		500.00	48.90	548.90	48.90	0.00	500.00
1040	DISTRICT CLERK	*	104,515.90	48.90	104,564.80	66,866.48	31,316.56	6,381.76
A 1060.40	District Meeting		3,000.00	1,437.79	4,437.79	0.00	0.00	4,437.79
1060	DISTRICT MEETING	*	3,000.00	1,437.79	4,437.79	0.00	0.00	4,437.79
10		**	131,015.90	3,167.59	134,183.49	83,448.88	35,002.68	15,731.93
A 1240.15	Central Administration		207,429.51	0.00	207,429.51	139,156.20	65,712.45	2,560.86
A 1240.16	Central Administration		38,527.70	0.00	38,527.70	25,407.52	11,769.55	1,350.63
A 1240.20	Central Administration		2,000.00	2,095.02	4,095.02	3,051.72	702.80	340.50
A 1240.40	Central Administration		4,000.00	326.00	4,326.00	2,066.94	17.06	2,242.00
A 1240.45	Central Administration		700.00	381.00	1,081.00	287.67	397.14	396.19
1240	CHIEF SCHOOL ADMINISTRATOR	*	252,657.21	2,802.02	255,459.23	169,970.05	78,599.00	6,890.18
12		**	252,657.21	2,802.02	255,459.23	169,970.05	78,599.00	6,890.18
A 1310.15	Business Administration		128,664.68	0.00	128,664.68	84,666.78	39,981.46	4,016.44
A 1310.16	Business Administration		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1310.40	Business Admin		59,368.00	18,761.00	78,129.00	34,351.26	23,402.04	20,375.70
A 1310.49	Business Administration		10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
1310	BUSINESS ADMINISTRATION	*	199,032.68	18,761.00	217,793.68	129,018.04	63,383.50	25,392.14
A 1320.40	Auditing		31,000.00	1,467.00	32,467.00	15,317.00	19,200.00	-2,050.00
1320	AUDITING	*	31,000.00	1,467.00	32,467.00	15,317.00	19,200.00	-2,050.00
A 1325.16	District Treasurer		39,887.44	0.00	39,887.44	28,222.20	13,327.21	-1,661.97
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	750.00	10,750.00	1,420.40	3,212.87	6,116.73
A 1325.45	District Treasurer		4,500.00	22.17	4,522.17	2,051.64	556.50	1,914.03
1325	TREASURER	*	54,887.44	772.17	55,659.61	31,694.24	17,096.58	6,868.79
A 1345.16	Purchasing		7,000.00	0.00	7,000.00	3,855.60	0.00	3,144.40

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2019 To 2/29/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1345	PURCHASING	*	7,000.00	0.00	7,000.00	3,855.60	0.00	3,144.40
13		**	291,920.12	21,000.17	312,920.29	179,884.88	99,680.08	33,355.33
A 1420.40	Legal		57,000.00	24,479.00	81,479.00	33,892.31	13,554.69	34,032.00
1420	LEGAL	*	57,000.00	24,479.00	81,479.00	33,892.31	13,554.69	34,032.00
A 1430.40	Personnel		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
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	2,745.00	0.00	0.00
1430	PERSONNEL	*	4,745.00	0.00	4,745.00	2,745.00	0.00	2,000.00
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	2,809.95	3,309.95	2,809.95	0.00	500.00
A 1460.40	Records Management-Con Expenditure		5,000.00	329.33	5,329.33	3,099.68	1,972.05	257.60
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	3,139.28	9,639.28	5,909.63	1,972.05	1,757.60
14		**	68,245.00	27,618.28	95,863.28	42,546.94	15,526.74	37,789.60
A 1620.16	Operations Of Plant		148,625.61	0.00	148,625.61	100,409.32	38,987.13	9,229.16
A 1620.20	Operations Of Plant		3,000.00	6,000.00	9,000.00	0.00	0.00	9,000.00
A 1620.40	Operations Of Plant		115,000.00	45,900.62	160,900.62	72,266.67	41,421.41	47,212.54
A 1620.45	Operations Of Plant		12,500.00	10,668.16	23,168.16	9,963.13	0.00	13,205.03
A 1620.49	Operations of Building BOCES		5,000.00	0.00	5,000.00	5,000.00	0.00	0.00
1620	OPERATION OF PLANT	*	284,125.61	62,568.78	346,694.39	187,639.12	80,408.54	78,646.73
A 1621.16	Maintenance Of Plant		95,686.61	0.00	95,686.61	60,213.27	28,313.90	7,159.44
A 1621.20	Maintenance Of Plant		2,000.00	783.36	2,783.36	2,313.36	420.80	49.20
A 1621.40	Maintenance Of Plant		56,000.00	25,197.58	81,197.58	11,145.04	64,144.67	5,907.87
A 1621.45	Maintenance Of Plant		20,000.00	6,809.95	26,809.95	14,261.07	7,335.39	5,213.49
1621	MAINTENANCE OF PLANT	*	173,686.61	32,790.89	206,477.50	87,932.74	100,214.76	18,330.00
A 1660.45	Central Storeroom		5,000.00	5,963.83	10,963.83	4,247.98	1,503.57	5,212.28
1660	CENTRAL STOREROOM	*	5,000.00	5,963.83	10,963.83	4,247.98	1,503.57	5,212.28
A 1670.40	Central printing & mailing		4,500.00	2,232.00	6,732.00	3,135.91	334.00	3,262.09
1670	CENTRAL PRINTING & MAILING	*	4,500.00	2,232.00	6,732.00	3,135.91	334.00	3,262.09
A 1680.20	Central Data Processing		500.00	4,068.24	4,568.24	4,068.24	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	3,470.00	15,195.00	2,744.57	725.43	11,725.00
A 1680.49	Central Data Processing		17,200.00	0.00	17,200.00	17,200.00	0.00	0.00

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2019 To 2/29/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1680	CENTRAL DATA PROCESSING	*	30,425.00	7,538.24	37,963.24	24,012.81	725.43	13,225.00
16		**	497,737.22	111,093.74	608,830.96	306,968.56	183,186.30	118,676.10
A 1910.40	Unallocated Insurance		58,200.00	0.00	58,200.00	57,328.00	0.00	872.00
1910	UNALLOCATED INSURANCE	*	58,200.00	0.00	58,200.00	57,328.00	0.00	872.00
A 1981.49	Boces Administrative Charge		9,000.00	0.00	9,000.00	9,000.00	0.00	0.00
1981	BOCES ADMINISTRATIVE COSTS	*	9,000.00	0.00	9,000.00	9,000.00	0.00	0.00
19		**	67,200.00	0.00	67,200.00	66,328.00	0.00	872.00
1		***	1,308,775.45	165,681.80	1,474,457.25	849,147.31	411,994.80	213,315.14
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 2070.40	In-Service Training		40,000.00	13,150.00	53,150.00	10,115.72	29,925.00	13,109.28
2070	INSERVICE TRAINING-INSTRUCTION	*	40,000.00	13,150.00	53,150.00	10,115.72	29,925.00	13,109.28
20		**	46,000.00	13,150.00	59,150.00	16,115.72	29,925.00	13,109.28
A 2110.10	Teaching Regular School		67,467.64	0.00	67,467.64	31,518.94	31,519.01	4,429.69
A 2110.12	Teaching Regular School		916,941.80	0.00	916,941.80	459,148.03	409,711.92	48,081.85
A 2110.14	Teaching Regular School		15,000.00	0.00	15,000.00	10,168.20	0.00	4,831.80
A 2110.16	Teaching Regular School		85,859.96	0.00	85,859.96	40,111.37	40,111.27	5,637.32
A 2110.20	Teaching Regular School		5,000.00	1,468.69	6,468.69	834.81	5,156.94	476.94
A 2110.40	Teaching Regular School		15,000.00	1,380.01	16,380.01	10,370.67	3,926.12	2,083.22
A 2110.45	Teaching Regular School		15,000.00	2,686.90	17,686.90	14,634.38	2,951.03	101.49
A 2110.47	Teaching Regular School		220,500.00	190,647.15	411,147.15	191,349.48	210,711.20	9,086.47
A 2110.48	Teaching Regular School		10,000.00	3,327.54	13,327.54	2,745.62	122.20	10,459.72
A 2110.49	Teaching Regular School		45,000.00	0.00	45,000.00	39,207.00	5,793.00	0.00
2110	TEACHING-REGULAR SCHOOL	*	1,395,769.40	199,510.29	1,595,279.69	800,088.50	710,002.69	85,188.50
21		**	1,395,769.40	199,510.29	1,595,279.69	800,088.50	710,002.69	85,188.50
A 2250.15	Programs for Students w/ Disabilities		51,539.91	0.00	51,539.91	23,143.64	23,143.67	5,252.60
A 2250.20	Programs for Students w/ Disabilities		1,000.00	0.00	1,000.00	0.00	1,000.00	0.00
A 2250.40	Programs for Students w/ Disabilities		21,000.00	649.57	21,649.57	3,538.33	2,720.44	15,390.80
A 2250.45	Programs for Students w/ Disabilities		1,500.00	605.52	2,105.52	649.52	225.50	1,230.50
A 2250.47	Programs for Students w/ Disabilities		154,329.41	146,177.80	300,507.21	123,157.44	19,775.70	157,574.07
A 2250.49	Programs for Students w/ Disabilities		84,000.00	0.00	84,000.00	31,969.96	52,030.04	0.00
2250	PROGRAMS-STUDENTS W/ DISABIL	*	313,369.32	147,432.89	460,802.21	182,458.89	98,895.35	179,447.97
22		**	313,369.32	147,432.89	460,802.21	182,458.89	98,895.35	179,447.97

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2019 To 2/29/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.15	School Library		62,555.36	0.00	62,555.36	23,381.02	23,381.02	15,793.32
A 2610.20	School Library		300.00	147.49	447.49	0.00	0.00	447.49
A 2610.40	School Library		4,000.00	797.55	4,797.55	2,955.29	448.48	1,393.78
A 2610.45	School Library		500.00	761.12	1,261.12	865.13	129.99	266.00
A 2610.49	School Library		4,000.00	0.00	4,000.00	4,000.00	0.00	0.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*	71,355.36	1,706.16	73,061.52	31,201.44	23,959.49	17,900.59
A 2630.15	Computer Assisted Instruction		124,170.41	0.00	124,170.41	80,325.90	37,931.59	5,912.92
A 2630.20	Computer Assisted Instruction		2,000.00	2,093.00	4,093.00	2,093.00	0.00	2,000.00
A 2630.22	Computer Hardware		60,000.00	45,465.95	105,465.95	56,048.47	752.56	48,664.92
A 2630.40	Computer Assisted Instruction		20,000.00	6,369.91	26,369.91	8,191.42	3,700.71	14,477.78
A 2630.45	Computer Assisted Instruction		1,500.00	702.91	2,202.91	2,034.34	17.02	151.55
A 2630.46	Computer Software		5,500.00	159.00	5,659.00	5,586.03	0.00	72.97
A 2630.49	Computer Assisted Instruction		95,000.00	72,324.07	167,324.07	77,258.83	89,065.24	1,000.00
2630	COMPUTER ASSISTED INSTRUCTION	*	308,170.41	127,114.84	435,285.25	231,537.99	131,467.12	72,280.14
26		**	379,525.77	128,821.00	508,346.77	262,739.43	155,426.61	90,180.73
A 2815.16	Health Services		103,322.50	0.00	103,322.50	61,029.24	36,565.47	5,727.79
A 2815.20	Health Services		500.00	108.00	608.00	593.83	0.00	14.17
A 2815.40	Health Services		8,000.00	2,000.00	10,000.00	4,882.33	5,095.95	21.72
A 2815.45	Health Services		800.00	0.00	800.00	107.70	388.75	303.55
2815	HEALTH SERVICES-REGULAR SCHOOL	*	112,622.50	2,108.00	114,730.50	66,613.10	42,050.17	6,067.23
A 2820.40	Psychological Services		1,000.00	0.00	1,000.00	863.07	0.00	136.93
A 2820.45	Psychological Services		600.00	0.00	600.00	86.95	8.99	504.06
A 2820.49	Psychological Services		64,000.00	0.56	64,000.56	0.56	64,000.00	0.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	*	65,600.00	0.56	65,600.56	950.58	64,008.99	640.99
A 2850.15	Co Curricular Activities		17,000.00	0.00	17,000.00	9,241.20	0.00	7,758.80
A 2850.40	Co Curricular Activities		20,000.00	870.00	20,870.00	9,300.50	11,569.50	0.00
A 2850.45	Co Curricular Activities		1,000.00	77.29	1,077.29	0.00	1,077.00	0.29
2850	CO-CURRICULAR ACTIV-REG SCHL	*	38,000.00	947.29	38,947.29	18,541.70	12,646.50	7,759.09
28		**	216,222.50	3,055.85	219,278.35	86,105.38	118,705.66	14,467.31
2		***	2,350,886.99	491,970.03	2,842,857.02	1,347,507.92	1,112,955.31	382,393.79
A 5510.16	District Transportation		315,873.81	0.00	315,873.81	198,852.38	136,689.37	-19,667.94
A 5510.16B			25,000.00	0.00	25,000.00	11,178.05	0.00	13,821.95
A 5510.20	District Transportation		1,000.00	0.00	1,000.00	0.00	954.00	46.00

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2019 To 2/29/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 5510.21	District Transportation		70,000.00	20,351.00	90,351.00	18,852.00	70,000.00	1,499.00
A 5510.40	District Transportation		100,000.00	23,527.61	123,527.61	66,500.75	28,927.88	28,098.98
A 5510.45	District Transportation		55,000.00	7,999.58	62,999.58	13,220.29	311.92	49,467.37
A 5510.49	District Transportation		4,000.00	0.00	4,000.00	4,000.00	0.00	0.00
5510	DISTRICT TRANSPORT-MEDICAID	*	570,873.81	51,878.19	622,752.00	312,603.47	236,883.17	73,265.36
A 5530.16	Garage Building		9,371.33	0.00	9,371.33	5,910.84	2,791.11	669.38
A 5530.20	Garage Building		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 5530.40	Garage Building		10,000.00	0.00	10,000.00	3,530.84	4,469.16	2,000.00
A 5530.45	Garage Building		500.00	0.00	500.00	0.00	0.00	500.00
5530	GARAGE BUILDING	*	22,871.33	0.00	22,871.33	9,441.68	7,260.27	6,169.38
55		**	593,745.14	51,878.19	645,623.33	322,045.15	244,143.44	79,434.74
5		***	593,745.14	51,878.19	645,623.33	322,045.15	244,143.44	79,434.74
A 7140.16	Community Recreation		21,154.04	0.00	21,154.04	15,053.62	2,841.45	3,258.97
A 7140.40	Community Recreation		15,000.00	1,040.00	16,040.00	4,811.00	3,440.00	7,789.00
A 7140.45	Community Recreation		5,000.00	2,001.92	7,001.92	5,380.33	1,278.11	343.48
7140	RECREATION	*	41,154.04	3,041.92	44,195.96	25,244.95	7,559.56	11,391.45
71		**	41,154.04	3,041.92	44,195.96	25,244.95	7,559.56	11,391.45
7		***	41,154.04	3,041.92	44,195.96	25,244.95	7,559.56	11,391.45
A 9010.80	State Retirement		122,000.00	7,458.00	129,458.00	113,308.00	0.00	16,150.00
9010	STATE RETIREMENT	*	122,000.00	7,458.00	129,458.00	113,308.00	0.00	16,150.00
A 9020.80	Teacher Retirement		180,000.00	0.00	180,000.00	0.00	0.00	180,000.00
9020	TEACHERS' RETIREMENT	*	180,000.00	0.00	180,000.00	0.00	0.00	180,000.00
A 9030.80	Social Security		192,500.00	10,350.23	202,850.23	104,654.55	95,864.94	2,330.74
9030	SOCIAL SECURITY	*	192,500.00	10,350.23	202,850.23	104,654.55	95,864.94	2,330.74
A 9040.80	Worker Compensation		69,000.00	0.00	69,000.00	34,500.00	34,500.00	0.00
9040	WORKERS' COMPENSATION	*	69,000.00	0.00	69,000.00	34,500.00	34,500.00	0.00
A 9045.80	Life Insurance		1,000.00	0.00	1,000.00	451.20	0.00	548.80
9045	LIFE INSURANCE	*	1,000.00	0.00	1,000.00	451.20	0.00	548.80
A 9050.80	Unemployment Insurance		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
9050	UNEMPLOYMENT INSURANCE	*	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
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
A 9060.80	Hospital & Dental Insurance		807,240.00	66,208.04	873,448.04	496,059.47	309,581.43	67,807.14

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2019 To 2/29/2020



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9060	HOSPITAL, MEDICAL & DENTAL INS	*	807,240.00	66,208.04	873,448.04	496,059.47	309,581.43	67,807.14
90		**	1,382,740.00	84,016.27	1,466,756.27	748,973.22	439,946.37	277,836.68
9		***	1,382,740.00	84,016.27	1,466,756.27	748,973.22	439,946.37	277,836.68
	Fund ATotals:		5,677,301.62	796,588.21	6,473,889.83	3,292,918.55	2,216,599.48	964,371.80
	Grand Totals:		5,677,301.62	796,588.21	6,473,889.83	3,292,918.55	2,216,599.48	964,371.80

FIRE ISLAND UFSD

Revenue Status Report From 7/1/2019 To 2/29/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	5,082,291.00	0.00	5,082,291.00	2,841,903.40	2,240,387.60
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 "	14,372.00	0.00	14,372.00	10,077.09	4,294.91
A 1311	Day School Tuition From individuals	28,000.00	0.00	28,000.00	56,760.88	-28,760.88
A 1315	Adult Education	3,500.00	0.00	3,500.00	3,290.00	210.00
A 1335	Student Fees & Charges	1,500.00	0.00	1,500.00	1,385.00	115.00
A 2401	Interest & Earnings	9,816.00	0.00	9,816.00	7,826.52	1,989.48
A 2665	Sale Of Equipment	6,000.00	0.00	6,000.00	17,316.71	-11,316.71
A 2666	Sale Of Transportation Equipment	6,500.00	0.00	6,500.00	0.00	6,500.00
A 2701	Refund Of Prior Year Expense	6,500.00	0.00	6,500.00	2,772.67	3,727.33
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	694.20	-694.20
A 3101	Basic State Aid	256,322.00	0.00	256,322.00	25,136.10	231,185.90
A 3101.EX	Excess Cost Aid	50,000.00	0.00	50,000.00	6,879.25	43,120.75
A 3102	Lottery Aid	0.00	0.00	0.00	11,585.51	-11,585.51
A 3103	Boces Aid	60,000.00	0.00	60,000.00	74,488.44	-14,488.44
A 3263	Library Aid	2,501.00	0.00	2,501.00	0.00	2,501.00
A Totals:		6,307,302.00	0.00	6,307,302.00	3,060,115.77	3,247,186.23
Grand Totals:		6,307,302.00	0.00	6,307,302.00	3,060,115.77	3,247,186.23

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
2020	☐	02/10/2020	1123	NYS INCOME TAX	TA 21	Trust & Agency Payment	4,895.18	0.00
Check Totals:							4,895.18	0.00
2021	☐	02/10/2020	1126	NYS EMPLOYEES' RETIREMENT SYSTEM	TA 18	Trust & Agency Payment	173.68	0.00
							68.87	0.00
							526.00	0.00
Check Totals:							768.55	0.00
2022	☐	02/10/2020	2076	FICA	TA 26	Trust & Agency Payment	6,038.85	0.00
							6,038.85	0.00
							1,412.32	0.00
							1,412.32	0.00
Check Totals:							14,902.34	0.00
2023	☐	02/10/2020	2910	Federal 941 Withholding	TA 22	Trust & Agency Payment	13,307.38	0.00
Check Totals:							13,307.38	0.00
2024	☐	02/10/2020	3228	Fire Island UFSD	TA 20.1	Trust & Agency Payment	954.23	0.00
Check Totals:							954.23	0.00
2025	☐	02/10/2020	3272	Fire Island UFSD - T & A	TA 29	Trust & Agency Payment	1,600.00	0.00
							3,697.00	0.00
Check Totals:							5,297.00	0.00
2026	☐	02/10/2020	3453	Net Pay - Fire Island UFSD	TA 10	Trust & Agency Payment	64,382.99	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
Check Totals:							64,382.99	0.00
2027	☐	02/12/2020	1123	NYS INCOME TAX	TA 21	Trust & Agency Payment	4,747.81	0.00
Check Totals:							4,747.81	0.00
2028	☐	02/12/2020	1126	NYS EMPLOYEES' RETIREMENT SYSTEM	TA 18	Trust & Agency Payment	157.25	0.00
							68.87	0.00
							526.00	0.00
Check Totals:							752.12	0.00
2029	☐	02/12/2020	2076	FICA	TA 26	Trust & Agency Payment	5,865.54	0.00
							5,865.54	0.00
							1,371.79	0.00
							1,371.79	0.00
Check Totals:							14,474.66	0.00
2030	☐	02/12/2020	2910	Federal 941 Withholding	TA 22	Trust & Agency Payment	12,871.57	0.00
Check Totals:							12,871.57	0.00
2031	☐	02/12/2020	3228	Fire Island UFSD	TA 20.1	Trust & Agency Payment	954.23	0.00
Check Totals:							954.23	0.00
2032	☐	02/12/2020	3272	Fire Island UFSD - T & A	TA 29	Trust & Agency Payment	1,600.00	0.00
							3,697.00	0.00
Check Totals:							5,297.00	0.00
2033	☐	02/12/2020	3453	Net Pay - Fire Island UFSD		Trust & Agency Payment		

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
						TA 10		62,400.91	0.00
Check Totals:								62,400.91	0.00
4513	☐	02/14/2020	1940	NYS UNITED TEACHERS		TA 24		551.70	0.00
						TA 24		0.00	0.00
Check Totals:								551.70	0.00
6913	☐	02/28/2020	2941	PAYROLL EXPENDITURE			Payroll Summary 2/28/2020		
				201920		A 521		-94,565.75	0.00
				201920		A 522		95,492.75	0.00
				201920		A 821		94,565.75	0.00
				201920		A 1040.16		3,684.31	3,684.31
				201920		A 1240.15		7,730.90	7,730.90
				201920		A 1240.16		1,384.64	1,384.64
				201920		A 1310.15		4,703.71	4,703.71
				201920		A 1325.16		1,567.90	1,567.90
				201920		A 1620.16		4,710.91	4,710.91
				201920		A 1621.16		3,331.06	3,331.06
				201920		A 2110.10		2,424.54	2,424.54
				201920		A 2110.12		35,124.67	35,124.67
				201920		A 2110.14		807.00	0.00
				201920		A 2110.16		3,085.49	3,085.49
				201920		A 2250.15		1,780.28	1,780.28
				201920		A 2610.15		1,798.54	1,798.54
				201920		A 2630.15		4,462.55	4,462.55
				201920		A 2815.16		4,597.08	4,597.08
				201920		A 2850.15		120.00	0.00
				201920		A 5510.16		13,368.50	13,368.50
				201920		A 5530.16		328.38	328.38
				201920		A 7140.16		482.29	482.29
				201920		A 500		-95,492.75	0.00
Check Totals:								95,492.75	94,565.75

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
				PO Number	Account		
58164	☐	02/14/2020	2941	PAYROLL EXPENDITURE	Payroll Summary 2/14/2020		
				201920	A 521	-95,752.36	0.00
				201920	A 522	98,288.28	0.00
				201920	A 821	95,752.36	0.00
				201920	A 1040.16	3,684.31	3,684.31
				201920	A 1240.15	7,730.90	7,730.90
				201920	A 1240.16	1,384.64	1,384.64
				201920	A 1310.15	4,703.71	4,703.71
				201920	A 1325.16	1,567.90	1,567.90
				201920	A 1620.16	4,918.31	4,918.31
				201920	A 1621.16	3,331.06	3,331.06
				201920	A 2110.10	2,424.54	2,424.54
				201920	A 2110.12	35,124.67	35,124.67
				201920	A 2110.14	968.40	0.00
				201920	A 2110.16	3,085.49	3,085.49
				201920	A 2250.15	1,780.28	1,780.28
				201920	A 2610.15	1,798.54	1,798.54
				201920	A 2630.15	4,462.55	4,462.55
				201920	A 2815.16	4,808.28	4,808.28
				201920	A 2850.15	1,080.00	0.00
				201920	A 5510.16	13,735.13	13,735.13
				201920	A 5530.16	328.38	328.38
				201920	A 7140.16	883.67	883.67
				201920	A 500	-98,288.28	0.00
				201920	A 5510.16B	487.52	0.00
Check Totals:						98,288.28	95,752.36
Grand Totals:						400,338.70	190,318.11

Number of Cash Disbursements: 17

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
A 1040.16	District Clerk	7,368.62	7,368.62
A 1240.15	Central Administration	15,461.80	15,461.80

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation			Paid	Liquidated
				PO Number	Account				
Account	Description					Total Expensed	Total Liquidated		
A 1240.16	Central Administration					2,769.28	2,769.28		
A 1310.15	Business Administration					9,407.42	9,407.42		
A 1325.16	District Treasurer					3,135.80	3,135.80		
A 1620.16	Operations Of Plant					9,629.22	9,629.22		
A 1621.16	Maintenance Of Plant					6,662.12	6,662.12		
A 2110.10	Teaching Regular School					4,849.08	4,849.08		
A 2110.12	Teaching Regular School					70,249.34	70,249.34		
A 2110.14	Teaching Regular School					1,775.40	0.00		
A 2110.16	Teaching Regular School					6,170.98	6,170.98		
A 2250.15	Programs for Students w/ Disabilities					3,560.56	3,560.56		
A 2610.15	School Library					3,597.08	3,597.08		
A 2630.15	Computer Assisted Instruction					8,925.10	8,925.10		
A 2815.16	Health Services					9,405.36	9,405.36		
A 2850.15	Co Curricular Activities					1,200.00	0.00		
A 500	Payroll Clearing					-193,781.03	0.00		
A 521	Encumbrances					-190,318.11	0.00		
A 522	Expenditures					193,781.03	0.00		
A 5510.16	District Transportation					27,103.63	27,103.63		
A 5510.16B						487.52	0.00		
A 5530.16	Garage Building					656.76	656.76		
A 7140.16	Community Recreation					1,365.96	1,365.96		
A 821	Reserve For Encumbrances					190,318.11	0.00		
Fund A Totals:						193,781.03	190,318.11		
TA 10	Consolidated Payroll					126,783.90	0.00		
TA 18	State Retirement					1,520.67	0.00		
TA 20.1	Group Health Insurance before					1,908.46	0.00		
TA 21	NYS Income Tax					9,642.99	0.00		
TA 22	Federal Income Tax					26,178.95	0.00		
TA 24	Union Dues/F.I. Teachers Association					551.70	0.00		
TA 26	FICA Liability					29,377.00	0.00		
TA 29	Tax Sheltered Annuities					10,594.00	0.00		
Fund TA Totals:						206,557.67	0.00		

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 8: Cash Disbursement

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

Account	Description	Total Expensed	Total Liquidated
Grand Totals:		400,338.70	190,318.11

General Ledger Summary Postings

Account	Description	Debits	Credits
TA 204	HSBC Checking	0.00	206,557.67

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
28834	☐	02/06/2020	3189	Asset(Suffolk Supervisors for	3251	A 2110.40		50.00	50.00
Check Totals:								50.00	50.00
28835	☐	02/06/2020	1663	BABYLON PLUMBING & HEATING SUPPLY	3065	A 1621.40		271.56	271.56
Check Totals:								271.56	271.56
28836	☐	02/06/2020	2947	Baldwin Automotive	3267	A 5510.40		1,026.50	1,026.50
Check Totals:								1,026.50	1,026.50
28837	☐	02/06/2020	1999	Bank of America Business Card	3039	A 1240.20		139.96	139.96
					3203	A 1660.45		68.37	68.37
					3043	A 1660.45		57.78	57.78
					3038	A 2110.40		5.07	5.07
					3041	A 2110.45		158.84	158.84
					2373	A 2110.48		28.97	28.97
					3247	A 2610.45		25.00	25.00
					3044	A 2630.40		14.99	14.99
					3045	A 7140.45		35.96	35.96
					3240	A 1670.40		385.00	385.00
Check Totals:								919.94	919.94
28838	☐	02/06/2020	1029	BARNWELL HOUSE OF TIRES	3055	A 5510.40		1,362.00	1,362.00
Check Totals:								1,362.00	1,362.00
28839	☐	02/06/2020	3832	Benetech, Inc.	3023	A 1310.40		75.00	75.00
Check Totals:								75.00	75.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
28840	☐	02/06/2020	3310	CDW Government	3220	A 2110.47		787.68	787.68
Check Totals:								787.68	787.68
28841	☐	02/06/2020	1058	COASTAL ELECTRIC	3066	A 1621.40		285.00	285.00
Check Totals:								285.00	285.00
28842	☐	02/06/2020	2296	CULLEN DANOWSKI	3024	A 1310.40		1,500.00	1,500.00
Check Totals:								1,500.00	1,500.00
28843	☐	02/06/2020	3831	East End Workers Comp Plan	3255	A 9040.80		34,500.00	34,500.00
Check Totals:								34,500.00	34,500.00
28844	☐	02/06/2020	1835	EASTERN SUFFOLK BOCES	3076	A 2110.49		23,239.40	23,239.40
					3076	A 2610.49		4,000.00	4,000.00
					3076	A 2820.49		0.00	0.00
					3076	A 5510.49		4,000.00	4,000.00
					3076	A 1620.49		5,000.00	5,000.00
Check Totals:								36,239.40	36,239.40
28845	☐	02/06/2020	1115	FIRE ISLAND BOTTLE GAS CORP.	3069	A 1620.40		2,029.50	2,029.50
					3069	A 1620.40		2,029.50	2,029.50
Check Totals:								4,059.00	4,059.00
28846	☐	02/06/2020	3849	Follett School Solutions, Inc	3210	A 1325.40		200.40	200.40
					3210	A 1325.40		25.77	25.77
					3210	A 1325.40		1,158.23	1,158.23

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
					3181	A 2610.40		995.10	995.10
Check Totals:								2,379.50	2,379.50
28847	☐	02/06/2020	1245	GALAXIE COFFEE SERVICE					
					3070	A 1620.40		140.65	140.65
					3070	A 1620.40		113.75	113.75
					3070	A 1620.40		253.15	253.15
Check Totals:								507.55	507.55
28848	☐	02/06/2020	1718	GRAINGER					
					3238	A 1621.20		102.08	102.08
Check Totals:								102.08	102.08
28849	☐	02/06/2020	2852	GREAT ACTIVITIES PUBLISHING					
					3202	A 2250.40		25.00	25.00
Check Totals:								25.00	25.00
28850	☐	02/06/2020	2507	GUERCIO AND GUERCIO					
					3014	A 1420.40		2,833.33	2,833.33
Check Totals:								2,833.33	2,833.33
28851	☐	02/06/2020	1023	I. JANVEY AND SONS, INC.					
					3227	A 1621.45		148.80	148.80
Check Totals:								148.80	148.80
28852	☐	02/06/2020	2034	ISLIP UNION FREE SCHOOL DISTRICT					
					2252	A 2250.47		21,402.10	21,402.10
Check Totals:								21,402.10	21,402.10
28853	☐	02/06/2020	2354	J.W. PEPPER & SON INC.					
					3250	A 2110.40		90.93	90.93
Check Totals:								90.93	90.93

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
28854	☐	02/06/2020	3799	Johnson Controls Security Solutions	2172	A 1621.40		525.00	525.00
Check Totals:								525.00	525.00
28855	☐	02/06/2020	1184	Jostens, Inc	3136	A 2110.45		1,102.50	1,102.50
					3136	A 2850.45		0.00	0.00
Check Totals:								1,102.50	1,102.50
28856	☐	02/06/2020	3901	Kaeden Publishing	3223	A 2110.40		108.50	108.50
Check Totals:								108.50	108.50
28857	☐	02/06/2020	3902	Kidz Therapy Services, PLLC	3242	A 2250.47		749.00	749.00
Check Totals:								749.00	749.00
28858	☐	02/06/2020	1020	KING KULLEN GROCERY CO., INC.	3048	A 1620.40		8.17	8.17
Check Totals:								8.17	8.17
28859	☐	02/06/2020	2679	LEARNER - CENTERED INITIATIVES	3026	A 2070.40		3,150.00	3,150.00
Check Totals:								3,150.00	3,150.00
28860	☐	02/06/2020	3785	Learning A-Z	3259	A 2110.40		99.95	99.95
Check Totals:								99.95	99.95
28861	☐	02/06/2020	1119	NYS EMP. HEALTH INS PENDING A/	3030	A 9060.80		62,199.77	62,199.77
Check Totals:								62,199.77	62,199.77

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
28862	☐	02/06/2020	3210	NYSAPERD 3263	A 1325.45		110.00	110.00
Check Totals:							110.00	110.00
28863	☐	02/06/2020	3904	Pro-Ed, Inc 3254	A 2250.45		44.00	44.00
Check Totals:							44.00	44.00
28864	☐	02/06/2020	3580	PSEG Long Island, LLC 3027	A 1620.40		1,380.60	1,380.60
				3028	A 5530.40		1,081.09	1,081.09
Check Totals:							2,461.69	2,461.69
28865	☐	02/06/2020	1107	SCHOOL HEALTH CORPORATION 3245	A 2815.40		147.96	147.96
Check Totals:							147.96	147.96
28866	☐	02/06/2020	2214	SCHOOL SPECIALTY 3032	A 1660.45		61.72	61.72
Check Totals:							61.72	61.72
28867	☐	02/06/2020	1673	SPOONS CARTING, INC. 3221	A 1621.45		400.00	400.00
Check Totals:							400.00	400.00
28868	☐	02/06/2020	2456	STAPLES Contract & Commercial 3033	A 1660.45		66.22	66.22
				3033	A 1660.45		150.35	150.35
				3033	A 1660.45		123.16	123.16
Check Totals:							339.73	339.73
28869	☐	02/06/2020	3386	Starfall Education 3249	A 2110.40		70.00	70.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
Check Totals:							70.00	70.00
28870	☐	02/06/2020	3351	Suffolk County Comm., Inc. 3059	A 5510.40		306.00	306.00
Check Totals:							306.00	306.00
28871	☐	02/06/2020	2485	TOWN OF ISLIP 3060	A 5510.40		2,260.69	2,260.69
Check Totals:							2,260.69	2,260.69
28872	☐	02/06/2020	3875	Uniondale Union Free School District 3266	A 2820.40		863.07	863.07
Check Totals:							863.07	863.07
28873	☐	02/06/2020	2111	Verizon 3049 3050	A 1620.40 A 1620.40		863.37 27.08	863.37 27.08
Check Totals:							890.45	890.45
28874	☐	02/06/2020	3905	Wendell W Chu 3257	A 9060.80		1,565.76	1,565.76
Check Totals:							1,565.76	1,565.76
28875	☐	02/06/2020	3814	Windstream Communications, Inc 3052	A 1620.40		0.69	0.69
Check Totals:							0.69	0.69
28876	☐	02/06/2020	3459	World Gym 3004	A 2850.40		4,465.50	4,465.50
Check Totals:							4,465.50	4,465.50
28877	☐	02/06/2020	3012	Zonar System, Inc 3248	A 5510.45		359.18	359.18

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 9: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
Check Totals:								359.18	359.18
28878	☐	02/06/2020	2431	VERIZON WIRELESS	3051	A 1620.40		437.03	437.03
Check Totals:								437.03	437.03
28879	☐	02/06/2020	2611	WEST ISLIP SCHOOL DISTRICT	3243	A 2815.40		2,634.15	2,634.15
Check Totals:								2,634.15	2,634.15
Grand Totals:								193,925.88	193,925.88
Number of Cash Disbursements: 46									

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
A 1240.20	Central Administration	139.96	139.96
A 1310.40	Business Admin	1,575.00	1,575.00
A 1325.40	District Treasurer	1,384.40	1,384.40
A 1325.45	District Treasurer	110.00	110.00
A 1420.40	Legal	2,833.33	2,833.33
A 1620.40	Operations Of Plant	7,283.49	7,283.49
A 1620.49	Operations of Building BOCES	5,000.00	5,000.00
A 1621.20	Maintenance Of Plant	102.08	102.08
A 1621.40	Maintenance Of Plant	1,081.56	1,081.56
A 1621.45	Maintenance Of Plant	548.80	548.80
A 1660.45	Central Storeroom	527.60	527.60
A 1670.40	Central printing & mailing	385.00	385.00
A 2070.40	In-Service Training	3,150.00	3,150.00
A 2110.40	Teaching Regular School	424.45	424.45
A 2110.45	Teaching Regular School	1,261.34	1,261.34
A 2110.47	Teaching Regular School	787.68	787.68
A 2110.48	Teaching Regular School	28.97	28.97
A 2110.49	Teaching Regular School	23,239.40	23,239.40
A 2250.40	Programs for Students w/ Disabilities	25.00	25.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 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 2250.45	Programs for Students w/ Disabilities	44.00	44.00				
A 2250.47	Programs for Students w/ Disabilities	22,151.10	22,151.10				
A 2610.40	School Library	995.10	995.10				
A 2610.45	School Library	25.00	25.00				
A 2610.49	School Library	4,000.00	4,000.00				
A 2630.40	Computer Assisted Instruction	14.99	14.99				
A 2815.40	Health Services	2,782.11	2,782.11				
A 2820.40	Psychological Services	863.07	863.07				
A 2820.49	Psychological Services	0.00	0.00				
A 2850.40	Co Curricular Activities	4,465.50	4,465.50				
A 2850.45	Co Curricular Activities	0.00	0.00				
A 5510.40	District Transportation	4,955.19	4,955.19				
A 5510.45	District Transportation	359.18	359.18				
A 5510.49	District Transportation	4,000.00	4,000.00				
A 5530.40	Garage Building	1,081.09	1,081.09				
A 7140.45	Community Recreation	35.96	35.96				
A 9040.80	Worker Compensation	34,500.00	34,500.00				
A 9060.80	Hospital & Dental Insurance	63,765.53	63,765.53				
Fund A Totals:		193,925.88	193,925.88				
Grand Totals:		193,925.88	193,925.88				

General Ledger Summary Postings

Account	Description	Debits	Credits
A 204	HSBC Checking	0.00	193,925.88
A 521	Encumbrances	0.00	193,925.88
A 522	Expenditures	193,925.88	0.00
A 821	Reserve For Encumbrances	193,925.88	0.00

2019/20 PROJECTED MONTHLY CASH FLOW

Fire Island UFSD

	Pre- startup	7/1/19	8/1/19	9/1/19	10/1/19	11/1/19	12/1/19	1/1/20	2/1/20	3/1/20	4/1/20	5/1/20	6/1/20	TOTAL
1. Cash On Hand														
[Beginning of month]	7,277,900	7,277,900	7,042,913	6,536,595	6,198,002	5,898,239	5,584,336	5,336,544	7,311,280					
3. Total Cash Receipts														
		47,208	30,951	35,235	34,557	25,478	236,572	2,420,182	251,282					-
4. Total Cash Available														
		7,325,108	7,073,864	6,571,830	6,232,559	5,923,717	5,820,908	7,756,726	7,562,562					
5. Cash Paid Out														
		282,195	537,269	373,828	334,320	339,381	484,364	445,446	387,403					
7. Cash Position														
[End of month]	0	7,042,913	6,536,595	6,198,002	5,898,239	5,584,336	5,336,544	7,311,280	7,175,159					

Fire Island School CASH Transfer Form

FM BT		General Ledger		
Date	Account and Description	From:	To:	Reason
3/10/20	General Fund Money Market (A205) 937623156	200,000.00		
3/10/20	General Fund Checking (A204) 937290947		200,000.00	3/10/20 Warrant
3/10/20	General Fund Money Market (A205) 937623156	300,000.00		
3/10/20	General Fund Checking (TA204) 937291374		300,000.00	3/13/20, 3/27/20, 4/10/20 Payroll
		500,000.00	500,000.00	-
		Difference	-	

FIRE ISLAND UFSD

Check Warrant Report For A - 10: Cash Disbursement For Dates 3/1/2020 - 3/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
28880	03/05/2020	3903	Academic Therapy Publications	3252	225.50
28881	03/05/2020	2981	Advanced Industrial Maintenanc	3063	2,500.00
28882	03/05/2020	1663	BABYLON PLUMBING & HEATING SUPPLY	3280	1,308.26
28883	03/05/2020	2947	Baldwin Automotive	3056	6,716.33
28884	03/05/2020	1999	**CONTINUED** Bank of America Business Card		0.00
28885	03/05/2020	1999	Bank of America Business Card	3256	3,230.67
28886	03/05/2020	1029	BARNWELL HOUSE OF TIRES	3055	188.07
28887	03/05/2020	3910	Bay Princess Charters, Inc	3303	300.00
28888	03/05/2020	1096	Bay Shore UFSD	3233	2,754.18
28889	03/05/2020	3832	Benetech, Inc.	3023	75.00
28890	03/05/2020	2530	Blick Art Materials	3281	122.53
28891	03/05/2020	3909	Cardiac Life Products, Inc.	3271	2,360.00
28892	03/05/2020	3282	David A. Levenson	3047	393.28
28893	03/05/2020	1835	EASTERN SUFFOLK BOCES	3076	30,298.86
28894	03/05/2020	1115	FIRE ISLAND BOTTLE GAS CORP.	3069	4,573.67
28895	03/05/2020	1054	FIRE ISLAND FERRIES, INC.	3068	281.85
28896	03/05/2020	2468	FIRST RELIANCE STANDARD LIFE INSUR.	3031	3,024.63
28897	03/05/2020	1245	GALAXIE COFFEE SERVICE	3070	389.15
28898	03/05/2020	2839	GLOBAL INDUSTRIAL EQUIPMENT	3272	379.22
28899	03/05/2020	3074	GovConnection	3275	1,076.06
28900	03/05/2020	1718	GRAINGER	3262	307.56
28901	03/05/2020	2507	GUERCIO AND GUERCIO	3014	2,884.33
28902	03/05/2020	1186	HARTFORD STEAM BOILER INS. CO.	3298	315.00
28903	03/05/2020	1023	I. JANVEY AND SONS, INC.	3264	528.56
28904	03/05/2020	3156	Iron Mountain	3025	790.40
28905	03/05/2020	1020	KING KULLEN GROCERY CO., INC.	3048	29.31
28906	03/05/2020	2679	LEARNER - CENTERED INITIATIVES	3026	6,300.00
28907	03/05/2020	1284	LINDA HOWE	3282	1,624.80
28908	03/05/2020	3894	Margaret McEvoy	3131	75.00
28909	03/05/2020	1119	NYS EMP. HEALTH INS PENDING A/	3030	62,098.99
28910	03/05/2020	1194	NYS SCHOOL BOARDS ASSOCIATION	3300	3,416.00
28911	03/05/2020	1449	NYSSMA	3274	22.00
28912	03/05/2020	3880	Patricia Purnhagen	3302	1,298.40
28913	03/05/2020	2813	PEST PRO EXTERMINATING COMPANY	3072	190.00
28914	03/05/2020	1612	Pitney Bowes	3301	97.51
28915	03/05/2020	3580	PSEG Long Island, LLC	3028	2,080.91
28916	03/05/2020	2214	SCHOOL SPECIALTY	3032	54.73
28917	03/05/2020	3185	SCMEA	3277	15.00
28918	03/05/2020	2456	STAPLES Contract & Commercial	3033	85.60
28919	03/05/2020	1775	SUFFOLK COUNTY DEPT. OF HEALTH Attn: Revenue Unit	3299	124.74
28920	03/05/2020	3309	Suffolk Printing	3278	334.00
28921	03/05/2020	2485	TOWN OF ISLIP	3060	2,932.53
28922	03/05/2020	2111	Verizon	3049	871.11
28923	03/05/2020	2431	VERIZON WIRELESS	3051	437.05
28924	03/05/2020	2906	William V. Macgill & Co.	3258	420.55

FIRE ISLAND UFSD

Check Warrant Report For A - 10: Cash Disbursement For Dates 3/1/2020 - 3/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
Number of Transactions: 45				Warrant Total:	147,531.34
				Vendor Portion:	147,531.34

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

	A	B	C	D	E	F
1	March 10, 2020 Warrant					
2	<u>Vendor</u>	<u>Description</u>	<u>P.O. #</u>	<u>Invoice Amount</u>	<u>Vendor Total</u>	<u>Check Number</u>
3						
4	Academic Therapy Publications	Kit 260983	3252	\$225.50	\$225.50	28880
5	AIM Insustrial Maintenance	Floors 22068	3063	\$2,500.00	\$2,500.00	28881
6	Babylon Plumbing and Heating Supply	Motor assembly 334562	3280	\$1,308.26	\$1,308.26	28882
7	Baldwin Automotive	Repairs Bus # 24 20-33075	3279	\$1,675.90		
8		Repairs Bus # 21 20-33100	3056	\$413.25		
9		Repairs Bus #20 20-33147	3056	\$491.20		
10		DOT- Bus #24 20-33171	3056	\$679.35		
11		Repairs Bus # 26 20-33265	3056	\$116.98		
12		Repairs Bus# 17 20-33230	3056	\$763.25		
13		Repairs Bus# 24 20-33244	3292	\$1,375.30		
14		DOT- Bus #8 20-33172	3293	\$1,201.10	\$6,716.33	28883
15	Bank of America Credit Card	USPS-item return	3286	\$36.45		
16		Teacherspayteachers.com	2373	\$47.55		
17		TeamViewer	3288	\$1,977.60		
18		AT & T access and Data Plan	3039	\$139.96		
19		Washington Post digital	3296	\$99.00		
20		Amazon.com Memory cards	3276	\$376.20		
21		Amazon.com Supplies	3043	\$90.84		
22		Amazon.com/ASCD.com	3042	\$234.75		
23		Spodify	3044	\$14.99		
24		Newsday.com	3045	\$35.96		
25		USPS	3046	\$7.50		
26		Brightwaters Deli	3269	\$49.99	VOID	28884
27		Brightwaters Deli	3256	\$119.88	\$3,230.67	28885
28	Barnwell House of Tires	Tires 1352655	3055	\$188.07	\$188.07	28886

	A	B	C	D	E	F
1	March 10, 2020 Warrant					
2	<u>Vendor</u>	<u>Description</u>	<u>P.O. #</u>	<u>Invoice Amount</u>	<u>Vendor Total</u>	<u>Check Number</u>
29	Bay Princess Charters, Inc	Deposit for Fishing Trip	3303	\$300.00	\$300.00	28887
30	Bay Shore UFSD	Health Services HS19/20	3233	\$2,754.18	\$2,754.18	28888
31	Benetech, Inc	Think HR 27755	3023	\$75.00	\$75.00	28889
32	Cardiac Life Products, I	AED 116636	3271	\$2,360.00	\$2,360.00	28891
33	Blick Art Material	Supplies 30556449	3281	\$122.53	\$122.53	28890
34	David Levenson	Spec. Ed Chairperson	3047	\$393.28	\$393.28	28892
35	Eastern Suffolk BOCES	Contracted Services C587-20	3076	\$30,298.86	\$30,298.86	28893
36	Fire Island Ferries, Inc.	Freight Charges F20-21389	3068	\$281.85	\$281.85	28895
37	Fire Island Bottled Gas	Fuel for Building 21114	3069	\$2,010.40		
38		Fuel for Building 21125	3069	\$796.98		
39		Fuel for building 21152	3069	\$1,766.29	\$4,573.67	28894
40	First Reliance Standard Life , Ins.	Dental Insurance Feb 2020	3031	\$3,024.63	\$3,024.63	28896
41	Galaxie Coffee Service	Supplies 904369	3070	\$122.15		
42		Supplies 904786	3070	\$153.25		
43		Supplies 906004	3070	\$113.75	\$389.15	28897
44	Global Industrial Equipment	White board 115567853	3272	\$379.22	\$379.22	28898
45	Grainger	Supplies 9430416975	3262	\$307.56	\$307.56	28900
46	Guercio and Guercio, LLP	Retainer 12/1/20	3014	\$2,833.33		
47		General Matters 2/20/20	3014	\$51.00	\$2,884.33	28901
48	Gov Connection	Supplies 57502066	3275	\$1,076.06	\$1,076.06	28899
49	Hartford Steam Boiler Ins. Co	C of O fee 1214239	3298	\$315.00	\$315.00	28902
50	I. Janvey and Sons, Inc	Supplies 240153	3264	\$528.56	\$528.56	28903
51	Iron Mountain	Records Retention CKBG329	3025	\$395.20		
52		Records Retention CLPB332	3025	\$395.20	\$790.40	28904
53	King Kullen	Groceries 200431308181	3048	\$10.62		
54		Groceries 200551491331	3048	\$10.57		

	A	B	C	D	E	F
1	March 10, 2020 Warrant					
2	<u>Vendor</u>	<u>Description</u>	<u>P.O. #</u>	<u>Invoice Amount</u>	<u>Vendor Total</u>	<u>Check Number</u>
55		Groceries 200621409391	3048	\$8.12	\$29.31	28905
56	Learner Centered Initiatives	Prof. Development 6484	3026	\$6,300.00	\$6,300.00	28906
57	Linda Howe	IRMAA reimbursement	3282	\$1,624.80	\$1,624.80	28907
58	Margaret Mc Evoy	Instrument Deposit Refund	3131	\$75.00	\$75.00	28908
59	NYS Emp. Health Ins. Pending A/C	Health Insurance 549	3030	\$62,098.99	\$62,098.99	28909
60	NYS School Boards Association	Membership 4598	3300	\$3,416.00	\$3,416.00	28910
61	NYSSMA	Participation Fee Level 1	3274	\$22.00	\$22.00	28911
62	Purnhagen, Patricia	IRMMA reimbursment	3302	\$1,298.40	\$1,298.40	28912
63	Pest Pro Exterminating	Pest Control 15923	3072	\$95.00		
64		Pest Control 16162	3072	\$95.00	\$190.00	28913
65	Pitney Bowes	Ink 1015100132	3273	\$75.52		
66		Shipping for part 101513738	3301	\$21.99	\$97.51	28914
67	PSEG	Electric for Main Building Feb 2020	3027	\$1,235.66		
68		Electric for Garage Feb 2020	3028	\$845.25	\$2,080.91	28915
69	School Specialty	Supplies 308103499336	3032	\$54.73	\$54.73	28916
70	SCMEA	Participation Fee SCM19-20_1212	3277	\$15.00	\$15.00	28917
71	Staples Business Advantage	Supplies 3437457043	3033	\$85.60	\$85.60	28918
72	Suffolk County Dept. of Health	Permit-oil tank SITE-13990-OPC	3299	\$124.74	\$124.74	28919
73	Suffolk Printing	Flyer 9805	3278	\$334.00	\$334.00	28920
74	Town of Islip	Fuel for Buses 2	3060	\$2,932.53	\$2,932.53	28921
75	Verizon	Phone and Communication 2/21/20	3049	\$871.11	\$871.11	28922
76	Verizon Wireless	Cell Phone Service 9848920849	3051	\$437.05	\$437.05	28923
77	William V Macgill & Co. (MacGill & Co)	Health Supplies IN0706386	3258	\$420.55	\$420.55	28924
78	General Fund Total			\$147,531.34	\$147,531.34	

**Biennial Review of Shared Decision Making
CR 100.11**

Part 1. District/BOCES Information Sheet

School District/BOCES:	Fire Island Union Free School District
Address:	PO Box 428, Ocean Beach, NY 11770
BEDS Code (12 Digits):	580514020000
Person Submitting Form: <i>(Print or Type Name)</i>	Loretta M. Ferraro
Title:	Superintendent
Telephone:	631 583-5626
E-mail Address:	lferraro@fi.k12.ny.us

Endorsements Received:	Signatures:
Administrators Loretta M. Ferraro	
Teachers Colleen Ferry Marialaina Appell	
School-Related Parent Organizations Evelyn Scalise Jennifer Cole	

Part 2. Statement of Success: Required Components

Boards of education, in collaboration with district planning committees, are to submit a statement of success of the district plan in achieving its objectives. Section 2 provides an opportunity to collectively reflect on the required components of the plan.

For each of the six component areas shown below, check the box for the rating which most closely reflects the agreement of the board of education and the district committee regarding the overall level of implementation for that component of the plan by the Building Teams.

COMPONENT AREAS	A. Not Addressed or Not Implemented	B. Inconsistent Implementation and Success	C. Minimal Implementation and Success	D. Moderate Implementation and Success	E. Consistent Implementation and Success
Educational Issues Subject to Shared Decision Making					√
Involvement of All Parties					√
Means and Standards Used to Evaluate Improvement of Student Achievement				√	
Accountability for Decisions					√
Dispute Resolution Process	√				
Coordination of State and Federal Requirements for Parental Involvement					√

Part 3. Statement of Assurances

I, Jay Lippert, President of the Board of
(Print or Type Name)

Education of Fire Island Union Free School District (or BOCES),
do assure that the district's (or BOCES') plan for the participation of teachers and parents with
administrators and school board members in school-based planning and shared decision making
was amended at a public meeting held on March 10, 2020.
(Date)

Electronic submission affirms that the board of education reviewed the district plan previously adopted and submitted to the Commissioner for approval. The amended plan was adopted at a public meeting, after consultations with and full participation by the district committee convened for the purpose of the biennial review as required by CR 100.1(b), (d), and (f), and after seeking the endorsement of the following representatives of the committee:

- § the superintendent of schools (or BOCES district superintendent);
- § administrators selected, where represented, by the administrators' collective bargaining organization;
- § teachers selected by the teachers' collective bargaining organization; and,
- § parents (not employed by the district or a collective bargaining organization representing teachers or administrators in the district [or BOCES] selected by a school-related parent organization(s) or, where no such organization(s) exists, by their peers under a process developed by the board of education.)

The amended plan incorporates all of the components listed in CR 100.11 (c). As required by CR 100.11 (f) the attached statement of success reflects the six required parts of the plan and the planning success indicators. The amended plan has been made available to the public, and has been filed with the local or BOCES District Superintendent.

Signature, President, Board of Education

Date



2410 North Ocean Avenue, Suite 400
Farmingville, NY 11738

Fire Island UFSD – 2020-2021 School Year

Account Manager: Jennifer Kuefner

Customized Communications Service

\$11,252.00

- Development of up to three (3) district newsletters, between two (2) to four (4) pages each. Development includes editing, graphic design and printing preparation based on materials and photos provided by the district (printing not included).
- Development of one (1) budget newsletter, no page limit indicated, to be published for delivery to residents. Development includes editing, graphic design and printing preparation based on materials and photos provided by the district (printing not included).
- Development of monthly press releases/web articles from materials and photos provided by the district.
- Work with local media to secure coverage of unique district events.
- Provide selected text materials in PDF format for web use, when practical and if arranged in advance.
- Provide issue and crisis management and consultation as needed.
- Maintain the district social media accounts, actively manage/monitor the accounts (non-commenting), and populate with content generated by Syntax.

Hosting and Maintenance of District Website

\$6,000.00

- Provide annual web management services, including unlimited updates, additions and revisions to the site, and ongoing and unlimited technical support, maintenance and training as needed.
- Hosting environment that includes an enterprise-level firewall and DDoS mitigation, along with load-balanced web servers and a database cluster.

Please note:

- It is understood by both Parties that Syntax's Content Management System software will remain on Syntax's servers and is licensed out to clients. Syntax maintains the files for the software and site; therefore, Fire Island UFSD will not have access to such files.
- In the event that Fire Island UFSD terminates web services with Syntax, it is the responsibility of the District to download and/or copy any information that it wishes to migrate from its existing website with Syntax to a new website service.

2020-2021 Fee: \$17,252.00

Plus: Eastern Suffolk BOCES Administrative Fee (10%): \$1,725.20

Total Fee: \$18,977.20

Gentle Strength Mindfulness

Mindfulness, Yoga & Social Emotional Learning

Proposal for Woodhull Elementary School
Fire Island School District
Ocean Beach, NY 11770

Thank you for considering Gentle Strength Mindfulness for implementation at Woodhull Elementary School.

It would be my pleasure to work with the students and staff at Woodhull.

The 10 week program includes 10 classroom visits and for students in grades PreK-6. Please review the curriculum basics and the classroom implementation on the following pages.

The cost is \$2,000.00 and can be booked through BOCES Arts in Education.

Thank you again for your consideration.

Sincerely,

Erin McManus-Goeke

Curriculum Basics

Classroom Implementation

A New York State certified classroom teacher will push into classes and deliver a 30 minute weekly lesson introducing a new topic in Mindfulness that can be connected to Social Emotional Learning and Character Education that is currently taking place in the school. The mindfulness classes are designed to provide students with tools that will enable them to self-regulate, cope with stress, develop positive character traits and establish an improved state of well-being. Through the practices of mindfulness students will explore the complexity of the human brain and its many functions and discover how the practice of mindfulness strengthens, revitalizes and restores **brain function** increasing the ability for one to focus and maintain stamina in the classroom.

Key components of the curriculum include movement, formal practice, vocabulary development, journaling, interactive read alouds, think alouds, engaging discussions, use of poetry, integration of media and technology, integration of research articles and current events related to mindfulness and a culminating art project.

Supporting Theory and Science

Mindfulness is a scientific research based method that:

- Supports optimal brain function and overall health
- Supports optimal function of the nervous system
- Is a learned skill that can be adopted by any one
- Provides practitioners a modality to regulate emotions
- Provides a practitioner modalities to cope with stress
- Supports an overall sense of well-being and happiness
- Supports ownership over responsible and healthy decision making
- Improves social and emotional intelligence
- Practitioners of mindfulness are more self and socially aware
- Mindfulness meets all the the SEL Standards outlined by CASEL

Our curriculum is aligned with the

Common Core Learning Standards

- Comprehension and Collaboration
- Presentation of Knowledge and Ideas
- Vocabulary Acquisition and Use
- Production and Distribution of Writing
- Text Types and Purposes
- Integration of Knowledge and Ideas

Social Emotional Learning Standards through CASEL

- Self Awareness
- Self Management
- Social Awareness
- Relationship Skills
- Responsible Decision Making



Fire Island Union Free School District

P.O. Box 428, Ocean Beach, NY 11770-0428

Ph: (631) 583-5626 Fax: (631) 583-5167

www.fi.k12.ny.us

Loretta M. Ferraro, Superintendent
Board of Education

Jay Lippert, President

Vernon Henriksen, Vice President

Lisa Kaufman

Linda Nowachek

Judi Phelan

Kathleen Skelly-Kurka

Amy Wood

March 2020

PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

The Fire Island Union Free School District is committed to protecting the privacy and security of student data and teacher and principal data. In accordance with New York Education Law Section 2-d and its implementing regulations, the District informs the school community of the following:

- 1) A student's personally identifiable information cannot be sold or released for any commercial purposes.
- 2) Parents have the right to inspect and review the complete contents of their child's education record.
- 3) State and federal laws protect the confidentiality of personally identifiable information, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred.
- 4) A complete list of all student data elements collected by New York State is available for public review at the following website <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234.
- 5) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.

APPENDIX

Supplemental Information Regarding Third-Party Contractors

In the course of complying with its obligations under the law and providing educational services to District residents, the Fire Island Union Free School District has entered into agreements with certain third-party contractors. Pursuant to these agreements, third-party contractors may have access to "student data" and/or "teacher or principal data," as those terms are defined by law and regulation.

For each contract or other written agreement that the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data from the District, the following supplemental information will be included with this Bill of Rights:

- 1) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
- 2) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- 3) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the District, and/or whether, when, and how the data will be destroyed);
- 4) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- 5) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and
- 6) Address how the data will be protected using encryption while in motion and at rest.

**FIRE ISLAND UNION FREE SCHOOL DISTRICT
2020-2021 SCHOOL CALENDAR - DRAFT**

July 2020				
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

August 2020				
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				

September 2020				
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		

(16 + 2)

2-3 Sup't Conference Days
7 – Labor Day
8 - First Day for Students
28 – Yom Kippur

October 2020				
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

(21)

12 – Columbus Day

November 2020				
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				

(17)

11- Veterans Day Observance
25-27 – Thanksgiving

December 2020				
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	

(16)

17, 18 –Half Day Parent-Teacher
Conferences
24-31 – Winter Recess

January 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

(19)

1 – New Year's Day
18 – Martin Luther King, Jr. Day

February 2020				
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

(15)

15-19 – Mid-Winter Recess

March 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	31		

(20)

29-31 Spring Recess

April 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

(19)

1-2– Spring Recess
5 – Snow Day (no school if unused)

May 2021				
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				

(19)

28 – Snow Day (no school if unused)
31 – Memorial Day

June 2021				
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		

(18)

24 – Last Day of School
25 – Snow Day (no school if unused)
Graduation to be determined

Holiday (Students & Teachers)



Parent-Teacher Conferences half day { }

Superintendent's Conference Day []

Snow Day (no school if unused)



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.

Non-Instructional/Business
Operations**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA**

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of Education Law Section 2-d and its implementing regulations, as well as to align the District's data privacy and security practices with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

Definitions

As provided in Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy, will mean:

- a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
- b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- d) "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- f) "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

- h) "Educational agency" means a school district, board of cooperative educational services (BOCES), school, or the New York State Education Department (NYSED).
- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).
- k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.
- m) "Parent" means a parent, legal guardian, or person in parental relation to a student.
- n) "Personally identifiable information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).
- o) "Release" has the same meaning as disclosure or disclose.
- p) "Student" means any person attending or seeking to enroll in an educational agency.
- q) "Student data" means personally identifiable information from the student records of an educational agency.
- r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Sections 3012-c and 3012-d.
- s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational

(Continued)

Non-Instructional/Business
Operations**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)**

agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.

- t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

- a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

Except as required by law or in the case of educational enrollment data, the District will not report to NYSED the following student data elements:

- a) Juvenile delinquency records;
- b) Criminal records;
- c) Medical and health records; and
- d) Student biometric information.

Nothing in Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the District.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Chief Privacy Officer**

The Commissioner of Education has appointed a Chief Privacy Officer who will report to the Commissioner on matters affecting privacy and the security of student data and teacher and principal data. Among other functions, the Chief Privacy Officer is authorized to provide assistance to educational agencies within the state on minimum standards and best practices associated with privacy and the security of student data and teacher and principal data.

The District will comply with its obligation to report breaches or unauthorized releases of student data or teacher or principal data to the Chief Privacy Officer in accordance with Education Law Section 2-d, its implementing regulations, and this policy.

The Chief Privacy Officer has the power, among others, to:

- a) Access all records, reports, audits, reviews, documents, papers, recommendations, and other materials maintained by the District that relate to student data or teacher or principal data, which includes, but is not limited to, records related to any technology product or service that will be utilized to store and/or process PII; and
- b) Based upon a review of these records, require the District to act to ensure that PII is protected in accordance with laws and regulations, including but not limited to requiring the District to perform a privacy impact and security risk assessment.

Data Protection Officer

The District has designated a District employee to serve as the District's Data Protection Officer. The Data Protection Officer for the District is Christopher Forget.

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the District.

The District will ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities. Additionally, some aspects of this role may be outsourced to a provider such as a BOCES, to the extent available.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****District Data Privacy and Security Standards**

The District will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. The Framework provides a common taxonomy and mechanism for organizations to:

- a) Describe their current cybersecurity posture;
- b) Describe their target state for cybersecurity;
- c) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
- d) Assess progress toward the target state; and
- e) Communicate among internal and external stakeholders about cybersecurity risk.

The District will protect the privacy of PII by:

- a) Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
 - 1. Improve academic achievement;
 - 2. Empower parents and students with information; and/or
 - 3. Advance efficient and effective school operations.
- b) Not including PII in public reports or other public documents.

The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Third-Party Contractors**District Responsibilities

The District will ensure that whenever it enters into a contract or other written agreement with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

In addition, the District will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the District.

The third-party contractor's data privacy and security plan must, at a minimum:

- a) Outline how the third-party contractor will implement all state, federal, and local data privacy and security contract requirements over the life of the contract, consistent with District policy;
- b) Specify the administrative, operational, and technical safeguards and practices the third-party contractor has in place to protect PII that it will receive under the contract;
- c) Demonstrate that the third-party contractor complies with the requirements of 8 NYCRR Section 121.3(c);
- d) Specify how officers or employees of the third-party contractor and its assignees who have access to student data or teacher or principal data receive or will receive training on the laws governing confidentiality of this data prior to receiving access;
- e) Specify if the third-party contractor will utilize subcontractors and how it will manage those relationships and contracts to ensure PII is protected;
- f) Specify how the third-party contractor will manage data privacy and security incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District;
- g) Describe whether, how, and when data will be returned to the District, transitioned to a successor contractor, at the District's option and direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires; and
- h) Include a signed copy of the Parents' Bill of Rights for Data Privacy and Security.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**Third-Party Contractor Responsibilities

Each third-party contractor, that enters into a contract or other written agreement with the District under which the third-party contractor will receive student data or teacher or principal data from the District, is required to:

- a) Adopt technologies, safeguards, and practices that align with the NIST Cybersecurity Framework;
- b) Comply with District policy and Education Law Section 2-d and its implementing regulations;
- c) Limit internal access to PII to only those employees or subcontractors that have legitimate educational interests (i.e., they need access to provide the contracted services);
- d) Not use the PII for any purpose not explicitly authorized in its contract;
- e) Not disclose any PII to any other party without the prior written consent of the parent or eligible student:
 - 1. Except for authorized representatives of the third-party contractor such as a subcontractor or assignee to the extent they are carrying out the contract and in compliance with law, regulation, and its contract with the District; or
 - 2. Unless required by law or court order and the third-party contractor provides a notice of the disclosure to NYSED, the Board, or the institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by law or court order;
- f) Maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of PII in its custody;
- g) Use encryption to protect PII in its custody while in motion or at rest; and
- h) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

Where a third-party contractor engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the third-party contractor by law and contract apply to the subcontractor.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**Cooperative Educational Services through a BOCES

The District may not be required to enter into a separate contract or data sharing and confidentiality agreement with a third-party contractor that will receive student data or teacher or principal data from the District under all circumstances.

For example, the District may not need its own contract or agreement where:

- a) It has entered into a cooperative educational service agreement (CoSer) with a BOCES that includes use of a third-party contractor's product or service; and
- b) That BOCES has entered into a contract or data sharing and confidentiality agreement with the third-party contractor, pursuant to Education Law Section 2-d and its implementing regulations, that is applicable to the District's use of the product or service under that CoSer.

To meet its obligations whenever student data or teacher or principal data from the District is received by a third-party contractor pursuant to a CoSer, the District will consult with the BOCES to, among other things:

- a) Ensure there is a contract or data sharing and confidentiality agreement pursuant to Education Law Section 2-d and its implementing regulations in place that would specifically govern the District's use of a third-party contractor's product or service under a particular CoSer;
- b) Determine procedures for including supplemental information about any applicable contracts or data sharing and confidentiality agreements that a BOCES has entered into with a third-party contractor in its Parents' Bill of Rights for Data Privacy and Security;
- c) Ensure appropriate notification is provided to affected parents, eligible students, teachers, and/or principals about any breach or unauthorized release of PII that a third-party contractor has received from the District pursuant to a BOCES contract; and
- d) Coordinate reporting to the Chief Privacy Officer to avoid duplication in the event the District receives information directly from a third-party contractor about a breach or unauthorized release of PII that the third-party contractor received from the District pursuant to a BOCES contract.

Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements" under Education Law Section 2-d and its implementing regulations.

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the District's Data Privacy Officer or designee.

The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

Parents' Bill of Rights for Data Privacy and Security

The District will publish its Parents' Bill of Rights for Data Privacy and Security (Bill of Rights) on its website. Additionally, the District will include the Bill of Rights with every contract or other written agreement it enters into with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District.

The District's Bill of Rights will state in clear and plain English terms that:

- a) A student's PII cannot be sold or released for any commercial purposes;
- b) Parents have the right to inspect and review the complete contents of their child's education record;
- c) State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred;
- d) A complete list of all student data elements collected by the state is available for public review at the following website <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234; and
- e) Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.

The Bill of Rights will also include supplemental information for each contract the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data from the District. The supplemental information must be developed by the District and include the following information:

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

- a) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
- b) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- c) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the District, and/or whether, when, and how the data will be destroyed);
- d) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- e) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and
- f) Address how the data will be protected using encryption while in motion and at rest.

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.

Right of Parents and Eligible Students to Inspect and Review Students' Education Records

Consistent with the obligations of the District under FERPA, parents and eligible students have the right to inspect and review a student's education record by making a request directly to the District in a manner prescribed by the District.

The District will ensure that only authorized individuals are able to inspect and review student data. To that end, the District will take steps to verify the identity of parents or eligible students who submit requests to inspect and review an education record and verify the individual's authority to do so.

Requests by a parent or eligible student for access to a student's education records must be directed to the District and not to a third-party contractor. The District may require that requests to inspect and review education records be made in writing.

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

The District will notify parents annually of their right to request to inspect and review their child's education record including any student data stored or maintained by the District through its annual FERPA notice. A notice separate from the District's annual FERPA notice is not required.

The District will comply with a request for access to records within a reasonable period, but not more than 45 calendar days after receipt of a request.

The District may provide the records to a parent or eligible student electronically, if the parent consents. The District must transmit the PII in a way that complies with laws and regulations. Safeguards associated with industry standards and best practices, including but not limited to encryption and password protection, must be in place when education records requested by a parent or eligible student are electronically transmitted.

Complaints of Breach or Unauthorized Release of Student Data and/or Teacher or Principal Data

The District will inform parents, through its Parents' Bill of Rights for Data Privacy and Security, that they have the right to submit complaints about possible breaches of student data to the Chief Privacy Officer at NYSED. In addition, the District has established the following procedures for parents, eligible students, teachers, principals, and other District staff to file complaints with the District about breaches or unauthorized releases of student data and/or teacher or principal data:

- a) All complaints must be submitted to the District's Data Protection Officer in writing.
- b) Upon receipt of a complaint, the District will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.
- c) Following the investigation of a submitted complaint, the District will provide the individual who filed the complaint with its findings. This will be completed within a reasonable period of time, but no more than 60 calendar days from the receipt of the complaint by the District.
- d) If the District requires additional time, or where the response may compromise security or impede a law enforcement investigation, the District will provide the individual who filed the complaint with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.

These procedures will be disseminated to parents, eligible students, teachers, principals, and other District staff.

The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1 (1988; rev. 2004).

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Reporting a Breach or Unauthorized Release**

The District will report every discovery or report of a breach or unauthorized release of student data or teacher or principal data within the District to the Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after the discovery.

Each third-party contractor that receives student data or teacher or principal data pursuant to a contract or other written agreement entered into with the District will be required to promptly notify the District of any breach of security resulting in an unauthorized release of the data by the third-party contractor or its assignees in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, District policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay, but no more than seven calendar days after the discovery of the breach.

In the event of notification from a third-party contractor, the District will in turn notify the Chief Privacy Officer of the breach or unauthorized release of student data or teacher or principal data no more than ten calendar days after it receives the third-party contractor's notification using a form or format prescribed by NYSED.

Investigation of Reports of Breach or Unauthorized Release by the Chief Privacy Officer

The Chief Privacy Officer is required to investigate reports of breaches or unauthorized releases of student data or teacher or principal data by third-party contractors. As part of an investigation, the Chief Privacy Officer may require that the parties submit documentation, provide testimony, and may visit, examine, and/or inspect the third-party contractor's facilities and records.

Upon the belief that a breach or unauthorized release constitutes criminal conduct, the Chief Privacy Officer is required to report the breach and unauthorized release to law enforcement in the most expedient way possible and without unreasonable delay.

Third-party contractors are required to cooperate with the District and law enforcement to protect the integrity of investigations into the breach or unauthorized release of PII.

Upon conclusion of an investigation, if the Chief Privacy Officer determines that a third-party contractor has through its actions or omissions caused student data or teacher or principal data to be breached or released to any person or entity not authorized by law to receive this data in violation of applicable laws and regulations, District policy, and/or any binding contractual obligations, the Chief Privacy Officer is required to notify the third-party contractor of the finding and give the third-party contractor no more than 30 days to submit a written response.

(Continued)

Non-Instructional/Business
Operations**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

If after reviewing the third-party contractor's written response, the Chief Privacy Officer determines the incident to be a violation of Education Law Section 2-d, the Chief Privacy Officer will be authorized to:

- a) Order the third-party contractor be precluded from accessing PII from the affected educational agency for a fixed period of up to five years;
- b) Order that a third-party contractor or assignee who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data be precluded from accessing student data or teacher or principal data from any educational agency in the state for a fixed period of up to five years;
- c) Order that a third-party contractor who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data will not be deemed a responsible bidder or offeror on any contract with an educational agency that involves the sharing of student data or teacher or principal data, as applicable for purposes of General Municipal Law Section 103 or State Finance Law Section 163(10)(c), as applicable, for a fixed period of up to five years; and/or
- d) Require the third-party contractor to provide additional training governing confidentiality of student data and/or teacher or principal data to all its officers and employees with reasonable access to this data and certify that the training has been performed at the contractor's expense. This additional training is required to be performed immediately and include a review of laws, rules, and regulations, including Education Law Section 2-d and its implementing regulations.

If the Chief Privacy Officer determines that the breach or unauthorized release of student data or teacher or principal data on the part of the third-party contractor or assignee was inadvertent and done without intent, knowledge, recklessness, or gross negligence, the Chief Privacy Officer may make a recommendation to the Commissioner that no penalty be issued to the third-party contractor.

The Commissioner would then make a final determination as to whether the breach or unauthorized release was inadvertent and done without intent, knowledge, recklessness or gross negligence and whether or not a penalty should be issued.

Notification of a Breach or Unauthorized Release

The District will notify affected parents, eligible students, teachers, and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release of PII by the District or the receipt of a notification of a breach or unauthorized release of PII from a third-party contractor unless that notification would

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

interfere with an ongoing investigation by law enforcement or cause further disclosure of PII by disclosing an unfixed security vulnerability. Where notification is delayed under these circumstances, the District will notify parents, eligible students, teachers, and/or principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

- a) A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
- b) A description of the types of PII affected;
- c) An estimate of the number of records affected;
- d) A brief description of the District's investigation or plan to investigate; and
- e) Contact information for representatives who can assist parents or eligible students that have additional questions.

Notification will be directly provided to the affected parent, eligible student, teacher, or principal by first-class mail to their last known address, by email, or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor is required to pay for or promptly reimburse the District for the full cost of this notification.

Annual Data Privacy and Security Training

The District will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. The District may deliver this training using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

Notification of Policy

The District will publish this policy on its website and provide notice of the policy to all its officers and staff.

Education Law § 2-d
8 NYCRR Part 121

Adoption Date

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

In order to help prevent accidents and injuries resulting from the misuse of drugs and/or alcohol by school bus drivers, the Board adopts this policy in compliance with federal and state law and regulation.

The District has designated the Superintendent of Schools to answer driver questions about this policy and related materials:

Drug and Alcohol Testing Program

School bus drivers are subject to drug and/or alcohol testing in a variety of circumstances. The District will comply with all federal and state law and regulation regarding the implementation of a drug and alcohol testing program for school bus drivers.

The District will either establish and manage its own drug and alcohol testing program, or by contract have a consortium/third-party administrator manage all, or part of, its drug and alcohol testing program for school bus drivers.

Under federal law and regulation, individuals who operate a Commercial Motor Vehicle (CMV) designed to transport 16 or more occupants (including the driver) and are subject to commercial driver's license (CDL) requirements established by the United States Department of Transportation are safety-sensitive employees and are subject to the following drug and/or alcohol testing:

- a) **Pre-employment drug testing** which will be conducted after a conditional offer to hire has been extended, but before the actual performance of safety-sensitive functions for the first time. This pre-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) **Random drug and/or alcohol testing** which will be conducted on an unannounced basis.
- c) **Reasonable suspicion drug and/or alcohol testing** which will be conducted when reasonable suspicion exists that a driver has engaged in prohibited use of drugs and/or alcohol. The required observation for reasonable suspicion drug and/or alcohol testing must be made by a supervisor or official who has been trained in accordance with federal law and regulation.
- d) **Post-accident drug and/or alcohol testing** which will be conducted as soon as practicable following certain occurrences involving a CMV operating on a public road.
- e) **Return-to-duty drug and/or alcohol testing** which will be conducted on a driver who has engaged in prohibited drug and/or alcohol conduct before the driver returns to perform a safety-sensitive function.

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)

- f) **Follow-up drug and/or alcohol testing** which will be conducted on a driver who has engaged in prohibited drug and/or alcohol conduct and has returned to performing a safety-sensitive function. This testing will be conducted on an unannounced basis in accordance with a written follow-up testing plan developed by a substance abuse professional (SAP).

All procedures used to test for the presence of drugs and/or alcohol will conform to the requirements outlined in federal law and regulation for protecting the driver and the integrity of the testing process, safeguarding the validity of the test results, and ensuring that all test results are attributed to the correct driver.

Under New York State law and regulation, all school bus drivers are subject to pre-employment and random drug and alcohol testing in accordance with the provisions and requirements of federal regulations, regardless of CDL endorsement. Every school bus driver will be included in the random testing pool and must submit to testing when selected.

Prohibitions and Consequences for School Bus Drivers

Under federal law and regulation, individuals who operate a CMV designed to transport 16 or more occupants (including the driver) and are subject to CDL requirements established by the United States Department of Transportation are prohibited from:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If testing shows an alcohol concentration of 0.02 or greater but less than 0.04, the employee must be removed from performing safety-sensitive functions for not less than 24 hours, but no punitive action will be taken by the employer;
- b) Using alcohol while performing safety-sensitive functions;
- c) Performing safety-sensitive functions within four hours after using alcohol;
- d) When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first;
- e) Refusing to submit to a drug or alcohol test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements;

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)

- f) Refusing to submit to a pre-employment drug test;
- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any drugs, as defined by federal law and regulation. This prohibition does not apply when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a CMV; or
- h) Reporting for duty, remaining on duty, or performing a safety-sensitive function, if the driver tests positive for drugs.

Additionally, under New York State law, all school bus drivers are prohibited from:

- a) Consuming a drug or intoxicating liquor, regardless of its alcoholic content, or be under the influence of a drug or intoxicating liquor, within six hours before going on duty or operating, or having physical control of a bus;
- b) Consuming a drug or intoxicating liquor, regardless of its alcoholic content while on duty, or operating, or in physical control of a bus; or
- c) Possessing a drug or intoxicating liquor, regardless of its alcoholic content while on duty, operating or in physical control of a bus. However, this paragraph does not apply to the possession of a drug or intoxicating liquor which is transported as part of a shipment or personal effects of a passenger or to alcoholic beverages which are in sealed containers.

It is the employer's responsibility to ensure that no school bus driver:

- a) Violates any of the above listed provisions of New York State law; or
- b) Be on duty or operate a school bus if, by a person's general appearance or by a person's conduct or by other substantiating evidence, a person appears to have consumed a drug or intoxicating liquor within the preceding eight hours.

Any violation of this policy, District procedures, and/or applicable federal and state law and regulation by a school bus driver will be grounds for disciplinary action and penalties including, but not limited to, fines, suspension, and/or discharge in accordance with the District's and/or the vendors' or contract bus companies' policies, collective bargaining agreements, and applicable law.

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)

Drivers who are found to have engaged in prohibited conduct under federal law and regulation will be removed immediately from safety-sensitive functions and will not be allowed to return to perform safety-sensitive functions until they:

- a) Are evaluated by a SAP;
- b) Complete any requirements for rehabilitation as set by the employer and the SAP; and
- c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a drug test with a verified negative result if the conduct involved drug use.

The Drug and Alcohol Clearinghouse

The Drug and Alcohol Clearinghouse ("Clearinghouse") is a secure online database that provides real-time information about CDL and commercial learner's permit holder's drug and alcohol program violations. The District will comply with all federal law and regulation regarding the Clearinghouse.

In accordance with 49 CFR Part 382, the following personal information will be collected, maintained, and reported to the Clearinghouse:

- a) A verified positive, adulterated, or substituted drug test result;
- b) An alcohol confirmation test with a concentration of 0.04 or higher;
- c) A refusal to submit to any required test;
- d) An employer's report of actual knowledge of:
 - 1. On duty alcohol use;
 - 2. Pre-duty alcohol use;
 - 3. Alcohol use following an accident; and
 - 4. Drug use;
- e) A SAP's report of the successful completion of the return-to-duty process;
- f) A negative return-to-duty test; and
- g) An employer's report of completion of follow-up testing.

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)**Employee Notification**

The Superintendent or designee will ensure that each school bus driver receives a copy educational materials that explain the requirements of drug and alcohol testing law and regulation-and any policies, regulations, and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or designee will ensure that a copy of these materials is distributed to each school bus driver, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol testing as well as at the beginning of each school year or at the time of hire for any school bus driver. Representatives of applicable collective bargaining units will be notified of the availability of this information.

The Superintendent or designee will further ensure that each school bus driver receives educational materials concerning: the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.

The Superintendent or designee will arrange for training of all supervisors who may be utilized to determine whether reasonable suspicion exists to test a driver for prohibited conduct involving drugs and/or alcohol.

is distributed to vendors or contract bus companies, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol testing as well as at the beginning of each school year or at the time of hire for any school bus driver.

The Superintendent or designee will further ensure that vendors or contract bus companies receive a copy of the District's educational materials concerning: the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.

The Superintendent or designee can assist vendors or contract bus companies with arrangements for training of all supervisors who may be utilized to determine whether reasonable suspicion exists to test a driver for prohibited conduct involving the drugs and/or alcohol.

Records Management and Retention

Employee records relating to drug and/or alcohol testing, as well as to substance abuse and/or alcohol prevention programs, will be maintained in accordance with law and regulation. All employee drug and/or alcohol testing will be kept confidential and will only be revealed as required or authorized by law or regulation.

49 USC §§ 31136 and 31306

49 CFR Parts 40, 382, and 383

Vehicle and Traffic Law §§ 142, 509-g, 509-l

Adopted:

Personnel

SUBJECT: EMPLOYMENT OF RETIRED PERSONS

A retired person may be employed and earn compensation in a position in the District, without any effect on his or her status as retired and without suspension or diminution of his or her retirement allowance subject to the conditions enumerated in Retirement and Social Security Law Section 211(1). However, there will be no earning limitations on or after the calendar year in which a retired person attains age 65.

No retired person may be employed in the District except upon approval of the Civil Service Commission or the Commissioner of Education unless otherwise authorized in accordance with law.

Two sections of the Retirement and Social Security Law (Sections 211 and 212) affect a retiree's return to public employment in New York State. If a retiree returns to public employment, he or she may still be able to collect his or her pension depending upon:

- a) How much is earned after returning to work; and
- b) The retiree's age.

If a retiree is under age 65, he or she can return to public employment without approval or reduction in retirement benefits as long as his or her calendar year earnings do not exceed the Section 212 limit. If a retiree's earnings will be more than the Section 212 limits, the employer must request and receive prior approval from the appropriate agency to hire the retiree under Section 211.

Section 211 waivers are provided for "unclassified service" positions. Retired police officers employed by a school district as a School Resource Officer (SRO) fall under the "classified service" but may have the earnings limitation waived at the discretion of the Commissioner of Education, as long as all of the requirements for waivers in the unclassified service are fulfilled.

There is generally no restriction on a retiree's earnings beginning in the calendar year he or she turns 65, unless returning to public office.

Section 211 Approval Process

Approval for post-retirement employment of a person under the age of 65 or a retired police officer employed as a SRO whose calendar year earnings exceed the Section 212 limit may be granted only on the written request of the District giving detailed reasons related to the standards set forth in Section 211; and on a finding of satisfactory evidence by the Civil Service Commission or the Commissioner of Education that the retired person is duly qualified, competent, and physically fit for the performance of the duties of the position in which he or she is to be employed and is properly certified where certification is required.

(Continued)

SUBJECT: EMPLOYMENT OF RETIRED PERSONS (Cont'd.)

The District will prepare a detailed recruitment plan to fill the vacancy on a permanent basis when the need arises and will undertake extensive recruitment efforts to fill the vacancy prior to making a determination that there are no available non-retired persons qualified to perform the duties of that position.

Approvals to hire retired individuals may be granted for periods not exceeding two years each, provided that a person may not return to work in the same or similar position for a period of one year following retirement. However, in accordance with Section 212, a retiree may return to work in the same or similar position within the same year following retirement if his or her earnings are under the Section 212 limit or if he or she receives a Section 212 waiver, or other conditions exist set forth in law.

Reporting Requirements and Disclosure

- a) The District will report all money earned by a retired person in its employ in excess of the earnings limitation outlined in Section 212 to the retirement system administered by the State or any of its political subdivisions from which the retired person is collecting his or her retirement allowance.
- b) The District, when employing a retired person who is eligible to collect or is already collecting a retirement allowance from a retirement system administered by the state or any of its political subdivisions, will report on an annual basis to the retirement system paying the retirement allowance and to the State Comptroller. This report will consist of the re-employed retiree's name, date of birth, place of employment, current position, and all earnings.

Public Record

Any request for approval of the employment of a retired person, including the reasons stated, and the findings and determination of the request will be a public record open for inspection in the Office of the Civil Service Commission, the Commissioner of Education, or the Board making the findings and determination as specified in Section 211.

Education Law §§ 525 and 3101
Retirement and Social Security Law §§ 111, 211, 212, 217, and 411
8 NYCRR § 80-5.5(b)

Adoption Date

SUBJECT: CHILD ABUSE AND MALTREATMENT**Child Abuse in a Domestic Setting**

The District takes seriously the obligations of its officers and employees to report cases of child abuse or maltreatment. To this end, regulations will be developed, maintained, and disseminated by administration regarding the:

- a) Mandatory reporting of suspected child abuse or maltreatment;
- b) Reporting procedures and obligations of persons required to report;
- c) Provisions for taking a child into protective custody;
- d) Mandatory reporting of deaths;
- e) Immunity from liability and penalties for failure to report;
- f) Obligations for provision of services and procedures necessary to safeguard the life or health of a child; and
- g) Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials will be established and implemented to enable the staff to carry out their reporting responsibilities.

Reporting Information

The District will post the child abuse hotline telephone number and directions for accessing the Office of Children and Family Services (OCFS) website in English and Spanish on its website and in clearly and highly visible areas of school buildings. The District will also make this information available from its administrative offices; provide it to parents and persons in parental relation at least once per school year by electronic communication, sending the information home with students, or otherwise; and provide it to each teacher and administrator. The District may post and provide this information in other, common languages used by the school community.

Persons Required to Report

Persons required to report cases of child abuse or maltreatment to the State Central Register (SCR) in accordance with Social Services Law Section 413(1) include, but are not limited to, school teachers, school counselors, school psychologists, school social workers, school nurses, school administrators or other school personnel required to hold a teaching or administrative license or

(Continued)

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

certificate, and full- or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate.

All mandated reporters must make the report themselves and then immediately notify the building principal or designee. The building principal or designee will be responsible for all subsequent administration necessitated by the report. Any report must include the name, title, and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

Prohibition of Retaliatory Personnel Action

The District will not take any retaliatory personnel action against an employee because the employee believes that he or she has reasonable cause to suspect that a child is an abused or maltreated child and that employee makes a report to SCR. Further, no school official will impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

"Retaliatory personnel action" means the discharge, suspension, or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

Report Form

The "Report of Suspected Child Abuse or Maltreatment" Form LDSS-2221A may be accessed at the OCFS website.

Child Abuse in an Educational Setting

The District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers.

Definitions

"Administrator" or "school administrator" means a principal, or the equivalent title, in a school, or other chief school officer.

"Child abuse" means any of the following acts committed in an educational setting by an employee or volunteer against a child (defined as a person under the age of 21 years enrolled in a school):

- a) Intentionally or recklessly inflicting physical injury, serious physical injury, or death;

(Continued)

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

- b) Intentionally or recklessly engaging in conduct which creates a substantial risk of physical injury, serious physical injury, or death;
- c) Any child sexual abuse, defined as conduct prohibited by Penal Law Articles 130 or 263; or
- d) The commission or attempted commission against a child of the crime of disseminating indecent materials to minors in accordance with Penal Law Article 235.

"Educational setting" means the building(s) and grounds of a school; the vehicles provided directly or by contract by the school for the transportation of students to and from school buildings, field trips, co-curricular and extracurricular activities both on and off school grounds; all co-curricular and extracurricular activity sites; and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

"School" means a school district, public school, charter school, nonpublic school, Board of Cooperative Educational Services (BOCES), special act school district as defined in Education Law Section 4001, approved preschool special education program pursuant to Education Law Section 4410, approved private residential or non-residential school for the education of students with disabilities including certain private schools, or state-operated or state-supported school in accordance with Education Law Articles 85, 87, or 88.

Duties Upon Receipt of an Allegation of Child Abuse in an Educational Setting

In any case where an oral or written allegation is made to a teacher, school nurse, school counselor, school psychologist, school social worker, school administrator, Board member, or other school personnel required to hold a teaching or administrative license or certificate, as well as a licensed and registered physical therapist, licensed and registered occupational therapist, licensed and registered speech-language pathologist, teacher aide, or school resource officer that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that person will upon receipt of the allegation:

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report must be completed on a form prescribed by the Commissioner of Education.

(Continued)

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

- b) Except where the school administrator is the person receiving the oral or written allegation, the employee completing the written report must promptly personally deliver a copy of that written report to the school administrator of the school in which the child abuse allegedly occurred.

In any case where an oral or written allegation is made to a school bus driver employed by a school or a person or entity that contracts with a school to provide transportation services to children that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that school bus driver will upon receipt of the allegation, promptly report or cause a report to be made to his or her supervisor employed by the school or the contracting person or entity.

In any case where an oral or written report or allegation is made to a supervisor who is employed by a school or a person or entity that contracts with a school to provide transportation services to children from a person employed by the school or the contracted person or entity that a child has been subjected to child abuse by an employee or volunteer in an educational setting, the supervisor must, upon receipt of an allegation:

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent or guardian; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report must be completed on a form prescribed by the Commissioner.
- b) Ensure that the written report is personally delivered to the Superintendent employed by the school district where the child abuse occurred or, for a school other than a school district or public school, the school administrator employed by the school where the child abuse occurred.

In any case where it is alleged a child was abused by an employee or volunteer of a school other than a school within the school district of the child's attendance, the report of these allegations will be promptly forwarded to the Superintendent of the school district of the child's attendance and the Superintendent of the school district where the abuse of the child allegedly occurred. If a case involves a school that is not a school district or public school, the appropriate school administrator or administrators, in addition to any appropriate Superintendent, must be notified of the allegations of abuse.

If it is alleged the child was abused by the Superintendent or administrator, the report of the allegations will be made to another designated administrator.

(Continued)

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

Upon receipt of a written report alleging child abuse in an educational setting, a school administrator or Superintendent must then determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. If it is determined that reasonable suspicion exists, the school administrator or Superintendent must follow the procedures mandated in law and further described in administrative regulations including parental notification. When the school administrator receives a written report, he or she must promptly provide a copy of the report to the Superintendent. The report must be promptly forwarded to appropriate law enforcement. In no event will reporting to law enforcement be delayed by an inability to contact the Superintendent.

Where the Superintendent or, in a school other than a school district or public school, the school administrator has forwarded a written report of child abuse in an educational setting to law enforcement authorities, he or she will also refer the report to the Commissioner if the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by NYSED.

Civil Immunity

Any employee, volunteer, or supervisor who is employed by a person or entity that contracts with a school to provide transportation services to children who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law will have immunity from civil liability which might otherwise result by reason of those actions.

Any school administrator or Superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits a report to a person or agency as required by law, will have immunity from civil liability which might otherwise result by reason of those actions.

Confidentiality

Reports and other written material submitted in accordance with law with regard to allegations of child abuse in an educational setting, and photographs taken concerning those reports that are in the possession of any person legally authorized to receive that information, will be confidential and will not be redisclosed except to law enforcement authorities involved in an investigation of child abuse in an educational setting or as expressly authorized by law or in accordance with a court-ordered subpoena. School administrators and the Superintendent will exercise reasonable care in preventing unauthorized disclosure.

Training

The District will implement a training program regarding child abuse in an educational setting for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, Board members, other school personnel required to hold a teaching or administrative license or certificate, and any school bus driver or supervisor employed by the District

(Continued)

SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)

or any person or entity that contracts with the District to provide transportation services to children, as well as licensed and registered physical therapists, licensed and registered occupational therapists, licensed and registered speech-language pathologists, teacher aides, and school resource officers.

Prohibition of "Silent" (Unreported) Resignations

The Superintendent and other school administrators are prohibited from withholding from law enforcement authorities, the Superintendent, or the Commissioner, as appropriate, information concerning allegations of child abuse in an educational setting against an employee or volunteer in exchange for that individual's resignation or voluntary suspension from his or her position.

The Superintendent or other school administrator who reasonably and in good faith reports to law enforcement officials information regarding allegations of child abuse or a resignation as required by law will have immunity from any liability, civil or criminal, which might otherwise result by reason of those actions.

Notification

Teachers and all other school officials will be provided an annual written explanation concerning the reporting of child abuse and child abuse in an educational setting, including the immunity provisions as set forth in law. The Commissioner will furnish the District with required information, including rules and regulations for training necessary to implement District and staff responsibilities under the law.

Prohibition on Aiding and Abetting Sexual Abuse

Unless exempted by law, no District employee, contractor, or agent of the District will assist another District employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law.

Education Law Article 23-B and §§ 409-1, 3028-b, and 3209-a
Family Court Act § 1012
Labor Law § 740(1)(e)
Penal Law Articles 130, 235, and 263
Social Services Law §§ 411-428
8 NYCRR Part 83 and § 100.2(hh) and (nn)
20 USC § 7926

Adoption Date