

FIRE ISLAND UNION FREE SCHOOL DISTRICT

BOARD OF EDUCATION

Regular Meeting Agenda

October 9, 2018

4:30 p.m.

Call to Order

Pledge of Allegiance

Voice of the Taxpayer

- ITEM 1 **Approval of Minutes**
a. Regular Meeting of September 18, 2018
- ITEM 2 **Finance**
a. Treasurer's Report
b. Trial Balances Report
c. Appropriation and Revenue Status Reports
d. Trust & Agency Cash Disbursement
e. General Fund Cash Disbursement
f. General Fund Cash Flow Report
g. Warrant
h. Cash Transfer
- ITEM 3 **Superintendent's Report**
- ITEM 4 **Correspondence** – *K. McBride – letter requesting transportation for exchange student*
- ITEM 5 **Action Items – Recommended for Approval**
a. ~~School Bus Stop Addition~~
b. Use of Facility Application – *updated as per NYSIR*
c. Complaint Form for Reporting Sexual Harassment
- ITEM 6 **Public Hearing/1st Reading & Adoption of Proposed Policy (per Policy #1410)**
a. #6121 Sexual Harassment in the Workplace
- ITEM 7 **Public Hearing/2nd Reading & Adoption of Proposed Policies**
a. #5551 Allocation of Title I, Part A Funds in the District
b. #7133 Education of Students in Foster Care
c. #8260 Title I Parent and Family Engagement
- ITEM 8 **Adjournment**

Regular Meeting
BOARD OF EDUCATION
FIRE ISLAND UNION FREE SCHOOL DISTRICT **DRAFT**
September 18, 2018

CALL TO ORDER	The meeting was called to order at 4:45 p.m. by President Lippert.
MEMBERS PRESENT	L. Kaufman, J. Lippert, J. Phelan, K. Skelly-Kurka, A. Wood.
MEMBERS ABSENT	V. Henriksen, L. Nowachek.
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 August 14, 2018 Regular Meeting were accepted as read. (A. Wood, J. Phelan; 5-0)
TREASURER'S REPORT	Treasurer's Report for the month ended August 2018 was accepted as hereby attached. (J. Phelan, L. Kaufman; 5-0)
TRIAL BALANCE REPORTS	The Board accepts the Trial Balance Report for the month ending August 2018 as hereby attached. (J. Phelan, L. Kaufman; 5-0)
APPROPRIATION & REVENUE STATUS REPORTS	The Board accepts the Appropriation and Revenue Status Reports for August 2018 as hereby attached. (J. Phelan, L. Kaufman; 5-0)
TRUST & AGENCY CASH DISBURSEMENT	The Board accepts the Trust and Agency Cash Disbursement report for August 2018 as hereby attached. (J. Phelan, L. Kaufman; 5-0)
GENERAL FUND CASH DISBURSEMENT	The Board accepts the General Fund Cash Disbursement report for August 2018 as hereby attached. (J. Phelan, L. Kaufman; 5-0)
VOIDED CHECK REPORT	The Board accepts the Voided Check Report for August 2018 as hereby attached. (J. Phelan, L. Kaufman; 5-0)
GENERAL FUND CASH FLOW REPORT	The Board accepts the General Fund Cash Flow report as hereby attached. (J. Phelan, L. Kaufman; 5-0)
WARRANTS	The Board hereby approves the General Fund Warrant in the amount of \$126,823.03 as presented. (A. Wood, K. Skelly-Kurka; 5-0)

Regular Meeting Minutes of September 18, 2018, continued...

CASH TRANSFER

The Board approves a cash transfer in the amount of \$400,000.00 from the General Fund Money Market account to the General Fund Checking account as hereby attached. (L. Kaufman, J. Phelan; 5-0)

SUPERINTENDENT'S REPORT

Mrs. Ferraro reported on the following:

- Transportation to school events for a disabled parent
- Reviewed the salary schedule for non-instructional personnel particularly as it pertains to persons at Step 30.

CORRESPONDENCE

There was no correspondence.

APPROVAL – 2018-2019 TAX LEVY

RESOLVED, that the total tax levy for the Fire Island Union Free School District for the 2018-2019 fiscal year is \$5,082,291.00. The tax is apportioned as follows:

<i>Town of Brookhaven</i>	<i>1,685,836</i>
<u><i>Town of Islip</i></u>	<u><i>3,396,455</i></u>
<i>Total</i>	<i>5,082,291</i>

(A Wood, L. Kaufman; 5-0)

2018-2019 UNDUE BURDEN INDEPENDENT EVALUATOR HARDSHIP WAIVER

BE IT RESOLVED, that the Board of Education of the Fire Island Union Free School District, upon recommendation of the Superintendent of Schools, hereby approves the submission of an Undue Burden Independent Evaluator Hardship Waiver application to the State Education Department and hereby authorizes the Superintendent of Schools and the Board President to execute such application on behalf of the District. (K. Skelly-Kurka, A. Wood; 5-0)

2018-2019 SUBSTITUTE TEACHER APPOINTMENTS

On the recommendation of the Superintendent, the Board hereby approves the appointment of Anna Bainbridge and Catherine Hein as Substitute Teachers for school year 2018-2019 at a daily rate of \$158.24. (K. Skelly-Kurka, A. Wood; 5-0)

PROPOSAL – ADMINISTRATION OF FLU VACCINE TO EMPLOYEES

Shall the Board of Education approve the request from the Director of Health Services for purchase and administration of the flu vaccine for interested employees?

There was no motion put forth.

PUBLIC HEARING & 1ST READING OF PROPOSED POLICIES

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

#5551 Allocation of Title I, Part A Funds in the District
#7133 Education of Students in Foster Care
#8260 Title I Parent and Family Engagement

Regular Meeting of September 18, 2018, continued...

PUBLIC HEARING/2ND
READING & ADOPTION OF
POLICIES

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

#5640 Smoking and Tobacco Use

#6220 Temporary Personnel

#7320 Alcohol, Tobacco, Drugs, and Other Substances

#7131 Education of Students in Temporary Housing

(A. Wood, J. Phelan; 5-0)

ADJOURNMENT

The meeting was adjourned at 5:48 p.m.

(A. Wood, J. Phelan; 5-0)

Donna Clock
District Clerk

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
TA 204			HSBC Checking						
					BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	255,504.13
	09/12/2018	19			9/14/18 Payroll	JE-3	832.97	0.00	256,337.10
	09/25/2018	20			9/28/18 Payroll	JE-3	832.97	0.00	257,170.07
	09/30/2018				See Cash Disbursement Schedule 3	CD-3	0.00	199,775.33	57,394.74
	09/30/2018				See Cash Receipts Schedule 3	CR-3	200,030.81	0.00	257,425.55
Grand Totals:							201,696.75	199,775.33	257,425.55

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Account Name		Vendor ID	Explanation	Schedule	Debits	Credits	Balance
Date	Ref Number	Invoice #						
A 204	HSBC Checking							
				BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	153,261.31
09/30/2018				See Cash Disbursement Schedule 3	CD-3	0.00	126,823.03	26,438.28
09/30/2018				See Cash Receipts Schedule 3	CR-3	215,107.57	0.00	241,545.85
10/31/2018				See Cash Receipts Schedule 4	CR-4	23,243.50	0.00	264,789.35
Grand Totals:						238,351.07	126,823.03	264,789.35

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 205			HSBC Money Market						
					BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	4,977,016.51
	09/30/2018				See Cash Receipts Schedule 3	CR-3	754.83	400,000.00	4,577,771.34
Grand Totals:							754.83	400,000.00	4,577,771.34

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
H 204			HSBC Checking						
					BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	27,947.32
	09/30/2018				See Cash Receipts Schedule 3	CR-3	3.75	0.00	27,951.07
Grand Totals:							3.75	0.00	27,951.07

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
TE 204			HSBC Checking TE204						
					BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	70,482.93
	09/30/2018				See Cash Receipts Schedule 3	CR-3	9.66	0.00	70,492.59
Grand Totals:							9.66	0.00	70,492.59

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
SC 204			SC204 HSBC Checking 937316610		BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	3,255.41
Grand Totals:							0.00	0.00	3,255.41

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 206			HSBC Repair Reserve						
					BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	108,542.08
	09/30/2018				See Cash Receipts Schedule 3	CR-3	8.33	0.00	108,550.41
Grand Totals:							8.33	0.00	108,550.41

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 207			HSBC Capital Reserve #2						
					BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	334,114.48
	09/30/2018				See Cash Receipts Schedule 3	CR-3	25.63	0.00	334,140.11
Grand Totals:							25.63	0.00	334,140.11

FIRE ISLAND UFSD



Cash Account Transactions Report From 9/1/2018 To 6/30/2019

Account	Date	Ref Number	Account Name Invoice #	Vendor ID	Explanation	Schedule	Debits	Credits	Balance
A 208			HSBC Capital Reserve						
					BALANCE 07/01/2018 - 08/31/2018		0.00	0.00	318,439.76
	09/30/2018				See Cash Receipts Schedule 3	CR-3	24.43	0.00	318,464.19
Grand Totals:							24.43	0.00	318,464.19

FIRE ISLAND UFSD

Trial Balance Report From 7/1/2018 - 6/30/2019



Account	Description	Debits	Credits
TA 18	State Retirement	0.00	305.59
TA 20	Group Insurance -Aflac	1,682.36	0.00
TA 204	HSBC Checking	257,425.55	0.00
TA 22	Federal Income Tax	418.58	0.00
TA 24	Union Dues/F.I. Teachers Association	0.00	848.00
TA 630	Due To Other Funds	0.00	258,372.90
TA Fund Totals:		259,526.49	259,526.49
Grand Totals:		259,526.49	259,526.49

FIRE ISLAND UFSD

Trial Balance Report From 7/1/2018 - 6/30/2019



Account	Description	Debits	Credits
A 204	HSBC Checking	264,789.35	0.00
A 205	HSBC Money Market	4,577,771.34	0.00
A 206	HSBC Repair Reserve	108,550.41	0.00
A 207	HSBC Capital Reserve #2	334,140.11	0.00
A 208	HSBC Capital Reserve	318,464.19	0.00
A 210	Petty Cash	132.53	0.00
A 380	Accounts Receivable	1,449.33	0.00
A 391-1	Due From Special Aid Fund	1,746.00	0.00
A 391-2	Due From Capital Fund	14.60	0.00
A 391-3	Due From Trust And Agency Fund	2,267,540.46	0.00
A 410	State & Federal Aid Receivable	3,944.70	0.00
A 440	Due From Other Governments (Towns)	49,630.00	0.00
A 510	Estimated Revenue	6,338,219.00	0.00
A 521	Encumbrances	1,522,154.13	0.00
A 522	Expenditures	935,452.48	0.00
A 599	Appropriated Fund Balance	0.00	161,193.74
A 601	Accrued Liabilities	0.00	2,598.74
A 630	Due To Other Funds	0.00	1,909,181.52
A 630-1	Due To Special Aid Fund (F)	0.00	99,986.04
A 630-2	Due To Capital Fund	0.00	264,041.78
A 631	Due To Other Governments	0.00	118,974.68
A 632	Due To Teachers Retirement System	0.00	151,074.92
A 637	Due To Employees Retirement	0.00	35,201.00
A 693	Deferred Revenues - Suffolk County	0.00	630,000.00
A 814	Reserve For Workers Compensation	0.00	300,321.00
A 815	Unemployment Insurance Reserve	0.00	50,337.16
A 821	Reserve For Encumbrances	0.00	1,488,169.73
A 827	Retirement Contribution Reserve	0.00	994,384.09
A 867	Reserve For Employee Benefits	0.00	122,690.01
A 878	Reserve For Capital	0.00	3,362,457.99
A 882	Reserve For Repairs	0.00	129,060.63
A 909	Fund Balance, Unreserved	0.00	465,361.24
A 914	Assigned Appropriated Fund Balance	0.00	150,000.00
A 960	Appropriations	0.00	6,177,025.26
A 980	Revenues	0.00	111,939.10
A Fund Totals:		16,723,998.63	16,723,998.63
Grand Totals:		16,723,998.63	16,723,998.63

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.20	Board Of Education		1,500.00	1,490.05	2,990.05	0.00	1,490.05	1,500.00
A 1010.40	Board Of Education		14,000.00	1,200.00	15,200.00	3,047.00	1,200.00	10,953.00
A 1010.45	Board Of Education		1,000.00	0.00	1,000.00	79.50	0.00	920.50
A 1010.49	Board Of Education		9,056.00	0.00	9,056.00	9,056.00	0.00	0.00
1010	BOARD OF EDUCATION	*	25,556.00	2,690.05	28,246.05	12,182.50	2,690.05	13,373.50
A 1040.16	District Clerk		101,054.33	0.00	101,054.33	25,422.46	0.00	75,631.87
A 1040.20	District Clerk		1,000.00	1,000.00	2,000.00	0.00	1,000.00	1,000.00
A 1040.40	District Clerk		500.00	0.00	500.00	0.00	250.00	250.00
A 1040.45	District Clerk		500.00	0.00	500.00	0.00	0.00	500.00
1040	DISTRICT CLERK	*	103,054.33	1,000.00	104,054.33	25,422.46	1,250.00	77,381.87
A 1060.40	District Meeting		4,100.00	0.00	4,100.00	0.00	0.00	4,100.00
1060	DISTRICT MEETING	*	4,100.00	0.00	4,100.00	0.00	0.00	4,100.00
10		**	132,710.33	3,690.05	136,400.38	37,604.96	3,940.05	94,855.37
A 1240.15	Central Administration		204,584.99	0.00	204,584.99	53,347.77	0.00	151,237.22
A 1240.16	Central Administration		37,450.78	0.00	37,450.78	9,421.65	0.00	28,029.13
A 1240.20	Central Administration		5,000.00	4,538.25	9,538.25	2,838.94	5,738.31	961.00
A 1240.40	Central Administration		7,000.00	0.00	7,000.00	1,089.00	468.75	5,442.25
A 1240.45	Central Administration		700.00	0.00	700.00	0.00	0.00	700.00
1240	CHIEF SCHOOL ADMINISTRATOR	*	254,735.77	4,538.25	259,274.02	66,697.36	6,207.06	186,369.60
12		**	254,735.77	4,538.25	259,274.02	66,697.36	6,207.06	186,369.60
A 1310.15	Business Administration		122,859.03	0.00	122,859.03	31,489.43	0.00	91,369.60
A 1310.16	Business Administration		7,000.00	0.00	7,000.00	1,630.00	0.00	5,370.00
A 1310.40	Business Admin		48,000.00	9,587.07	57,587.07	17,596.72	32,041.80	7,948.55
A 1310.49	Business Administration		10,000.00	0.00	10,000.00	10,000.00	0.00	0.00
1310	BUSINESS ADMINISTRATION	*	187,859.03	9,587.07	197,446.10	60,716.15	32,041.80	104,688.15
A 1320.40	Auditing		31,000.00	9,250.00	40,250.00	0.00	9,250.00	31,000.00
1320	AUDITING	*	31,000.00	9,250.00	40,250.00	0.00	9,250.00	31,000.00
A 1325.16	District Treasurer		38,169.80	0.00	38,169.80	10,496.50	0.00	27,673.30
A 1325.20	District Treasurer		3,000.00	2,702.00	5,702.00	2,599.00	2,702.00	401.00
A 1325.40	District Treasurer		10,000.00	0.00	10,000.00	8,657.00	8.00	1,335.00
A 1325.45	District Treasurer		4,500.00	0.00	4,500.00	604.44	0.00	3,895.56
1325	TREASURER	*	55,669.80	2,702.00	58,371.80	22,356.94	2,710.00	33,304.86
A 1345.16	Purchasing		3,000.00	0.00	3,000.00	2,290.00	0.00	710.00

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1345	PURCHASING	*	3,000.00	0.00	3,000.00	2,290.00	0.00	710.00
13		**	277,528.83	21,539.07	299,067.90	85,363.09	44,001.80	169,703.01
A 1420.40	Legal		57,000.00	2,800.00	59,800.00	775.00	32,850.00	26,175.00
1420	LEGAL	*	57,000.00	2,800.00	59,800.00	775.00	32,850.00	26,175.00
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		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 1460.20	Records Management - Equipment		1,500.00	1,500.00	3,000.00	0.00	1,500.00	1,500.00
A 1460.40	Records Management-Con Expenditure		5,000.00	0.00	5,000.00	914.79	2,745.21	1,340.00
A 1460.45	Records Management-Material/Supply		500.00	0.00	500.00	0.00	0.00	500.00
1460	RECORDS MANAGEMENT OFFICER	*	9,000.00	1,500.00	10,500.00	914.79	4,245.21	5,340.00
14		**	70,745.00	4,300.00	75,045.00	4,434.79	37,095.21	33,515.00
A 1620.16	Operations Of Plant		162,952.42	0.00	162,952.42	43,274.69	0.00	119,677.73
A 1620.20	Operations Of Plant		3,000.00	3,000.00	6,000.00	0.00	3,000.00	3,000.00
A 1620.40	Operations Of Plant		115,000.00	4,725.95	119,725.95	13,706.92	74,652.59	31,366.44
A 1620.45	Operations Of Plant		12,500.00	3,746.12	16,246.12	4,399.37	0.00	11,846.75
A 1620.49	Operations of Building BOCES		5,000.00	0.00	5,000.00	1,751.00	3,249.00	0.00
1620	OPERATION OF PLANT	*	298,452.42	11,472.07	309,924.49	63,131.98	80,901.59	165,890.92
A 1621.16	Maintenance Of Plant		94,370.41	0.00	94,370.41	22,986.25	0.00	71,384.16
A 1621.20	Maintenance Of Plant		4,000.00	0.00	4,000.00	2,595.81	1,385.60	18.59
A 1621.40	Maintenance Of Plant		56,000.00	1,125.00	57,125.00	7,864.00	9,127.63	40,133.37
A 1621.45	Maintenance Of Plant		20,000.00	0.00	20,000.00	1,444.32	17,851.10	704.58
1621	MAINTENANCE OF PLANT	*	174,370.41	1,125.00	175,495.41	34,890.38	28,364.33	112,240.70
A 1660.45	Central Storeroom		10,000.00	3,608.24	13,608.24	750.28	8,046.95	4,811.01
1660	CENTRAL STOREROOM	*	10,000.00	3,608.24	13,608.24	750.28	8,046.95	4,811.01
A 1670.40	Central printing & mailing		4,500.00	298.00	4,798.00	203.85	298.00	4,296.15
1670	CENTRAL PRINTING & MAILING	*	4,500.00	298.00	4,798.00	203.85	298.00	4,296.15
A 1680.20	Central Data Processing		4,500.00	4,500.00	9,000.00	0.00	4,500.00	4,500.00
A 1680.40	Central Data Processing		5,560.00	0.00	5,560.00	0.00	0.00	5,560.00
A 1680.45	Central Data Processing		11,725.00	1,853.94	13,578.94	338.06	1,167.91	12,072.97
A 1680.49	Central Data Processing		17,200.00	0.00	17,200.00	5,441.54	11,758.46	0.00

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1680	CENTRAL DATA PROCESSING	*	38,985.00	6,353.94	45,338.94	5,779.60	17,426.37	22,132.97
16		**	526,307.83	22,857.25	549,165.08	104,756.09	135,037.24	309,371.75
A 1910.40	Unallocated Insurance		53,200.00	0.00	53,200.00	46,256.00	0.00	6,944.00
1910	UNALLOCATED INSURANCE	*	53,200.00	0.00	53,200.00	46,256.00	0.00	6,944.00
A 1981.49	Boces Administrative Charge		8,000.00	0.00	8,000.00	0.00	8,000.00	0.00
1981	BOCES ADMINISTRATIVE COSTS	*	8,000.00	0.00	8,000.00	0.00	8,000.00	0.00
19		**	61,200.00	0.00	61,200.00	46,256.00	8,000.00	6,944.00
1		***	1,323,227.76	56,924.62	1,380,152.38	345,112.29	234,281.36	800,758.73
A 2010.49	Curriculum Development		6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
2010	CURRICULUM DEVEL & SUPERVISION	*	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00
A 2070.40	In-Service Training		40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
2070	INSERVICE TRAINING-INSTRUCTION	*	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
20		**	46,000.00	0.00	46,000.00	0.00	6,000.00	40,000.00
A 2110.10	Teaching Regular School		67,131.98	0.00	67,131.98	4,824.94	0.00	62,307.04
A 2110.12	Teaching Regular School		860,495.16	0.00	860,495.16	68,567.40	0.00	791,927.76
A 2110.14	Teaching Regular School		15,000.00	0.00	15,000.00	632.96	0.00	14,367.04
A 2110.16	Teaching Regular School		82,668.65	0.00	82,668.65	5,941.60	0.00	76,727.05
A 2110.20	Teaching Regular School		5,000.00	452.48	5,452.48	0.00	513.50	4,938.98
A 2110.40	Teaching Regular School		15,000.00	250.00	15,250.00	2,883.00	1,656.07	10,710.93
A 2110.45	Teaching Regular School		15,000.00	0.00	15,000.00	6,465.06	5,174.23	3,360.71
A 2110.47	Teaching Regular School		191,500.00	176,216.45	367,716.45	100,305.50	0.00	267,410.95
A 2110.48	Teaching Regular School		10,000.00	2,738.05	12,738.05	1,563.00	875.00	10,300.05
A 2110.49	Teaching Regular School		45,000.00	0.00	45,000.00	0.00	45,000.00	0.00
2110	TEACHING-REGULAR SCHOOL	*	1,306,795.79	179,656.98	1,486,452.77	191,183.46	53,218.80	1,242,050.51
21		**	1,306,795.79	179,656.98	1,486,452.77	191,183.46	53,218.80	1,242,050.51
A 2250.15	Programs for Students w/ Disabilities		49,713.51	0.00	49,713.51	3,429.30	0.00	46,284.21
A 2250.20	Programs for Students w/ Disabilities		3,000.00	3,000.00	6,000.00	0.00	3,000.00	3,000.00
A 2250.40	Programs for Students w/ Disabilities		21,000.00	201.99	21,201.99	84.69	2,625.00	18,492.30
A 2250.45	Programs for Students w/ Disabilities		1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2250.47	Programs for Students w/ Disabilities		170,000.00	89,875.00	259,875.00	18,974.68	0.00	240,900.32
A 2250.49	Programs for Students w/ Disabilities		78,000.00	0.00	78,000.00	0.00	78,000.00	0.00
2250	PROGRAMS-STUDENTS W/ DISABIL	*	323,213.51	93,076.99	416,290.50	22,488.67	83,625.00	310,176.83
22		**	323,213.51	93,076.99	416,290.50	22,488.67	83,625.00	310,176.83

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.15	School Library	60,668.90	0.00	60,668.90	3,488.34	0.00	57,180.56
A 2610.16	School Library	0.00	0.00	0.00	401.20	0.00	-401.20
A 2610.20	School Library	2,300.00	2,300.00	4,600.00	0.00	2,300.00	2,300.00
A 2610.40	School Library	4,700.00	0.00	4,700.00	0.00	0.00	4,700.00
A 2610.45	School Library	3,000.00	0.00	3,000.00	96.00	54.00	2,850.00
A 2610.49	School Library	4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	74,668.90	2,300.00	76,968.90	3,985.54	6,354.00	66,629.36
A 2630.15	Computer Assisted Instruction	121,739.21	0.00	121,739.21	30,626.19	0.00	91,113.02
A 2630.20	Computer Assisted Instruction	2,000.00	752.00	2,752.00	0.00	0.00	2,752.00
A 2630.22	Computer Hardware	60,000.00	30,630.00	90,630.00	40,460.00	0.00	50,170.00
A 2630.40	Computer Assisted Instruction	20,000.00	5,226.45	25,226.45	1,930.93	10,157.52	13,138.00
A 2630.45	Computer Assisted Instruction	1,500.00	254.07	1,754.07	0.00	6.49	1,747.58
A 2630.46	Computer Software	5,500.00	1,614.90	7,114.90	588.00	4,953.30	1,573.60
A 2630.49	Computer Assisted Instruction	95,000.00	0.00	95,000.00	0.00	95,000.00	0.00
2630	COMPUTER ASSISTED INSTRUCTION	305,739.21	38,477.42	344,216.63	73,605.12	110,117.31	160,494.20
26		380,408.11	40,777.42	421,185.53	77,590.66	116,471.31	227,123.56
A 2815.16	Health Services	101,717.07	0.00	101,717.07	9,465.44	0.00	92,251.63
A 2815.20	Health Services	2,500.00	2,500.00	5,000.00	0.00	2,500.00	2,500.00
A 2815.40	Health Services	11,000.00	0.00	11,000.00	2,000.00	2,430.65	6,569.35
A 2815.45	Health Services	1,500.00	130.00	1,630.00	0.00	880.00	750.00
2815	HEALTH SERVICES-REGULAR SCHOOL	116,717.07	2,630.00	119,347.07	11,465.44	5,810.65	102,070.98
A 2820.40	Psychological Services	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2820.45	Psychological Services	600.00	0.00	600.00	0.00	0.00	600.00
A 2820.49	Psychological Services	64,000.00	0.00	64,000.00	0.00	64,000.00	0.00
2820	PSYCHOLOGICAL SRVC-REG SCHOOL	67,600.00	0.00	67,600.00	0.00	64,000.00	3,600.00
A 2850.15	Co Curricular Activities	18,000.00	0.00	18,000.00	420.00	0.00	17,580.00
A 2850.40	Co Curricular Activities	28,000.00	75.00	28,075.00	0.00	7,275.00	20,800.00
A 2850.45	Co Curricular Activities	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2850	CO-CURRICULAR ACTIV-REG SCHL	47,000.00	75.00	47,075.00	420.00	7,275.00	39,380.00
28		231,317.07	2,705.00	234,022.07	11,885.44	77,085.65	145,050.98
2		2,287,734.48	316,216.39	2,603,950.87	303,148.23	336,400.76	1,964,401.88
A 5510.16	District Transportation	344,250.12	0.00	344,250.12	47,744.35	0.00	296,505.77
A 5510.16B		20,000.00	0.00	20,000.00	1,429.76	0.00	18,570.24

FIRE ISLAND UFSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 5510.20	District Transportation		1,000.00	661.00	1,661.00	0.00	661.00	1,000.00
A 5510.21	District Transportation		70,000.00	70,000.00	140,000.00	0.00	115,603.53	24,396.47
A 5510.40	District Transportation		100,000.00	3,568.08	103,568.08	4,780.92	20,448.58	78,338.58
A 5510.45	District Transportation		65,000.00	11,996.87	76,996.87	6,268.20	30,248.43	40,480.24
A 5510.49	District Transportation		4,000.00	0.00	4,000.00	0.00	4,000.00	0.00
5510	DISTRICT TRANSPORT-MEDICAID	*	604,250.12	86,225.95	690,476.07	60,223.23	170,961.54	459,291.30
A 5530.16	Garage Building		8,881.37	0.00	8,881.37	2,234.33	0.00	6,647.04
A 5530.20	Garage Building		3,000.00	3,000.00	6,000.00	2,529.00	3,070.00	401.00
A 5530.40	Garage Building		10,000.00	0.00	10,000.00	481.23	6,518.77	3,000.00
A 5530.45	Garage Building		500.00	0.00	500.00	0.00	0.00	500.00
5530	GARAGE BUILDING	*	22,381.37	3,000.00	25,381.37	5,244.56	9,588.77	10,548.04
55		**	626,631.49	89,225.95	715,857.44	65,467.79	180,550.31	469,839.34
5		***	626,631.49	89,225.95	715,857.44	65,467.79	180,550.31	469,839.34
A 7140.16	Community Recreation		19,935.33	0.00	19,935.33	6,261.22	0.00	13,674.11
A 7140.40	Community Recreation		15,000.00	439.24	15,439.24	3,988.88	6,611.36	4,839.00
A 7140.45	Community Recreation		5,000.00	0.00	5,000.00	131.08	1,268.92	3,600.00
7140	RECREATION	*	39,935.33	439.24	40,374.57	10,381.18	7,880.28	22,113.11
71		**	39,935.33	439.24	40,374.57	10,381.18	7,880.28	22,113.11
7		***	39,935.33	439.24	40,374.57	10,381.18	7,880.28	22,113.11
A 9010.80	State Retirement		132,000.00	0.00	132,000.00	0.00	91.15	131,908.85
9010	STATE RETIREMENT	*	132,000.00	0.00	132,000.00	0.00	91.15	131,908.85
A 9020.80	Teacher Retirement		182,390.00	0.00	182,390.00	0.00	0.00	182,390.00
9020	TEACHERS' RETIREMENT	*	182,390.00	0.00	182,390.00	0.00	0.00	182,390.00
A 9030.80	Social Security		192,500.00	0.00	192,500.00	28,126.36	164,373.64	0.00
9030	SOCIAL SECURITY	*	192,500.00	0.00	192,500.00	28,126.36	164,373.64	0.00
A 9040.80	Worker Compensation		69,000.00	6,000.00	75,000.00	6,000.00	6,000.00	63,000.00
9040	WORKERS' COMPENSATION	*	69,000.00	6,000.00	75,000.00	6,000.00	6,000.00	63,000.00
A 9045.80	Life Insurance		2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
9045	LIFE INSURANCE	*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
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

FIRE ISLAND UFSD



Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019

Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9060.80	Hospital & Dental Insurance		841,800.00	0.00	841,800.00	177,216.63	592,576.63	72,006.74
9060	HOSPITAL, MEDICAL & DENTAL INS	*	841,800.00	0.00	841,800.00	177,216.63	592,576.63	72,006.74
90		**	1,430,690.00	6,000.00	1,436,690.00	211,342.99	763,041.42	462,305.59
9		***	1,430,690.00	6,000.00	1,436,690.00	211,342.99	763,041.42	462,305.59
	Fund ATotals:		5,708,219.06	468,806.20	6,177,025.26	935,452.48	1,522,154.13	3,719,418.65
	Grand Totals:		5,708,219.06	468,806.20	6,177,025.26	935,452.48	1,522,154.13	3,719,418.65

FIRE ISLAND UFSD

Revenue Status Report From 7/1/2018 To 6/30/2019



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	89.98	5,082,201.02
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	0.00	14,372.00
A 1311	Day School Tuition From individuals	36,000.00	0.00	36,000.00	19,916.07	16,083.93
A 1315	Adult Education	3,500.00	0.00	3,500.00	1,839.93	1,660.07
A 1335	Student Fees & Charges	1,500.00	0.00	1,500.00	1,375.00	125.00
A 2401	Interest & Earnings	9,816.00	0.00	9,816.00	3,062.58	6,753.42
A 2650	Sale Of Surplus Material	0.00	0.00	0.00	450.00	-450.00
A 2665	Sale Of Equipment	6,000.00	0.00	6,000.00	10,107.36	-4,107.36
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	296.96	6,203.04
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	91.15	-91.15
A 3101	Basic State Aid	274,488.00	0.00	274,488.00	0.00	274,488.00
A 3101.EX	Excess Cost Aid	50,000.00	0.00	50,000.00	3,944.70	46,055.30
A 3102	Lottery Aid	0.00	0.00	0.00	1,301.37	-1,301.37
A 3103	Boces Aid	65,000.00	0.00	65,000.00	49,630.00	15,370.00
A 3260	Textbook Aid	0.00	0.00	0.00	270.00	-270.00
A 3263	Library Aid	2,252.00	0.00	2,252.00	0.00	2,252.00
A 3289	Other State Aid	0.00	0.00	0.00	1,746.00	-1,746.00
A 4290	Federal Aid - Rural	0.00	0.00	0.00	17,818.00	-17,818.00
A Totals:		6,338,219.00	0.00	6,338,219.00	111,939.10	6,226,279.90
Grand Totals:		6,338,219.00	0.00	6,338,219.00	111,939.10	6,226,279.90

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
				PO Number	Account		
0	<input type="checkbox"/>	09/14/2018	2941	PAYROLL EXPENDITURE	Payroll Summary 9/14/2018		
					A 1040.16	3,631.78	0.00
					A 1240.15	7,621.11	0.00
					A 1240.16	1,345.95	0.00
					A 1310.15	4,498.49	0.00
					A 1325.16	1,499.50	0.00
					A 1620.16	6,052.02	0.00
					A 1621.16	3,283.75	0.00
					A 2110.10	2,412.47	0.00
					A 2110.12	33,285.47	0.00
					A 2110.14	158.24	0.00
					A 2110.16	2,970.80	0.00
					A 2250.15	1,714.65	0.00
					A 2610.15	1,744.17	0.00
					A 2630.15	4,375.17	0.00
					A 2815.16	4,732.72	0.00
					A 5510.16	13,116.23	0.00
					A 5530.16	319.19	0.00
					A 7140.16	442.76	0.00
					A 1310.16	500.00	0.00
					A 5510.16B	440.37	0.00
					A 522	94,144.84	0.00
					A 500	-94,144.84	0.00
Check Totals:						94,144.84	0.00
1754	<input type="checkbox"/>	09/12/2018	1123	NYS INCOME TAX	Trust & Agency Payment		
					TA 21	4,792.95	0.00
Check Totals:						4,792.95	0.00
1755	<input type="checkbox"/>	09/12/2018	1126	NYS EMPLOYEES' RETIREMENT SYSTEM	Trust & Agency Payment		
					TA 18	245.12	0.00
					TA 18	98.16	0.00
					TA 18	526.00	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
Check Totals:							869.28	0.00
1756	<input type="checkbox"/>	09/12/2018	2076	FICA		Trust & Agency Payment		
					TA 26		5,320.14	0.00
					TA 26		5,320.14	0.00
					TA 26		1,354.03	0.00
					TA 26		1,354.03	0.00
Check Totals:							13,348.34	0.00
1757	<input type="checkbox"/>	09/12/2018	2910	Federal 941 Withholding		Trust & Agency Payment		
					TA 22		12,315.01	0.00
Check Totals:							12,315.01	0.00
1758	<input type="checkbox"/>	09/12/2018	3228	Fire Island UFSD		Trust & Agency Payment		
					TA 20.1		832.97	0.00
Check Totals:							832.97	0.00
1759	<input type="checkbox"/>	09/12/2018	3272	Fire Island UFSD - T & A		Trust & Agency Payment		
					TA 29		1,600.00	0.00
					TA 29		2,887.00	0.00
Check Totals:							4,487.00	0.00
1760	<input type="checkbox"/>	09/12/2018	3453	Net Pay - Fire Island UFSD		Trust & Agency Payment		
					TA 10		62,889.69	0.00
Check Totals:							62,889.69	0.00
1761	<input type="checkbox"/>	09/25/2018	1123	NYS INCOME TAX		Trust & Agency Payment		
					TA 21		4,918.38	0.00
Check Totals:							4,918.38	0.00
1762	<input type="checkbox"/>	09/25/2018	1126	NYS EMPLOYEES' RETIREMENT SYSTEM		Trust & Agency Payment		
					TA 18		258.86	0.00
					TA 18		98.16	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
					TA 18		526.00	0.00
Check Totals:							883.02	0.00
1763	<input type="checkbox"/>	09/25/2018	2076	FICA		Trust & Agency Payment		
					TA 26		5,334.21	0.00
					TA 26		5,334.21	0.00
					TA 26		1,357.29	0.00
					TA 26		1,357.29	0.00
Check Totals:							13,383.00	0.00
1764	<input type="checkbox"/>	09/25/2018	2910	Federal 941 Withholding		Trust & Agency Payment		
					TA 22		12,692.73	0.00
Check Totals:							12,692.73	0.00
1765	<input type="checkbox"/>	09/25/2018	3228	Fire Island UFSD		Trust & Agency Payment		
					TA 20.1		832.97	0.00
Check Totals:							832.97	0.00
1766	<input type="checkbox"/>	09/25/2018	3272	Fire Island UFSD - T & A		Trust & Agency Payment		
					TA 29		1,600.00	0.00
					TA 29		2,137.00	0.00
Check Totals:							3,737.00	0.00
1767	<input type="checkbox"/>	09/25/2018	3453	Net Pay - Fire Island UFSD		Trust & Agency Payment		
					TA 10		63,332.67	0.00
Check Totals:							63,332.67	0.00
4470	<input type="checkbox"/>	09/25/2018	1279	NYS TEACHERS RETIREMENT SYSTEM		Trust & Agency Payment - TRSLN		
					TA 19		460.00	0.00
Check Totals:							460.00	0.00
4471	<input type="checkbox"/>	09/25/2018	3710	United States Treasury		Underpayment of third quarter federal taxes for 2018		
					TA 22		0.32	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Account	Explanation	Paid	Liquidated
Check Totals:							0.32	0.00
56985	<input type="checkbox"/>	09/28/2018	2941	PAYROLL EXPENDITURE		Payroll Summary 9/28/2018		
					A 1040.16		3,631.78	0.00
					A 1240.15		7,621.11	0.00
					A 1240.16		1,345.95	0.00
					A 1310.15		4,498.49	0.00
					A 1325.16		1,499.50	0.00
					A 1620.16		4,818.81	0.00
					A 1621.16		3,283.75	0.00
					A 2110.10		2,412.47	0.00
					A 2110.12		33,481.33	0.00
					A 2110.14		474.72	0.00
					A 2110.16		2,970.80	0.00
					A 2250.15		1,714.65	0.00
					A 2610.15		1,744.17	0.00
					A 2630.15		4,375.17	0.00
					A 2815.16		4,732.72	0.00
					A 2850.15		420.00	0.00
					A 5510.16		13,535.07	0.00
					A 5530.16		319.19	0.00
					A 7140.16		502.97	0.00
					A 5510.16B		989.39	0.00
					A 522		94,372.04	0.00
					A 500		-94,372.04	0.00
Check Totals:							94,372.04	0.00
Grand Totals:							388,292.21	0.00

Number of Cash Disbursements: 18

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
A 1040.16	District Clerk	7,263.56	0.00
A 1240.15	Central Administration	15,242.22	0.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 3: 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				2,691.90	0.00	
A 1310.15	Business Administration				8,996.98	0.00	
A 1310.16	Business Administration				500.00	0.00	
A 1325.16	District Treasurer				2,999.00	0.00	
A 1620.16	Operations Of Plant				10,870.83	0.00	
A 1621.16	Maintenance Of Plant				6,567.50	0.00	
A 2110.10	Teaching Regular School				4,824.94	0.00	
A 2110.12	Teaching Regular School				66,766.80	0.00	
A 2110.14	Teaching Regular School				632.96	0.00	
A 2110.16	Teaching Regular School				5,941.60	0.00	
A 2250.15	Programs for Students w/ Disabilities				3,429.30	0.00	
A 2610.15	School Library				3,488.34	0.00	
A 2630.15	Computer Assisted Instruction				8,750.34	0.00	
A 2815.16	Health Services				9,465.44	0.00	
A 2850.15	Co Curricular Activities				420.00	0.00	
A 500	Payroll Clearing				-188,516.88	0.00	
A 522	Expenditures				188,516.88	0.00	
A 5510.16	District Transportation				26,651.30	0.00	
A 5510.16B					1,429.76	0.00	
A 5530.16	Garage Building				638.38	0.00	
A 7140.16	Community Recreation				945.73	0.00	
Fund A Totals:					188,516.88	0.00	
TA 10	Consolidated Payroll				126,222.36	0.00	
TA 18	State Retirement				1,752.30	0.00	
TA 19	Teachers Retirement System				460.00	0.00	
TA 20.1	Group Health Insurance before				1,665.94	0.00	
TA 21	NYS Income Tax				9,711.33	0.00	
TA 22	Federal Income Tax				25,008.06	0.00	
TA 26	FICA Liability				26,731.34	0.00	
TA 29	Tax Sheltered Annuities				8,224.00	0.00	
Fund TA Totals:					199,775.33	0.00	
Grand Totals:					388,292.21	0.00	

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For TA - 3: Cash Disbursement

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

Account	Description	Total Expensed	Total Liquidated
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General Ledger Summary Postings

Account	Description	Debits	Credits
TA 204	HSBC Checking	0.00	199,775.33

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
27974	<input type="checkbox"/>	09/13/2018	2981	Advanced Industrial Maintenanc	2063	A 1620.40		2,953.00	2,953.00
Check Totals:								2,953.00	2,953.00
27975	<input type="checkbox"/>	09/13/2018	2734	ANN NILAND	2002	A 7140.40		750.00	750.00
Check Totals:								750.00	750.00
27976	<input type="checkbox"/>	09/13/2018	1183	APPLE COMPUTER, INC.	2015	A 5530.20		341.00	341.00
					2015	A 2630.22		250.00	250.00
Check Totals:								591.00	591.00
27977	<input type="checkbox"/>	09/13/2018	2947	Baldwin Automotive	2081	A 5510.40		494.00	494.00
Check Totals:								494.00	494.00
27978	<input type="checkbox"/>	09/13/2018	1999	Bank of America Business Card	2094	A 1621.45		258.53	258.53
					2087	A 1621.45		99.18	99.18
					2043	A 1660.45		111.93	111.93
					2048	A 1240.20		89.97	89.97
					2045	A 7140.45		30.36	30.36
					2046	A 7140.45		20.00	20.00
					2052	A 1240.20		30.00	30.00
					1486	A 1660.45		30.98	30.98
					2044	A 2630.40		14.99	14.99
					2029	A 1621.20		252.45	252.45
					2031	A 1621.20		281.60	281.60
Check Totals:								1,219.99	1,219.99
27979	<input type="checkbox"/>	09/13/2018	1029	BARNWELL HOUSE OF TIRES	2077	A 5510.40		1,606.92	1,606.92

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated	
							Check Totals:	1,606.92	1,606.92
27980	<input type="checkbox"/>	09/13/2018	3832	Benetech, Inc. 2033	A 1310.40		70.00	70.00	
							Check Totals:	70.00	70.00
27981	<input type="checkbox"/>	09/13/2018	2533	BONNIE METCALF 2032	A 2610.45		96.00	96.00	
							Check Totals:	96.00	96.00
27982	<input type="checkbox"/>	09/13/2018	2768	CATHERINE TALDONE 2098	A 1620.40		1,500.00	1,500.00	
							Check Totals:	1,500.00	1,500.00
27983	<input type="checkbox"/>	09/13/2018	1058	COASTAL ELECTRIC 2085	A 1621.40		4,980.00	4,980.00	
							Check Totals:	4,980.00	4,980.00
27984	<input type="checkbox"/>	09/13/2018	2296	CULLEN DANOWSKI 2035	A 1310.40		1,500.00	1,500.00	
							Check Totals:	1,500.00	1,500.00
27985	<input type="checkbox"/>	09/13/2018	3789	Davler Media Group 1329	A 2110.48		594.00	594.00	
							Check Totals:	594.00	594.00
27986	<input type="checkbox"/>	09/13/2018	1351	DAWN LIPPERT 2041	A 1325.40		92.00	92.00	
							Check Totals:	92.00	92.00
27987	<input type="checkbox"/>	09/13/2018	3786	Diane Montes 2001	A 7140.40		1,190.00	1,190.00	
							Check Totals:	1,190.00	1,190.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
27988	<input type="checkbox"/>	09/13/2018	1004	Costello's Ace Hardware					
					2088	A 1621.45		39.99	39.99
					2018	A 1621.20		23.38	23.38
Check Totals:								63.37	63.37
27989	<input type="checkbox"/>	09/13/2018	1835	EASTERN SUFFOLK BOCES					
					2061	A 1620.49		0.00	0.00
					2061	A 1310.49		9,724.64	9,724.64
					2061	A 1010.49		1,185.05	1,185.05
					2061	A 1680.49		5,441.54	5,441.54
					2061	A 1430.49		2,745.00	2,745.00
					2061	A 1310.49		124.36	124.36
Check Totals:								19,220.59	19,220.59
27990	<input type="checkbox"/>	09/13/2018	3026	Finance Manager					
					2075	A 1325.40		8,565.00	8,565.00
Check Totals:								8,565.00	8,565.00
27991	<input type="checkbox"/>	09/13/2018	1054	FIRE ISLAND FERRIES, INC.					
					2083	A 1620.40		292.35	292.35
					2083	A 1620.40		377.30	377.30
Check Totals:								669.65	669.65
27992	<input type="checkbox"/>	09/13/2018	2468	FIRST RELIANCE STANDARD LIFE INSUR.					
					2006	A 9060.80		2,687.80	2,687.80
Check Totals:								2,687.80	2,687.80
27993	<input type="checkbox"/>	09/13/2018	1245	GALAXIE COFFEE SERVICE					
					2068	A 1620.40		270.50	270.50
Check Totals:								270.50	270.50
27994	<input type="checkbox"/>	09/13/2018	1312	GRAPHIC LAMINATING, LLC					
					2084	A 1660.45		308.43	308.43

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated	
							Check Totals:	308.43	308.43
27995	<input type="checkbox"/>	09/13/2018	2507	GUERCIO AND GUERCIO 2072	A 1420.40		650.00	650.00	
							Check Totals:	650.00	650.00
27996	<input type="checkbox"/>	09/13/2018	3074	GovConnection 2095	A 2110.45		567.60	567.60	
				2095	A 1620.45		653.25	653.25	
				2028	A 2110.45		1.46	1.46	
				2028	A 1325.45		50.44	50.44	
							Check Totals:	1,272.75	1,272.75
27997	<input type="checkbox"/>	09/13/2018	1023	I. JANVEY AND SONS, INC. 2089	A 1621.45		1,046.62	1,046.62	
							Check Totals:	1,046.62	1,046.62
27998	<input type="checkbox"/>	09/13/2018	3156	Iron Mountain 2038	A 1460.40		304.93	304.93	
							Check Totals:	304.93	304.93
27999	<input type="checkbox"/>	09/13/2018	3147	John Muratori, M.D. 2116	A 2815.40		2,000.00	2,000.00	
							Check Totals:	2,000.00	2,000.00
28000	<input type="checkbox"/>	09/13/2018	3855	Judi Phelan 2102	A 1010.40		24.00	24.00	
							Check Totals:	24.00	24.00
28001	<input type="checkbox"/>	09/13/2018	1441	LAKESHORE LEARNING MATERIALS 1485	A 1660.45		59.99	59.99	
							Check Totals:	59.99	59.99

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	PO Number	Account	Explanation	Paid	Liquidated
28002	<input type="checkbox"/>	09/13/2018	3848	Mark Gustavson	2005	A 7140.40		732.50	732.50
Check Totals:								732.50	732.50
28003	<input type="checkbox"/>	09/13/2018	3364	NCS Pearson, Inc.	1481	A 2110.47		305.50	305.50
Check Totals:								305.50	305.50
28004	<input type="checkbox"/>	09/13/2018	2958	New York Labor Law Poster Serv	2108	A 1010.45		79.50	79.50
Check Totals:								79.50	79.50
28005	<input type="checkbox"/>	09/13/2018	1119	NYS EMP. HEALTH INS PENDING A/	2010	A 9060.80		60,386.78	60,386.78
Check Totals:								60,386.78	60,386.78
28006	<input type="checkbox"/>	09/13/2018	1139	PATTHEY FLOWERS, INC.	1473	A 1310.40		93.20	93.20
Check Totals:								93.20	93.20
28007	<input type="checkbox"/>	09/13/2018	3591	PC University	2096	A 2110.45		460.00	460.00
Check Totals:								460.00	460.00
28008	<input type="checkbox"/>	09/13/2018	2813	PEST PRO EXTERMINATING COMPANY	2070	A 1621.40		95.00	95.00
					2070	A 1621.40		100.00	100.00
Check Totals:								195.00	195.00
28009	<input type="checkbox"/>	09/13/2018	3580	PSEG Long Island, LLC	2060	A 1620.40		1,126.88	1,126.88
					2059	A 5530.40		245.96	245.96

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated
Check Totals:							1,372.84	1,372.84
28010	<input type="checkbox"/>	09/13/2018	3102	Richard Security 2071	A 1620.40		540.00	540.00
Check Totals:							540.00	540.00
28011	<input type="checkbox"/>	09/13/2018	2891	Ricoh USA, Inc 1069	A 1680.45		146.78	146.78
Check Totals:							146.78	146.78
28012	<input type="checkbox"/>	09/13/2018	2456	STAPLES Contract & Commercial 2042	A 1660.45		86.32	86.32
				2042	A 1660.45		68.16	68.16
Check Totals:							154.48	154.48
28013	<input type="checkbox"/>	09/13/2018	2913	Stephane Rogers 2003	A 7140.40		879.00	879.00
Check Totals:							879.00	879.00
28014	<input type="checkbox"/>	09/13/2018	1499	SUFFOLK CO. ASBO 2097	A 1310.40		400.00	400.00
Check Totals:							400.00	400.00
28015	<input type="checkbox"/>	09/13/2018	3264	Suffolk County Clerk 2117	A 2110.45		60.00	60.00
Check Totals:							60.00	60.00
28016	<input type="checkbox"/>	09/13/2018	3351	Suffolk County Comm., Inc. 2034	A 5510.40		306.00	306.00
Check Totals:							306.00	306.00
28017	<input type="checkbox"/>	09/13/2018	3859	Team Viewer GMBH 2101	A 2630.46		588.00	588.00

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name PO Number	Account	Explanation	Paid	Liquidated	
							Check Totals:	588.00	588.00
28018	<input type="checkbox"/>	09/13/2018	2485	TOWN OF ISLIP 2080	A 5510.45		128.79	128.79	
							Check Totals:	128.79	128.79
28019	<input type="checkbox"/>	09/13/2018	3573	US Games 1433	A 2250.40		84.69	84.69	
							Check Totals:	84.69	84.69
28020	<input type="checkbox"/>	09/13/2018	2111	Verizon 2054 2055	A 1620.40 A 1620.40		822.23 27.43	822.23 27.43	
							Check Totals:	849.66	849.66
28021	<input type="checkbox"/>	09/13/2018	2431	VERIZON WIRELESS 2056	A 1620.40		592.02	592.02	
							Check Totals:	592.02	592.02
28022	<input type="checkbox"/>	09/13/2018	3814	Windstream Communications, Inc 2057	A 1620.40		2.79	2.79	
							Check Totals:	2.79	2.79
28023	<input type="checkbox"/>	09/13/2018	3012	Zonar System, Inc 2105	A 5510.45		3,684.96	3,684.96	
							Check Totals:	3,684.96	3,684.96
							Grand Totals:	126,823.03	126,823.03

Number of Cash Disbursements: 50

Account Distribution Totals

Account	Description	Total Expensed	Total Liquidated
A 1010.40	Board Of Education	24.00	24.00
A 1010.45	Board Of Education	79.50	79.50

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
Account	Description		PO Number	Account		Total Expensed	Total Liquidated
A 1010.49	Board Of Education					1,185.05	1,185.05
A 1240.20	Central Administration					119.97	119.97
A 1310.40	Business Admin					2,063.20	2,063.20
A 1310.49	Business Administration					9,849.00	9,849.00
A 1325.40	District Treasurer					8,657.00	8,657.00
A 1325.45	District Treasurer					50.44	50.44
A 1420.40	Legal					650.00	650.00
A 1430.49	Personnel					2,745.00	2,745.00
A 1460.40	Records Management-Con Expenditure					304.93	304.93
A 1620.40	Operations Of Plant					8,504.50	8,504.50
A 1620.45	Operations Of Plant					653.25	653.25
A 1620.49	Operations of Building BOCES					0.00	0.00
A 1621.20	Maintenance Of Plant					557.43	557.43
A 1621.40	Maintenance Of Plant					5,175.00	5,175.00
A 1621.45	Maintenance Of Plant					1,444.32	1,444.32
A 1660.45	Central Storeroom					665.81	665.81
A 1680.45	Central Data Processing					146.78	146.78
A 1680.49	Central Data Processing					5,441.54	5,441.54
A 2110.45	Teaching Regular School					1,089.06	1,089.06
A 2110.47	Teaching Regular School					305.50	305.50
A 2110.48	Teaching Regular School					594.00	594.00
A 2250.40	Programs for Students w/ Disabilities					84.69	84.69
A 2610.45	School Library					96.00	96.00
A 2630.22	Computer Hardware					250.00	250.00
A 2630.40	Computer Assisted Instruction					14.99	14.99
A 2630.46	Computer Software					588.00	588.00
A 2815.40	Health Services					2,000.00	2,000.00
A 5510.40	District Transportation					2,406.92	2,406.92
A 5510.45	District Transportation					3,813.75	3,813.75
A 5530.20	Garage Building					341.00	341.00
A 5530.40	Garage Building					245.96	245.96
A 7140.40	Community Recreation					3,551.50	3,551.50

FIRE ISLAND UFSD



Cash Disbursement Schedule Report For A - 3: Cash Disbursement

Check / Ref #	Manual Check	Date	Vendor ID	Vendor Name	Explanation	Paid	Liquidated
			PO Number	Account			
Account	Description				Total Expensed	Total Liquidated	
A 7140.45	Community Recreation				50.36	50.36	
A 9060.80	Hospital & Dental Insurance				63,074.58	63,074.58	
Fund A Totals:					126,823.03	126,823.03	
Grand Totals:					126,823.03	126,823.03	

General Ledger Summary Postings

Account	Description	Debits	Credits
A 204	HSBC Checking	0.00	126,823.03
A 521	Encumbrances	0.00	126,823.03
A 522	Expenditures	126,823.03	0.00
A 821	Reserve For Encumbrances	126,823.03	0.00

FIRE ISLAND UFSD

Check Warrant Report For A - 4: Cash Disbursement For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
28024	10/04/2018	1663	BABYLON PLUMBING & HEATING SUPPLY	2082	638.98
28025	10/04/2018	2947	Baldwin Automotive	2081	1,403.19
28026	10/04/2018	1999	**CONTINUED** Bank of America Business Card		0.00
28027	10/04/2018	1999	Bank of America Business Card	2099	1,090.18
28028	10/04/2018	1999	Bank of America Business Card	2091	400.00
28029	10/04/2018	3832	Benetech, Inc.	2033	70.00
28030	10/04/2018	3830	Brennan Landscaping Co.	2037	6,165.00
28031	10/04/2018	3282	David A. Levenson	2053	358.57
28032	10/04/2018	3789	Davler Media Group	1329	125.00
28033	10/04/2018	1245	GALAXIE COFFEE SERVICE	2068	242.70
28034	10/04/2018	3074	GovConnection	2123	1,540.37
28035	10/04/2018	1718	GRAINGER	2128	456.73
28036	10/04/2018	2507	GUERCIO AND GUERCIO	2072	8,426.01
28037	10/04/2018	1023	I. JANVEY AND SONS, INC.	2110	579.22
28038	10/04/2018	3799	Johnson Controls Security Solutions	2145	390.00
28039	10/04/2018	1020	KING KULLEN GROCERY CO., INC.	2074	21.57
28040	10/04/2018	2742	LONG ISLAND RESCUE SERVICES	2121	750.00
28041	10/04/2018	3825	Love The Plumber	2112	1,304.58
28042	10/04/2018	3858	Mayerson Academy for Human Resource Development	2119	225.00
28043	10/04/2018	1119	NYS EMP. HEALTH INS PENDING A/	2010	61,083.63
28044	10/04/2018	2938	Phoenix Learning Resources	2120	58.35
28045	10/04/2018	3580	PSEG Long Island, LLC	2060	1,609.74
28046	10/04/2018	3580	PSEG Long Island, LLC	2059	245.11
28047	10/04/2018	2908	Really Good Stuff	2106	21.26
28048	10/04/2018	3102	Richard Security	2071	126.00
28049	10/04/2018	2891	Ricoh USA, Inc	1069	134.17
28050	10/04/2018	3185	SCMEA Commercial Membership	2136	25.00
28051	10/04/2018	3185	SCMEA Commercial Membership	2149	200.00
28052	10/04/2018	2456	STAPLES Contract & Commercial	2042	68.68
28053	10/04/2018	3351	Suffolk County Comm., Inc.	2034	306.00
28054	10/04/2018	3309	Suffolk Printing	2111	270.00
28055	10/04/2018	2847	TRACI MURPHY	2143	91.15
28056	10/04/2018	3854	Varidesk, LLC	2086	375.00
28057	10/04/2018	2431	VERIZON WIRELESS	2056	592.02
28058	10/04/2018	3814	Windstream Communications, Inc	2057	3.11
28060	10/04/2018	3282	David A. Levenson	2053	27.00

Number of Transactions: 36

Warrant Total: 89,423.32

Vendor Portion: 89,423.32

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	October 9, 2018 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	Babylon Plumbing & Heating Supply	Supplies 327701	2082	\$638.98	\$638.98	28024
4	Baldwin Automotive	Pre and DOT Inspection Bus#23 24668	2081	\$402.00		
5		Pre and DOT Inspection Bus#20 24667	2081	\$402.00		
6		Repairs Bus #18 18-24904	2081	\$599.19	\$1,403.19	28025
7	Bank of America Credit Card	Statue Cruises Field Trip	2124	\$45.50		
8		Officeworld.com Supplies	2043	\$29.57		
9		Ink Technologies	2043	\$52.00		
10		Whitney Pantry	2039	\$245.21		
11						
12		Amazon.com Computer Supplies	2122	\$75.21		
13		AT&T ipad access service	2048	\$89.97		
14		Apple iTunes	2047	\$24.99		
15		Newsday	2045	\$30.36		
16		Shoprite	2049	\$117.10		
17		Amazon.com-book	2104	\$8.99		
18		Amazon.com -book	2104	\$15.19		
19		NY Times online	2046	\$20.00		
20		AT&T monthly data plan	2052	\$30.00		
21		Spotify	2044	\$14.99		
22		Amazon.com- mats	2103	\$91.20	VOID	28026
23		Amazon.com- Tripods	2099	\$199.90	\$1,090.18	28027
24		Makemusic, inc	2091	\$400.00	\$400.00	28028
25	Benetech, Inc	Think HR	2033	\$70.00	\$70.00	28029

	A	B	C	D	E	F
1	October 9, 2018 Warrant					
2	<u>Vendor</u>	<u>Description</u>	<u>P.O. #</u>	<u>Invoice Amount</u>	<u>Vendor Total</u>	<u>Check Number</u>
26	Brennan Landscaping Co	Landscaping 1756	2037	\$6,165.00	\$6,165.00	28030
27	David Levenson	Chairperson Sp. Ed 53	2053	\$358.57	\$358.57	28031
28	David Levenson	Chairperson Sp. Ed 53	2053	\$27.00	\$27.00	28060
29	Davler Media	Ad 2018-212438	1229	\$125.00	\$125.00	28032
30	Galaxie Coffee Service	Supplies 8644411	2068	\$123.35		
31		Supplies 865124	2068	\$119.35	\$242.70	28033
32	Grainger	Supplies 9913418670	2128	\$456.73	\$456.73	28035
33	Guercio and Guercio, LLP	Retainer July 2018	2072	\$2,791.67		
34		Retainer August 2018	2072	\$2,791.67		
35		Retainer September 2018	2027	\$2,791.67		
36		Labor Matters 9/17/2018	2072	\$51.00	\$8,426.01	28036
37	Gov Connection	Fuser Maintenance Kit 56177480	2118	\$675.87		
38		Supplies 56177482	2123	\$864.50	\$1,540.37	28034
39	I. Janvey and Sons, Inc.	Supplies 218435	2110	\$579.22	\$579.22	28037
40	King Kullen	Groceries 182571483111	2074	\$5.03		
41		Groceries 182671412961	2074	\$8.97		
42		Groceries 182741433811	2074	\$7.57	\$21.57	28039
43	Long Island Rescue Services	CPR Training 1638	2121	\$750.00	\$750.00	28040
44	Love the Plumber	Services 16767	2112	\$1,304.58	\$1,304.58	28041
45	Mayerson Academy	Books 1063	2119	\$225.00	\$225.00	28042
46	NYS Emp. Health Ins. Pending A/C	Health Insurance 529	2010	\$61,083.63	\$61,083.63	28043
47	Phoenix Learning Resources	Workbooks PLR181870	2120	\$58.35	\$58.35	28044
48	PSEG	Electric for Main Building Sept 2018	2060	\$1,609.74	\$1,609.74	28045

	A	B	C	D	E	F
1	October 9, 2018 Warrant					
2	<u>Vendor</u>	<u>Description</u>	<u>P.O. #</u>	<u>Invoice Amount</u>	<u>Vendor Total</u>	<u>Check Number</u>
49		Electric for Garage Sept 2018	2059	\$245.11	\$245.11	28046
50	Really Good Stuff	Plan Books 6713933	2106	\$21.26	\$21.26	28047
51	Richard Security	Maintenance 41922	2071	\$126.00	\$126.00	28048
52	RICOH	Maintenance Contract 5054531197	1069	\$127.30		
53		Maintenance Contract 5054561109	1069	\$6.87	\$134.17	28049
54	SCEMA (Separate Check)	Membership fee 2018-2019	2136	\$25.00	\$25.00	28050
55	SCEMA (Separate Check)	School Participation Fee SP18-1922	2149	\$200.00	\$200.00	28051
56	Staples Business Advantage	Supplies 3389417061	2042	\$68.68	\$68.68	28052
57	Suffolk County Communication, Inc	Radio Air Time 54233	2034	\$306.00	\$306.00	28053
58	Suffolk Printing	Fall Adult Ed Flyers 7319	2111	\$270.00	\$270.00	28054
59	Traci Murphy	ERS refund Oct 2018	2143	\$91.15	\$91.15	28055
60	Tyco Fire & Security Management	Maintenance agreement 31017530	2145	\$390.00	\$390.00	28038
61	Varidesk	Standing desk INC-2-859951	2086	\$375.00	\$375.00	28056
62	Verizon Wireless	Cell Phone Service 9815125367	2056	\$592.02	\$592.02	28057
63	Windstream communications	Long Distance Phone 9/11/2019	2057	\$3.11	\$3.11	28058
64		General Fund Total		\$89,423.32	\$89,423.32	

Fire Island School CASH Transfer Form

FM BT

General Ledger

Date	Account and Description	From:	To:	Reason
9/18/18	General Fund Money Market (A205) 937623156	200,000.00		
9/18/18	General Fund Checking (TA204) 937291374		200,000.00	11/09 & 11/23/18 Payroll
		200,000.00	200,000.00	-
		Difference	-	

October 8, 2018

Woodhull School
Fire Island, NY 11770

To Whom it May Concern,

Please be advised that Tess Lambie has an exchange student from Denmark living with her and attending the Bay Shore High School for the next week (October, 9th through October 12th). We request that Hannah be taken to and from the High School with Tess for those days. If there is any problem with this request please notify Krysia McBride at 631-258-8311. Thanks very much.

Sincerely yours,

Krysia McBride

Krysia McBride



FIRE ISLAND UNION FREE SCHOOL DISTRICT
P.O. Box 428, Ocean Beach, NY 11770

Facility Use Requirements

The use of all District facilities shall be subject to the approval and rules of the Board of Education administered by the Superintendent or other Board designee.

- 1) Organizations wishing to use District facilities shall first apply to the Superintendent on the Facilities Use form. The Superintendent or his/her designee has final approval authority.
- 2) In the event of inclement weather, the Superintendent or his/her designee has the final authorization whether facilities are usable.
- 3) Intoxicants/illegal substances shall not be brought onto District facilities at any time.
- 4) Smoking or other use of tobacco products is not allowed on District property.
- 5) Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
- 6) Any damage to District facilities shall be promptly repaired at the user's expense. *No exceptions.* If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
- 7) Organizations are required to have a person certified in CPR/AED administration present in the facility during their activity.
- 8) Organizations using the facilities must clean up afterwards.
- 9) Permits may be revoked at any time.
- 10) Any Organization with youth under 18 years old must ensure the presence of adequate adult supervision at all times.
- 11) Any fee for use (if applicable) is payable before use begins.
- 12) A public telephone is located in the main office. The emergency number for police and fire is 911.
- 13) Facilities are not available if in conflict with school use. No unauthorized vehicles are allowed on school property. No field or building alterations (lining of fields or gymnasium, erecting goal posts or structures, etc) are allowed without prior approval. No District mechanical systems or devices, including but not limited to, HVAC system, windows, blinds or lighting may be operated without prior approval.
- 14) The District does not discriminate on the basis of race, color, national origin, physical impairment or sex in its educational programs or employment services.
- 15) All users must provide the following insurance prior to using facilities. Failure to do so prior to use will result in revocation of your permit.
 - a) The user hereby agrees to name the District as an unrestricted additional insured on the user's policy.
 - b) The policy naming the District as additional insured shall:
 - be an insurance policy from an A.M. Best rated "secured" New York State insurer, permitted to do business in New York State;
 - contain a 30-day notice of cancellation;
 - state that the organization's coverage shall be primary coverage for the District, its Board, employees and volunteers;

- e) additional insured status shall be provided with ISO endorsement CG 20 26 II 85 or its equivalent.
- c) The user agrees to indemnify the District for any applicable deductibles.
- d) Required Insurance:
 - Commercial General Liability Insurance - \$1,000,000 per occurrence/\$2,000,000 aggregate
- e) User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The user is to provide the District with a certificate of insurance, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

The District is a member/owner of the New York Schools Insurance Reciprocal (NYSIR). The user further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

- 16) Prior to the start of the event, an announcement should be made to your group regarding emergency evacuation procedures. For example, point out posted procedures, directions for exiting, how to respond to a fire alarm, etc. All posted rules must be adhered to.
- 17) In the event of an accident, please notify the custodian on duty, or call the business office the next morning.



FIRE ISLAND UNION FREE SCHOOL DISTRICT
P.O. Box 428, Ocean Beach, NY 11770

Use of Facilities Application Form

Name of Organization or Individual _____

School Facility Requested Building _____

Room(s) or area _____

Date(s) Facility Requested _____

Use Time from _____ to _____

Name of Person/Supervisor in charge _____

Mailing Address _____

Telephone _____ e-mail _____

Purpose of Use _____

Total Participants Expected _____ Adults _____ Children _____

Number of Adult Supervisory Personnel Provided _____

Is equipment required: Yes _____ No _____ If needed, state type and for what purpose:

Is an admission fee charged? Yes _____ No _____

If so, what will proceeds be used for? _____

If refreshments are served, give details _____

Agreement

The undersigned is over 21 years of age and has read this form and attached Facility Use Requirements, which are incorporated herein by reference, and agree to comply with them. I agree to be responsible to the Fire Island School District for use and care of the facilities.

_____ does covenant and agree to defend, indemnify, (name of organization) and hold harmless the Fire Island School District from and against any and all liability, loss, damages, claims or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in any way connected with the actual or proposed use of Fire Island School District property, facilities and/or services, including but not limited to bodily injury to any employee, invitee, guest, contractor or subcontractor of _____.

_____ (facility user) _____ understands and agrees that its use of Fire (facility user) Island School District's property and facilities includes, but is not limited to, all areas identified in the application or permit, and sidewalks, walkways, parking lots, entrances, stairs, and all other areas incidental to and/or connected with the use of the premises (hereinafter referred to as "incidental areas"). _____

_____ (facility user) agrees that its indemnity and insurance obligations extend to the areas identifies in the application and/or permit and any and all incidental areas.

Signature of Organization's Representative

Date

Address: _____.

Phone# _____.

Read attached Facilities Use Requirements and return application to: District Clerk
Fire Island UFSD
P.O. Box 428
Ocean Beach, NY 11770
(631) 583-5626

Action by School Authorities

Approved _____ Disapproved _____

Rental Charge (if applicable) _____ Payment Received _____

Board of Education Representative _____ Date _____

COMPLAINT FOR REPORTING SEXUAL HARASSMENT

FIRE ISLAND UNION FREE SCHOOL DISTRICT

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the office of the Superintendent of Schools or his/her designee. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/combating-sexual-harassment

COMPLAINANT INFORMATION

Name: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: (please select one)

Written _____ Verbal _____ Other _____

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

1. Your complaint of Sexual Harassment is made against:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: Supervisor Subordinate Co-Worker Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) sexual harassment occurred: _____

Is the sexual harassment continuing: Yes No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at the Fire Island School District: If yes, when and to whom did you complain or provide information?

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed a claim regarding this complaint with a federal, state or local government agency?
Yes No

Have you instituted a legal suit or court action regarding this complaint?
Yes No

Have you hired an attorney with respect to this complaint?
Yes No

I request that the Fire Island School District investigate this complaint of sexual harassment in a timely and confidential manner as outlined below, and advise me of the results of the investigation.

Signature _____ Date _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

You should create a written document of the findings of the investigation, along with any corrective actions taken and notify the employee and the individual(s) against whom the complaint was made. This may be done via email.

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE

The District is committed to maintaining a discrimination-free work environment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace and is one component of the District's commitment to a discrimination-free work environment. The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful. Employees of every level who engage in sexual harassment, including supervisory personnel who engage in sexual harassment, who knowingly allow such behavior to continue, or fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Sexual harassment may also subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability.

This policy applies to all instances of sexual harassment perpetrated against a "covered person," regardless of immigration status, by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered person" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace.

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

What Constitutes Sexual Harassment

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- a) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- b) Such conduct is made either explicitly or implicitly a term or condition of employment; or
- c) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any covered person who feels harassed should report the conduct so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited:

- a) Physical acts of a sexual nature, such as:
 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
 2. Rape, sexual battery, molestation or attempts to commit these assaults.
- b) Unwanted sexual advances or propositions, such as:

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
2. Subtle or obvious pressure for unwelcome sexual activities.
- c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- d) Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as:
 1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
 2. Sabotaging an individual's work; and
 3. Bullying, yelling, or name-calling.

Prohibition of Retaliatory Behavior (Whistle-Blower Protection)

Unlawful retaliation can be any action that could discourage a covered person from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of sexual harassment. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- c) Opposed sexual harassment by making a verbal or informal complaint of harassment to a supervisor, building principal, other administrator, or the Civil Rights Compliance Officer (CRCO);
- d) Reported that another employee has been sexually harassed; or
- e) Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the CRCO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is posted on the District website, and all covered persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is being submitted on another person's behalf.

Any person who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the CRCO. In the event the CRCO is the alleged harasser, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity.

(Continued)

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, building principals, and other administrators will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, building principals, and other administrators will also be subject to discipline for engaging in any retaliation.

Investigating Complaints

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, and in accordance with any applicable collective bargaining agreements to protect their rights to a fair and impartial investigation.

The District will not tolerate retaliation against anyone who files complaints, supports another's complaint, or participates in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- a) Upon receipt of a complaint, the CRCO will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. In the event that the CRCO is the alleged harasser, the complaint will be directed to another CRCO or District designee for investigation.
- b) If a complaint is verbal, encourage the individual to complete the complaint form, which is available on the District website, in writing. If he or she refuses, prepare a complaint form based on the verbal reporting.
- c) If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- d) Request and review all relevant documents, including all electronic communications.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- e) Interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- f) Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - 2. A list of names of those interviewed, along with a detailed summary of their statements;
 - 3. A timeline of events;
 - 4. A summary of prior relevant incidents, reported or unreported; and
 - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- g) Keep the written documentation and associated documents in a secure and confidential location.
- h) Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- i) Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

Annual Training

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- b) Examples of conduct that would constitute unlawful sexual harassment;

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the District's internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney.

In addition to those outlined below, individuals may have additional legal protections.

State Human Rights Law (HRL)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects covered persons, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file with DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the District does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

Individuals do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at www.eeoc.gov or via email at info@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

(Continued)

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.

Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.

29 CFR § 1604.11(a)

34 CFR Subtitle B, Chapter I

Civil Service Law § 75-B

Executive Law Article 15

Labor Law § 201-g

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District
#6122 -- Employee Grievances
#7551 -- Sexual Harassment of Students

Adoption Date

Non-Instructional/Business
Operations**SUBJECT: ALLOCATION OF TITLE I, PART A FUNDS IN THE DISTRICT****Allocation of Funds**

The District allocates the Title I, Part A funds it receives to District school buildings on the basis of the total number of students from low-income families in each eligible school attendance area or eligible school, as defined in law. Unless the District school building is participating in a school wide program, the District school building will only use Title I, Part A funds for programs that provide services to eligible children, as defined in law, identified as having the greatest need for special assistance.

The District will reserve from its allocation of Title I, Part A funds, such funds as are necessary to provide services comparable to those provided to students in District school buildings that receive Title I, Part A funds in order to serve:

- a) Homeless children and youths, including educationally related support services to children in shelters and other locations where children may live;
- b) Children in local institutions for neglected children; and
- c) If appropriate, children in local institutions for delinquent children, and neglected or delinquent children in community day programs.

Funds Will Supplement Not Supplant

The District will ensure that Title I, Part A funds only supplement, not supplant, the funds that would, in the absence of such federal funds, be made available from state and local sources for the education of students participating in programs assisted by Title I, Part A funds.

Allocation Methodology

The District has developed an allocation methodology that is consistent with Title I guidelines.

20 USC §§ 6312-6315 and 6321

NOTE: Refer also to Policies # 5110 -- Budget Planning and Development
5550 -- Maintenance of Fiscal Effort (Title I Programs)
8260 -- Title I Parent and Family Engagement

Adoption Date

SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE

The District recognizes the importance of educational stability for students in foster care and will collaborate, as appropriate, with the State Education Department (SED) and the local Department of Social Services (LDSS) to ensure that students in foster care have the same opportunity to achieve at the high-levels as their peers. For purposes of this policy, LDSS also refers to the local Social Services District or the local child welfare agency.

Definitions

- a) **Child or youth in foster care** ("student in foster care") means a child who is in the care and custody or custody and guardianship of a local Commissioner of Social Services or the Commissioner of the Office of Children and Family Services.
- b) **Feeder school** means:
 - 1. A preschool whose students are entitled to attend a specified elementary school or group of elementary schools upon completion of that preschool;
 - 2. A school whose students are entitled to attend a specified elementary, middle, intermediate, or high school or group of specified elementary, middle, intermediate, or high schools upon completion of the terminal grade of such school; or
 - 3. A school that sends its students to a receiving school in a neighboring school district pursuant to applicable laws and regulations.
- c) **Foster care** means 24-hour substitute care for children placed away from their parents or guardians and for whom the state or tribal child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.
- d) **Preschool** means a publicly funded prekindergarten program administered by SED or a local educational agency or a Head Start program administered by a local educational agency and/or services under the Individuals with Disabilities Education Act (IDEA) administered by a local educational agency.
- e) **Receiving school** means:
 - 1. A school that enrolls students from a specified or group of preschools, elementary schools, middle schools, intermediate schools, or high schools; or

(Continued)

Students

SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)

2. A school that enrolls students from a feeder school in a neighboring local educational agency pursuant to applicable laws and regulations.
- f) **School district of origin** means the school district within New York State in which the child or youth in foster care was attending a public school or preschool on a tuition-free basis or was entitled to attend at the time of placement into foster care when the Social Services District or the Office of Children and Family Services assumed care and custody or custody and guardianship of such child or youth, which is different from the school district of residence.
- g) **School district of residence** means the public school district within New York State in which the foster care placement is located, which is different from the school district of origin.
- h) **School of origin** means a public school that a child or youth attended at the time of placement into foster care, or the school in which the child or youth was last enrolled, including a preschool or a charter school. For a child or youth in foster care who completes the final grade level served by the school of origin, the term school of origin will include the designated receiving school at the next grade level for all feeder schools. Where the child is eligible to attend school in the school district of origin because the child was placed in foster care after such child is eligible to apply, register, or enroll in the public preschool or kindergarten or the child is living with a school-age sibling who attends school in the school district of origin, the school of origin will include any public school or preschool in which such child would have been entitled or eligible to attend based on such child's last residence before the circumstances arose which caused such child to be placed in foster care.

District Foster Care Liaison

The District will designate an appropriate staff person to act as the District's point of contact for students in foster care (i.e., the "Foster Care Liaison"). The Foster Care Liaison will not be the same staff person as the McKinney-Vento Liaison unless the McKinney-Vento Liaison has sufficient ability to carry out the responsibilities of both roles.

The Foster Care Liaison will work collaboratively with representatives from the LDSS.

The District will ensure that the name and contact information for the Foster Care Liaison are:

- a) Submitted to SED;
- b) Provided, in writing, to the point of contact for any LDSS known by the District to have students in its custody; and
- c) Posted on the District website.

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)**Designation of School District and School**

The LDSS, in consultation with the appropriate local educational agency or agencies, will determine whether placement in the school district of origin or the school district of residence is in the best interest of a student in foster care. Provided that the District is an appropriate local educational agency, the District will work with the LDSS to make the best interest determination as quickly as possible in order to prevent educational discontinuity for the student. If the student has an Individualized Education Program (IEP), a Section 504 plan, or is an English language learner, relevant school staff may be consulted during the best interest determination process.

To the extent feasible and appropriate, the student should remain in his or her school of origin while the best interest determination is being made.

Subject to a best interest determination, a student in foster care is entitled to attend the school of origin or any school that children and youth who live in the attendance area in which the foster care placement is located are eligible to attend, including a preschool, for the duration of the student's placement in foster care and until the end of the school year in which he or she is no longer in foster care, and for one additional year if that year constitutes the student's terminal year in that building.

Where the school district of origin or school of origin that a student was attending on a tuition-free basis, or was entitled to attend when the student entered foster care is located, in New York State and the student's foster care placement is located in a contiguous state, the student is entitled to attend his or her school of origin or any school that children and youth who live in the attendance area in which the foster care placement is located are eligible to attend, including a preschool, subject to a best interest determination, for the duration of the student's placement in foster care and until the end of the school year in which he or she is no longer in foster care, and for one additional year if that year constitutes the student's terminal year in such building.

Responsibilities When Designated as the School District of Attendance

If the District is designated as the school district of attendance for a student in foster care, the District will immediately:

- a) Enroll the student in foster care, even if the student is unable to produce records which are normally required for enrollment, such as previous academic records, records of immunization and/or other required health records, proof of residency or other documentation and/or even if the student has missed application or enrollment deadlines during any period of placement in foster care, if applicable;
- b) Treat the student in foster care as a resident for all purposes; and

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)

- c) Make a written request to the school district where the student's records are located in order to obtain a copy of the student's records and coordinate the transmittal of these records in accordance with applicable laws and regulations.

Request for Records

Within five days of receipt of a request for school records from a new school, the District will forward, in a manner consistent with federal and state law, a complete copy of the records of the student in foster care, including, but not limited to: proof of age; academic records; evaluations; immunization records; and guardianship papers (if applicable).

Tuition Reimbursement

Except as otherwise provided in law or regulation, the cost of instruction of a student in foster care will be borne by the school district of origin. Where a district other than the school district of origin is designated as the school district of attendance, the cost of instruction will be borne by the school district of origin and the tuition paid to the designated school district of attendance will be computed in accordance with applicable laws and regulations.

Transportation Responsibilities

Any student in foster care who requires transportation in order to attend his or her school of origin, is entitled to receive that transportation.

As appropriate, the District will coordinate and collaborate with the LDSS to make an appropriate transportation plan that supports the student's school stability plan and is fair to the District's taxpayers, consistent with the District's obligations under federal and state law.

When the District is the designated school district of attendance, and the student requires transportation to attend his or her school of origin, the District will provide transportation to and from the student's foster care placement location and the school of origin. The costs for transportation may be aidable pursuant to applicable laws and regulations.

When the District is the school district of residence and the designated school district of attendance, and the student does not attend his or her school of origin, the District will provide transportation on the same basis as provided to resident students. The costs for transportation may be aidable pursuant to applicable laws and regulations.

When transporting students in foster care, the District may incur excess transportation costs, as defined by law. The District and the LDSS may enter into a written agreement relating to how excess transportation costs should be funded, consistent with applicable laws and regulations. Absent such an

(Continued)

SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)

agreement, excess transportation costs incurred by the District will be shared equally between the LDSS responsible for the foster care costs of the student and the designated school district of attendance. The District and the LDSS will consider and utilize all allowable funding sources, including any available federal funds, to cover excess transportation costs.

Where a student in foster care has been placed in foster care in a contiguous state, and the District is the designated district of attendance, the District will collaborate with the LDSS to arrange for transportation.

Where the School of Origin is a Charter School

Where the school of origin is a charter school, the school district designated as the school district of attendance for a student in foster care will be deemed to be the school district of residence for the student for purposes of fiscal and programmatic responsibility and will be responsible for transportation of the student in foster care. If the designated school district of attendance is not the school district of origin, the designated school district of attendance may seek reimbursement from the school district of origin in accordance with applicable laws and regulations.

Dispute Resolution Process

To the extent feasible and appropriate, the District will ensure that a student in foster care remains in his or her school of origin while any dispute is being resolved in order to minimize disruptions and reduce the number of moves between schools.

Coordination with Other Agencies

The District will coordinate the provision of services described in this policy, as appropriate, with agencies or programs providing services to students in foster care.

The District will coordinate with other school districts on inter-district issues, such as transportation or transfer of school records.

The District will coordinate implementation of the above provision of services with the requirements of IDEA for students with disabilities.

Comparable Services

Each student in foster care will be provided services comparable to other students in the school of attendance, including: transportation services; educational services for which the student meets eligibility criteria; educational programs for students with disabilities; educational programs for English learners; programs in career and technical education; programs for gifted and talented students; and school nutrition programs.

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Students

SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)**Student Privacy**

As appropriate, the District will collaborate with SED and/or the LDSS to determine what documentation related to a student in foster care should be shared among involved parties. In all cases, the District will comply with all statutory requirements to protect student privacy, including the Family Educational Rights and Privacy Act (FERPA) and any other applicable privacy requirements under federal, state, or local laws.

45 USC § 6312

45 CFR § 1355.20(a)

US DOE, Non-Regulatory Guidance: Ensuring Stability for Children in Foster Care (June 23, 2016)

Education Law §§ 3202 and 3244

Memorandum from NY St. Educ. Department on Educational Stability and Transportation Provisions for Students in Foster Care Memo (December 2, 2016)

NOTE: Refer also to Policies #5660 -- Meal Charging and Prohibition Against Meal Shaming
#7240 -- Student Records: Access and Challenge

Adoption Date

Instruction

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT

The District will collaborate with parents and other family members to help students participating in Title I programs reach their full academic potential and to improve the District's overall academic quality. As part of its collaboration, the District will conduct outreach; plan and implement programs, activities, and procedures for parent and family member engagement; and consult meaningfully with parents and family members.

District-Wide Parent and Family Engagement

To facilitate parent and family participation, the District will:

- a) Involve parents and family members in jointly developing this policy, its Title I Plan, and its support and improvement plans. If the parents or family members indicate that the Title I plan is not satisfactory, the District will submit their comments to the State Education Department along with the plan;
- b) Improve student academic achievement and school performance through coordination, providing technical assistance, and giving support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family engagement activities, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- c) Coordinate and integrate parent and family engagement strategies with other relevant federal, state, and local programs;
- d) Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of its Title I schools. The evaluation will include identifying:
 1. Barriers to greater participation by parents and family members in Title I activities, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
 2. The needs of parents and family members to assist with their child's learning, including engaging with school personnel and teachers; and
 3. Strategies to support successful school and family interactions.

(Continued)

Instruction

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- e) Use the evaluation's findings to design evidence-based strategies for more effective parent and family member engagement, and to revise the policy, if needed;
- f) Involve parents in Title I activities, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the District to adequately represent the students' needs, to develop, revise, and review the parent and family engagement policy; and
- g) Involve parents and family members in decisions regarding how it spends funds reserved for parent and family engagement activities.

School-Level Parent and Family Member Engagement

The Board directs each school receiving Title I funds to develop a building-level parent and family member engagement plan with that school's parents and family members. In addition to the content included above, each school building-level plan will:

- a) Describe how to convene an annual meeting, at a convenient time, to inform parents and family members of their school's participation in Title I programs, to explain Title I requirements, and to identify the right of the parents and family members to be involved. All parents and family members of these children will be invited and encouraged to attend the meeting;
- b) Offer flexibility in scheduling meetings, and may provide transportation, child care, or home visits related to parent and family member engagement, using Title I funds;
- c) Involve parents and family members in an organized, ongoing, and timely way in planning, reviewing, and improving Title I programs, including this policy;
- d) Provide parents and family members with timely information about programs, a description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, the achievement levels of the challenging state academic standards, and, if requested by parents or family members, opportunities for regular meetings to formulate suggestions and to participate in decisions relating to their child's education. The District will respond to any suggestions as soon as practicably possible; and

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Instruction

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- e) Develop a compact jointly with parents and family members that outlines how they, school staff, and students will share responsibility for improved student academic achievement. The compact will also detail the means by which the school and parents and family members will build and develop a partnership to help all children achieve the state's standards.
- f) Have a compact that:
 - 1. Describes the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment to enable these students to meet the challenging state academic standards;
 - 2. Describes the ways in which each parent or family member will be responsible for supporting the child's learning, volunteering in the child's classroom, and participating, as appropriate, in decisions relating to the child's education and positive use of extracurricular time; and
 - 3. Addresses the importance of communication between teachers and parents or family members on an ongoing basis through, at a minimum:
 - (a) Parent or family member-teacher conferences in elementary schools, at least annually, during which the compact will be discussed as it relates to the individual child's achievement;
 - (b) Frequent reports to parents or family members on the child's progress;
 - (c) Reasonable access to staff, opportunities to volunteer and participate in the child's class, and observing their classroom activities.
 - (d) Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

If the parents or family members believe that the building-level parent and family engagement plan is not satisfactory, the school will submit their comments when it makes the plan available to the District.

To ensure effective involvement of parents or family members and to support a partnership among the school involved, parents or family members, and the community, to improve student academic achievement, the District and each school will:

(Continued)

Instruction

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- a) Provide assistance to parents or family members of children served by the District or school to understand topics such as the challenging state academic standards, state and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of the children;
- b) Provide materials and training to help parents or family members to work with the children to improve their achievement, such as literacy training and using technology (including education about the harms of copyright piracy) to foster parent and family member engagement;
- c) Educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents or family members, in the value and utility of parent or family member contribution, and in how to reach out to, communicate with, and work with parents or family members as equal partners; implement and coordinate parent or family member programs; and build ties between parents or family members and the school;
- d) Coordinate and integrate, to the extent feasible and appropriate, parent and family member engagement programs and activities with federal, state, and local programs, including public preschool programs that encourage and support parents and family members in more fully participating in the education of the children;
- e) Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents or family members of participating children in a format and, to the extent practicable, in a language the parents or family members can understand;
- f) Provide other reasonable support for parent and family member engagement activities as parents or family members may request.

In addition, the District and each school may:

- a) Involve parents or family members in developing training for teachers, principals, and other educators to improve the effectiveness of this training;
- b) Provide necessary literacy training from funds received under this part if the District has exhausted all other reasonably available sources of funding for the training;

(Continued)

Instruction

SUBJECT: TITLE I PARENT AND FAMILY ENGAGEMENT (Cont'd.)

- c) Pay reasonable and necessary expenses associated with local parent and family member engagement activities, including transportation and child care costs, to enable parents and family members to participate in school-related meetings and training sessions;
- d) Train parents or family members to enhance the involvement of other parents or family members;
- e) Arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents or family members who are unable to attend these conferences at school, to maximize parent and family engagement and participation;
- f) Adopt and implement model approaches to improving parent and family engagement;
- g) Establish a District-wide parent and family member advisory council to provide advice on all matters related to parent and family member engagement in supported programs; and
- h) Develop appropriate roles for community-based organizations and businesses in parent and family member engagement activities.

In carrying out the parent and family member engagement requirements, the District and its schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and, to the extent practicable, in a language they understand.

Procedures for Filing Complaints/Appeals

The District will disseminate free of charge to parents and family members of children in Title I programs, and to appropriate private school officials or representatives, adequate information regarding the District's written complaint procedures for resolving Title I issues.

***Comparability of Services**

The District will ensure equivalence among its schools of the same grade span and levels of instruction with regard to teachers, administrators, and auxiliary personnel, as well as equivalence in providing curriculum materials and instructional supplies in Title I programs.

Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA) of 2015

20 USC §§ 6318 and 6321

34 CFR Parts 74-86, 97-99, and 200

Adoption Date