

 = Required Field

Local Agency Information		
<b>Funding Source:</b>	2025-2026 Title IIIA English Language Learners	
<b>Report Prepared By:</b>	Christina M. Guastella, Funded Programs Administrator	
<b>Agency Name:</b>	Central Islip Union Free School District	
<b>Mailing Address:</b>	50 Wheeler Road	
	[Redacted]	
	Central Islip	New York 11722
	City	State Zip Code
<b>Telephone # of Report Preparer:</b>	(631) 348-5000 ext 1017 County: Suffolk	
<b>E-mail Address:</b>	<a href="mailto:CGuastella@centralislip.k12.ny.us">CGuastella@centralislip.k12.ny.us</a>	
<b>Project Funding Dates:</b>	9/1/2025 Start	8/31/2026 End

**INSTRUCTIONS**

- Submit the original FS-10 Budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to Grants Finance.
- The Chief Administrator's Certification on the Budget Summary worksheet must be signed by the agency's Chief Administrative Officer or properly authorized designee.
- An approved copy of the FS-10 Budget will be returned to the contact person noted above. A window envelope will be used; please make sure that the contact information is accurate and confined to the address field without altering the formatting.
- For information on budgeting refer to the Fiscal Guidelines for Federal and State Aided Grants at <http://www.oms.nysed.gov/cafeguidance/>.

**RECEIVED**

Received

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**SALARIES FOR PROFESSIONAL STAFF**

			Subtotal - Code 15	\$261,811
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary	
Spanish Translator- serves as a translator for Spanish-speaking families for school evening events	20 hours (2 hours per event x 10 events x 1 administrator)	\$79.00 per hour	\$1,580	
<b>Secondary NYSESLAT Preparation After-School Program</b>				
<b>Central Islip HS</b>				
1 Administrator will be on-site to support teachers' program needs and secondary students' academic needs	66 hours [((12 weeks x 5 hours per week) + 6 hours of planning time) x 1 administrator]	\$79.00 per hour	\$5,214	
3 Teachers focusing on NYSESLAT Preparation, ENL instruction, and bilingual content area instruction	51 hours [((12 weeks x 4 hours per week) + 3 hours of planning time) x 3 teachers]	\$70.00 per hour	\$10,710	
<b>Ralph G. Reed Middle School</b>				
1 Administrator will be on-site to support teachers' program needs and secondary students' academic needs	66 hours [(12 weeks x 5 hours per week) + 6 hours of planning time] x 1 administrator	\$79.00 per hour	\$5,214	
3 Teachers focusing on ENL instruction, home language literacy, and bilingual content area instruction	51 hours [((12 weeks x 4 hours per week) + 3 hours of planning time) x 3 teachers]	\$70.00 per hour	\$10,710	
<b>Elementary NYSESLAT After-School Program</b>				
6 Administrators will be on-site (one per elementary building) to support teachers providing ENL instruction, home language literacy, and bilingual content area instruction	88 hours [((17 weeks x 5 hours per week) + 3 hours of planning time) x 6 administrators]	\$85.00 per hour	\$44,880	
29 Teachers focusing on ENL instruction, home language literacy, and bilingual content area instruction	71 hours [((17 weeks x 4 hours per week) + 3 hours of planning time) x 29 teachers]	\$70.00 per hour	\$144,130	
<b>Family Workshops/Orientation for Parents of ELLs</b>				
2 Administrators will provide information to families of multilingual learners including community offerings, how-to's, and resources available within the District; during the evening	10 hours [((3 days x 3 hours per day) + 1 hour of planning) x 2 administrators]	\$79.00 per hour	\$1,580	
<b>Newly Arrived ELLs Saturday Enrichment Program</b>				
1 Administrator will be on-site to support teachers providing newcomer students' academic needs and teachers' program needs; administrator will lead family workshops during program hours	29 hours [((4.5 hours per session x 6 sessions) + 2 hour planning meeting) x 1 administrator]	\$79.00 per hour	\$2,291	

8 Teachers focusing on native and new language literacy instruction	26 hours [(4 hours per session x 6 sessions) + 2 hour planning meeting) x 8 teachers]	\$70.00 per hour	\$14,560
<b>Summer Language Proficiency Team for ELLs</b>			
2 Administrators will facilitate language proficiency team meetings during the Summer (August 2024) to determine special education eligibility of ELL students. This summer service is in addition to the LPT meetings that are held during the regular school year.	4, 4-hour sessions x 2 administrators	\$420 per session	\$3,360
1 Teacher will participate in the LPT meetings to determine special education eligibility of ELL students. This summer service is in addition to the LPT meetings that are held during the regular school year.	4, 4-hour sessions x 1 teacher	\$420 per session	\$1,680
<b>NYS Seal of Biliteracy After-School Program</b>			
1 Administrator will coordinate the NYS Seal of Biliteracy Program by identifying eligible students and supporting teachers' and students' needs throughout the program. This program will take place after the regular school day.	67 hours [(1 hour per week x 25 weeks) + 42 hours of planning, documentation, and webinars]	\$119.40 per hour	\$8,000
3 Teachers will provide guidance, support, and confirm eligibility of students interested in pursuing the NYS Seal of Biliteracy. This program will take place after the regular school day.	25 hours ((1 session per week x 25 weeks) x 3 teachers)	\$105.36 per session	\$7,902

**SALARIES FOR SUPPORT STAFF**

Subtotal - Code 16			<b>\$57,533</b>
Specific Position Title	Full-Time Equivalent	Annualized Rate of Pay	Project Salary
<b>Elementary NYSESLAT After-School Program</b>			
6 Clericals will support the Elementary NYSESLAT After-School Program	85 hours (17 weeks x 5 hours per week x 6 clericals)	\$74.41 per hour	\$37,949
6 Teacher Aides will support the Elementary NYSESLAT After-School Program	68 hours ((17 weeks x 4 hours per week) x 6 aides)	\$48 per hour	\$19,584

**PURCHASED SERVICES**

			Subtotal - Code 40	\$9,560
Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure	
Reimbursement to Teachers attending the Annual NYSABE Conference; 3 day conference, admission/registration fee is reimbursed to teachers upon proof of attendance and payment	Teachers from District	\$595 per registration x 8 teachers	\$4,760	
Supplemental digital resources will be purchased to support differentiated instruction for ELL students. 130 licenses will be purchased, allowing teachers to adapt activities for ELL students, including adding images, re-leveling and/or translating text, and accessing ready-made activities.	Diffit	\$36.92 per license x 130 licenses	\$4,800	

**SUPPLIES AND MATERIALS**

Subtotal - Code 45

**\$7,700**

Description of Item	Quantity	Unit Cost	Proposed Expenditure
<b>NYSESLAT Preparation Workbooks for NYSESLAT-</b> NYSESLAT student workbooks will be purchased for students in the elementary and secondary after-school NYSESLAT Program at each building; Vendor: Perfection Learning	290.00	\$20.00	\$5,800
<b>NYSESLAT Preparation Workbooks for NYSESLAT-</b> NYSESLAT student workbooks will be purchased for students in the secondary after-school NYSESLAT Program at each building; Vendor: Rally Education	95.00	\$20.00	\$1,900

## Employee Benefits

Subtotal - Code 80		\$28,528
Benefit		Proposed Expenditure
Social Security		\$28,528
<b>Retirement</b>	New York State Teachers	
	New York State Employees	
	Other - Pension	
Health Insurance		
Worker's Compensation		
Unemployment Insurance		
Other(Identify)		

CF121  
 ENTRY DATE 11/25/25  
 PROJECT 0293263155  
 SED CODE 580513030000  
 NYC DOC #

GRANTS FINANCE  
 PROJECT STATUS REPORT  
 TITLE IIIA, ELL  
 CENTRAL ISLIP UFSD

RUN DATE 11/25/25

BUDGET DETAIL INFORMATION

PROF SALARY	15	261,811.00	BEGIN DATE	09/01/25
NON PROF SALARY	16	57,533.00	END DATE	08/31/26
PURCH SERVICES	40	9,560.00	AMENDMENT #	
SUPP & MATERIAL	45	7,700.00	CONTRACT #	
TRAVEL EXPENSE	46	0.00	STOP DATE	
EMP BENEFITS	80	28,528.00	REFUND CHECK #	
INDIRECT COST	90	0.00	IND COST RATE	2.0
BOCES SERVICES	49	0.00	INT ELIG	N
REMODELING	30	0.00		
EQUIPMENT	20	0.00		

BUDGET SUMMARY INFORMATION

FUNDYEAR	BUDGET SPLITS	PAID TO DATE	OUTSTANDING ENC
029326	182,566.00	0.00	182,566.00
029325	182,566.00	73,026.00	109,540.00
029324	0.00	0.00	0.00
	0.00	0.00	0.00
	0.00	0.00	0.00
<b>TOTAL</b>	<b>365,132.00</b>	<b>73,026.00</b>	<b>292,106.00</b>

LOG AND CONTRACT DATES

	RECEIVED	ENTERED	CONTRACT	APPROVED
BUDGET	11/07/25	11/24/25		
INTERIM				
FINAL				

CASH DETAIL

ENTRY	DOC #	TRANS	ENC	RPT	LINE	AMOUNT	FUNDYR	MIR	PD	DT	STAT
112525	680874F	INIT	000	11/25	01	73,026.00	029325	112525			ENT

THIS BUDGET HAS BEEN PROCESSED BY THE NEW YORK STATE  
 EDUCATION DEPARTMENT. THIS SUMMARY REPLACES THE SIGNED COPY.



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY  
12234

Grants Finance  
Room 510W, Education Building  
Tel. (518) 474-4815

## **Reminder: Record Keeping and Retention**

*This document is intended as a reminder to local agencies on proper record keeping and retention.*

Generally, local agencies must have a proper financial management system in place, along with strong internal controls and written procedures, to properly account for funds received through a grant/grant-contract awarded by NYSED. Additionally, program as well as financial records, including supporting and source documentation, must be maintained and available for review by State and federal representatives or their duly authorized representatives.

In order to meet the requirements of both State and federally funded programs, these records must be kept for a period of six years after the last payment was made unless specified by program requirements or otherwise stated in the grant agreement.<sup>1</sup> Audit or litigation will “freeze the clock” for records retention purposes until the issue is resolved.

Information on records retention may be found in:

- 2 CFR 200.333-337 of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards for awards made on/after 12/26/14.
- Parts 74 & 80 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 74.53 & 34 CFR 80.42, for federal awards made prior to 12/26/14.
- Part 76 of the Education Department General Administrative Regulations (EDGAR), specifically 34 CFR 76.730-731.
- Records Retention and Disposition Schedules published by the New York State Archives ([http://www.archives.nysed.gov/records/mr\\_retention.shtml](http://www.archives.nysed.gov/records/mr_retention.shtml))

Local agencies must retain records<sup>2</sup> that show the amount of funds by grant, including total cost, how the awardee used the funds, authorizations, obligations, share of costs provided from other sources, as well as compliance with program requirements. In addition, source documents are required to support all transactions entered into the grantee's record keeping system. Source documents that authorize the disbursement of grant funds may consist of purchase orders, contracts, time & effort records, delivery receipts, vendor invoices, travel documentation, and payment documents, including check stubs. More information and examples of the types of documents used to support payment for other types of costs (such as goods, services, travel, utilities, and property leases) may be found in Chapter XII, Section 3 and Section 4.B.1 of the Guide to Financial Operations published by the NYS Office of the Comptroller (<https://www.osc.state.ny.us/agencies/guide/MyWebHelp/>).

<sup>1</sup> For projects awarded under a multi-year grant-contract, all project and contract-related documents (including the contract itself as well as the annual budgets) need to be retained for 6 years following the end of the contract.

<sup>2</sup> Please refer to 2 CFR 200.302 for a discussion of how federal awards are to be identified and accounted for in the financial management system. Proper accounting of federal funds will help ensure that appropriate and accurate documentation from this system can be provided if/when needed.