

# HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

Dr. Dina M. Anzalone  
Superintendent of Schools

## REQUEST FOR PROPOSAL

RFP #: INV-1/26-27

DATE OF OPENING: April 29, 2026

TITLE:

Investigative Services

TIME:

1:00 p.m.

To All Providers:

Please submit a sealed proposal for Investigative Services for the Hewlett-Woodmere Union Free School District. The District will receive sealed proposals on, or prior to **1:00 p.m. on April 29, 2026**. Proposals received after stated date will be returned to the sender, unopened. Proposals must be submitted in a sealed envelope plainly marked on the outside:

RFP #: INV-1/26-27

Title: Investigative Services

Proposals shall be irrevocable for a minimum period of forty-five (45) days from the date of proposal opening. Alterations to said proposals must be submitted in writing prior to the date of opening. Consideration shall be given only to those alterations, which may be caused by unforeseen circumstances beyond the control of the firm submitting said proposal. The Purchasing Agent or his/her designee shall make such determination.

The Hewlett-Woodmere Union Free School District Board of Education reserves the right to reject any or all proposals that it considers not to be in the best interest of the school district.

Please read the attached material carefully before submitting your proposal. Incomplete proposals may not be considered.

Thank you very much for your cooperation.

*Joseph DiBartolo*

Purchasing Agent

Provider Name: \_\_\_\_\_

**HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT**  
**1 Johnson Place**  
**Woodmere, New York 11598**

**REQUEST FOR PROPOSAL- INVESTIGATIVE SERVICES**

The Hewlett-Woodmere Union Free School District, (hereinafter referred to as the "District"), invites proposals from qualified individuals and firms/agencies to provide the District with Investigative Services during the 2026-2027 school year. The proposer must demonstrate its ability to provide the services identified in this request for proposal. The District intends to select one or more proposer to provide these services.

In accordance with the District's policies and procedures, contracts for professional services requiring special skill or training are not subject to competitive bidding requirements of § 103 of General Municipal Law.

**1. Purpose**

The District requests proposals from qualified individuals and firms/agencies to provide the District with Investigative Services beginning on or after July 1, 2026 with an annual renewal for additional one year terms upon the approval of the Board of Education. Any renewal shall be upon the existing terms and conditions, including price. Notwithstanding the foregoing, in the event that the successful Proposer incurs additional expenses that require a price increase in subsequent years, the successful Proposer may request an annual increase not to exceed 2%.

The District reserves the right to allow all municipal, not-for-profit and political subdivisions to procure services awarded as a result of this request for proposals. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the District.

**2. Scope of Services**

The service may involve one or more of the following requirements:

- a. Determination of the most appropriate investigative method relative to the type of complaint or allegation.
- b. Conducting an objective and thorough investigation or fact-finding
- c. Collecting and preserving all relevant evidence
- d. Drafting a comprehensive written report of all findings and determinations
- e. Actions taken in furtherance of all investigation or fact-finding
- f. Meeting with District representatives to debrief the organization on the results of the investigation or fact-finding.
- g. All work that is performed under this *Scope of Services* must be provided in a confidential manner. The successful firm may only communicate with designated representatives within the District or with designated representatives of the District

regarding the nature and scope of the investigation, information and evidence collected, investigative findings and investigative work products.

h. Conduct Investigation – The successful contractor(s) may perform one or more of the following responsibilities, as requested:

- Meet with the appropriate District administrative staff to discuss the allegations to be investigated.
- Provide an investigative plan, detailing the issues to be investigated, witnesses to be interviewed, evidence to be reviewed and/or collected, and an estimated timeline for the investigation.
- Determine the most appropriate investigative method(s) to be used, for each investigation in conjunction with the District staff.
- Ensure that electronic media is properly acquired and authenticated prior to examination and analysis of data stored on such media.
- Interview witnesses, complainants and other persons, gather documents, prepare witnesses, affidavits, and supporting documentation, and otherwise conduct all research necessary and gather all evidence sufficient to complete each assigned investigation and support any conclusions regarding violations of District policies, rules, regulations and/or State and Federal law.
- Evaluate all evidence gathered in each investigation to formulate defensible investigation conclusions regarding the alleged violations, if requested.
- Provides updates to District administrative staff and/or designees on the progress of the investigation, including any anticipated changes to the established timeline, on a weekly basis or as required by the District.

i. Report Finding – The successful contractor(s) may, as requested:

- Prepare a written report that documents the entire investigation process, to include but not limited to:
  - The investigative methodology and procedures utilized in the investigation;
  - Individuals interviewed, evidence reviewed, the credibility of the individuals interviewed and documents reviewed;
  - The investigator's evaluation of the facts; a determination of whether relevant policies, rules, regulations and/or State or Federal laws have been violated.

- Along with the report, the Contractor may also be requested to provide copies of recorded interviews, surveillance recordings, if applicable, and any other applicable evidentiary support used to validate the written findings, and applicable recommendations.
- Upon delivery of the report, the assigned investigator may be required to conduct a debriefing session with the District and/or designee and/or school attorney.
- j. Other Requirements – The Contractor shall:
  - Comply with all federal, state and local laws, statutes, ordinances, rules and regulations in conducting all investigations.
  - Travel to locations primarily throughout the District to conduct investigations.
  - Participate in administrative hearings, in court or other official proceedings that result from the investigations.
  - Maintain records, documents and evidence of investigation in accordance with applicable federal and state laws, rules and regulations.

### **3. Requirements for Submittal of a Proposal**

All proposals must be submitted in two (2) parts. Part I must consist of responses to the management and qualifications items. Part II must consist of the complete contract cost and pricing information. Proposals should not be excessively long, and should be submitted in a format that permits copying for review. Envelopes for submission of the proposal are to be marked "Investigative Services". Two (2) copies of each proposal must be submitted. One (1) copy must be titled "ORIGINAL" and the other one (1) copy titled "COPY". Each page of the proposal must state the firm submitting the proposal and the page number. All materials submitted in response to this request shall become the property of the District. Proposals must be received no later than 1:00 p.m. on April 29, 2026 at the following address:

Hewlett-Woodmere Union Free School District  
 Business Office  
 One Johnson Place, Rm. 308  
 Woodmere, New York 11598  
 Attn: Taliye Corley

There is no express or implied obligation for the District to reimburse responding individuals or firms for any expenses incurred in preparing quotations, attending pre-quotation conferences, or interview(s) in responding to this request.

### **PART I - Management and Qualifications**

All individuals providing services hereunder must be licensed and qualified to provide the within services to the School District. Proposers shall satisfy these criteria in order to qualify for award.

In setting forth its qualifications, each individual or firm/agency submitting a proposal shall:

- A. Provide the name of the firm/agency, as well as a brief description of its business activities and history.
- B. Provide the name and title of the person(s) submitting the proposal, the firm/agency's main office address, primary and secondary points of contact and their telephone and fax numbers (including area codes).
- C. Provide information on how long the firm/agency has been in business and the length of its experience in providing services to school districts. Potential Contractors must have at least four (4) years of experience in providing these services to school districts.
- D. Provide evidence of New York State licensure, if applicable.
- E. State the names and credentials of all individuals that might be assigned to this engagement and provide their resumes.
- F. Identify the nature of any potential conflict of interest the individual or firm might have in providing these services to the District.
- G. If the proposer does not currently provide services to the District, please provide at least three (3) client references from similar contracts, including contact names, addresses and telephone numbers.
- H. Provide any other information that might be beneficial to the District.

The firm should provide an affirmative statement that it is independent of the District.

## **PART II – Cost**

State the rates at which the services would be provided to the District. Proposals shall include:

- A. The completed cost sheet, as attached to this request for proposals.
- B. For any additional item not included on the attached cost sheet, include the rate associated with the item of work.
- C. Proposer may include in its proposal items not specified in this RFP which it would consider pertinent. All such alternatives must be listed separately from the proposal and the cost thereof must be separate and itemized.
- D. Provide any other relevant information that will assist the District in evaluating the proposal.

#### **4. Proposal Submission**

Proposals must be clearly labeled and submitted to Taliye Corley no later than 1:00 p.m. on April 29, 2026. Proposals submitted after that time and date will not be considered and will be returned to the submitter unopened.

The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposals.

#### **5. Evaluation Procedures**

##### **A. Review of Proposals**

The District will review qualifications of the proposals.

The District reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

##### **B. Evaluation Criteria**

- Proposer's provision of services to the District 10%
- Prior experience in similar work 20%
- Professional Qualifications 20%
- Total proposed price 20%
- Proposer's demonstrated capabilities 20%
- Length of time in business 10%

The evaluation process is designed to award the proposal not necessarily to the Proposer of least cost, but rather to the Proposer with the best combination of attributes based on the evaluation criteria.

##### **C. Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Board of Education and the firm selected. The District reserves the right, without prejudice, to reject any or all proposals.

This RFP does not commit the District to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP, or to procure or contract for services. The District intends to award a contract on the basis of the best interest and advantage to the District, and reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified proposers, or to cancel this RFP in part or in its entirety, if it is in the best interest of the District to do so. The District may select as

the successful proposer that proposal which, in the District's sole discretion and with whatever modifications the District and the proposer may mutually agree upon, best meets the District's requirements whether or not that proposal is the lowest priced. No proposer shall have any legal, equitable, or contractual rights of any kind arising out of its submission of a proposal except as and to the extent that the District, in its sole discretion, shall enter into a contract with the proposer that it selects..

#### **D. Term of Contract/Form of Contract**

**Contract Period:** July 1, 2026 through June 30, 2027. This contract shall be for one (1) year, with the option to renew for additional one year periods, upon approval of the Board of Education for each year, at its sole discretion. Any renewal shall be upon the existing terms and conditions, including price. Notwithstanding the foregoing, in the event that the successful Proposer incurs additional expenses that require a price increase in subsequent years, the successful Proposer may request an annual increase not to exceed 2%.

**The successful proposer will be required to execute the Agreement annexed hereto as Exhibit A.**

By submission of a proposal, the proposer understands and agrees that the terms and conditions set forth in the within Request for Proposals shall be incorporated into the form of agreement between the Board of Education and the successful proposer.

#### **E. Financial Statement**

Upon request of the District, a proposer shall submit its most recent financial statement. The District reserves the right to use third party companies to verify financial information provided.

#### **F. Freedom of Information Law**

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that the information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law must clearly identify the pages of the proposals containing such information by typing in bold fact on the top of each page, "**THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**" The District assumes no liability for disclosure of information so identified, provided that the District has made a good faith legal determination that the information is not protected under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

**G. Specifications Clarifications/Inquiries**

Any question submitted by an individual or firm regarding this RFP must be directed, via email to: [jdibartolo@hewlett-woodmere.net](mailto:jdibartolo@hewlett-woodmere.net), no later than ten (10) days prior to the deadline for submission or proposals.

Written response, together with original inquire, will be forwarded to all individuals for firms receiving this RFP.

NAME & ADDRESS OF PROPOSER:

\_\_\_\_\_  
(please print)

FEDERAL EMPLOYEE ID #

TELEPHONE NUMBER:

(     ) \_\_\_\_\_

FAX NUMBER

(     ) \_\_\_\_\_

EMAIL ADDRESS

\_\_\_\_\_

SIGNATURE & TITLE

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(please print name)

\_\_\_\_\_  
Date

***NO CONTRACT BECOMES BINDING UNTIL THE NECESSARY FUNDS HAVE BEEN APPROVED FOR THE FISCAL YEAR DURING WHICH THE CONTRACT IS IN EFFECT.***

**HEWLETT-WOODMERE PUBLIC SCHOOLS**

**REQUEST for PROPOSAL  
INVESTIGATIVE SERVICES FOR THE 2026 / 2027 SCHOOL YEAR**

**INVESTIGATIVE SERVICES 2026 - 2027**  
**Opening: April 29, 2026 @ 1:00 PM**

**QUOTATION SHEET**

**PROPOSER:** \_\_\_\_\_

**INVESTIGATIVE SERVICES:**

- |   |                                                                                       |             |          |
|---|---------------------------------------------------------------------------------------|-------------|----------|
| 1 | Investigative Sevices (inc observation)                                               | hourly rate | \$ _____ |
| 2 | Public Records Search                                                                 | per search  | \$ _____ |
| 3 | License Place Search                                                                  | per search  | \$ _____ |
| 4 | DMV Driver License Search                                                             | per search  | \$ _____ |
| 5 | Property Deed Search                                                                  | per search  | \$ _____ |
| 6 | Utility Search                                                                        | per search  | \$ _____ |
| 7 | Attendance at Meetings & Hearings                                                     | hourly rate | \$ _____ |
| 8 | Investigative Report                                                                  | flat fee    | \$ _____ |
| 9 | Mileage remibursement in order to conduct investigation to be measured from:<br>_____ |             |          |

- Mileage reimbursement, if applicable, in accordance with IRS rules & regulations
- Reimbursable expenses in excess of \$50.00 require advanced approval

List quote for any additional services:      per:

|       |       |          |
|-------|-------|----------|
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |
| _____ | _____ | \$ _____ |

**PLEASE SUBMIT with Proposal:**

- . Quotation Sheet
- . Non-Collusive Bidding Certification
- . Iran Divestment Act Certification
- . Conflict of Interest Certification
- . Disclosure Form
- . Agreement/Investigative Services

**CONTACT:**

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

NON-COLLUSIVE FORM

PROPOSAL CERTIFICATIONS

Firm Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Telephone Number \_\_\_\_\_  
Date of Proposal \_\_\_\_\_

**I. General Proposal Certification**

The proposer certifies that he will furnish, at the prices quoted, the materials, equipment and/or services as proposed on this Request for Proposals.

**II. Non-Collusive Proposal Certification**

The following statement is made pursuant to Section 103-D of the General Municipal Law, as amended by Chapter 675 of the Laws of 1966, and Section 139-D of the State Finance Law, as amended by Chapter 675 of the Laws of 1966, and Section 2604 of the Public Authorities Law, as amended by Chapter 675 of the Laws of 1966. By submission of this proposal, the proposer certifies that he/she is complying with Section 103-d of the General Municipal Law as follows:

Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the proposer and affirmed by such proposer as true under the penalties of perjury:

Non-collusive proposal certification.

- (a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:
1. The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;
  2. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to opening, directly or indirectly, to any other proposer or to any competitor; and,
  3. No attempt has been made or will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.
- (b) A proposal shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall

furnish with the reasons therefor. Where (a) (1) (2) and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department agency or official thereof to which the proposal is made or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a proposer (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being requested for proposal, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any proposal hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate proposer for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such proposal contains the certifications referred to in subdivision II of this section, shall be deemed to have been authorized by the board of directors of the proposer, and such authorization shall be deemed to include the signing, and submission of the proposal and the inclusion therein of the certificate as to non-collusion as the act and deed of corporation.

**The proposer affirms the above statement as true under the penalties of perjury.**

Signature of Proposer: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

By submitting a proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Proposer/Contractor, any person signing on behalf of any Proposer/Contractor and any assignee or subcontractor and, in the case of a joint proposal, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, that to the best of its knowledge and belief, that each Proposer/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Proposer/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Proposer/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the School District receive information that a Proposer/Contractor is in violation of the above-referenced certification, the School District will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the School District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the Proposer/Contractor in default. The School District reserves the right to reject any proposal or request for assignment for a Proposer/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Proposer/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, \_\_\_\_\_, being duly sworn, deposes and says that he/she is the \_\_\_\_\_ of the \_\_\_\_\_ Corporation and that neither the Proposer/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

\_\_\_\_\_  
SIGNED

SWORN to before me this  
\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

DECLARATION OF PROPOSER'S INABILITY TO PROVIDE  
CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

*Proposers shall complete this form if they cannot certify that the proposer/contractor or any proposed subcontractor is not identified on the Prohibited Entities List. The District reserves the right to undertake any investigation into the information provided herein or to request additional information from the proposer.*

Name of the Proposer: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_

Has proposer been involved in investment activities in Iran? \_\_\_\_\_

Describe the type of activities including but not limited to the amounts and the nature of the investments (e.g. banking, energy, real estate)

\_\_\_\_\_

If so, when did the first investment activity occur? \_\_\_\_\_

Have the investment activities ended? \_\_\_\_\_

If so, what was the date of the last investment activity? \_\_\_\_\_

If not, have the investment activities increased or expanded since April 12, 2012? \_\_\_\_\_

Has the proposer adopted, publicized, or implemented a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran? \_\_\_\_\_

If so, provide the date of the adoption of the plan by the proposer and proof of the adopted resolution, if any and a copy of the formal plan. \_\_\_\_\_

In detail, state the reasons why the proposer cannot provide the Certification of Compliance with the Iran Divestment Act below (additional pages may be attached):

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ being duly sworn, deposes and says that he/she is  
the \_\_\_\_\_ of the \_\_\_\_\_  
Corporation and the foregoing is true and accurate.

SWORN to before me this \_\_\_\_\_

\_\_\_\_\_ day of \_\_\_\_\_, 202\_\_

\_\_\_\_\_  
NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

CONFLICT OF INTEREST CERTIFICATION

Name of Contractor \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

The Contractor above mentioned declares and certifies:

- First            That the said Contractor is of lawful age and the only one interested in this proposal, and that no one other than said Contractor has any interest herein.
- Second        That this proposal is made without any previous understanding, agreement or connection with any other person, firm, or corporation making a proposal for the same purpose, and is in all respects fair and without collusion or fraud.
- Third          That no member of the Board of Education of the Hewlett-Woodmere Union Free School District nor any officer or employee or person whose salary is payable as a whole or in part from the treasury of said Board of Education is directly or indirectly interested in this proposal or in the supplies, materials, equipment, work, or services to which it relates, or in any portion of the profits thereof.
- Fourth        That said vendor has carefully examined the instructions, schedules, and specification prepared under the direction of the Board of Education, and will, of successful in this proposal, furnish and deliver at the prices proposed and within the time stated, all materials, supplies, apparatus, goods, wares, merchandise, services, or labor for which this proposal is made.
- Fifth          That the prices quoted are net and exclusive of all federal, state and municipal sales and excise taxes.
- Sixth         The non-collusive proposal certification applies to this proposal.

Sworn to before me this

\_\_\_\_\_ day of \_\_\_\_\_ 202\_\_

\_\_\_\_\_  
NOTARY PUBLIC

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

DISCLOSURE FORM

THE UNDERSIGNED AFFIRMS THAT THE FOLLOWING CONSTITUTE ALL OFFICERS, DIRECTORS, PARTNERS, OR CONTROLLING PRINCIPALS OF THE FIRM:

Name

Title

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Does any Hewlett-Woodmere Union Free School District Board Member, administrator, or employee possess any financial interest, directly or indirectly, in the firm? \_\_\_\_\_ If yes, set forth the basis upon which a financial interest exists in the firm:

\_\_\_\_\_  
\_\_\_\_\_

2. Has the firm or any of its officers, directors, partners, or controlling principals possessed any interest in transactions heretofore entered into with Hewlett-Woodmere Union Free School District? \_\_\_\_\_ If yes, please describe transaction(s):

\_\_\_\_\_  
\_\_\_\_\_

3. Does any direct relative of a member of the Board , administrators, or staff possess any financial interest, directly or indirectly, in the firm (For purpose of this inquiry a direct relative is to be defined as a parent, spouse, child or sibling). \_\_\_\_\_ If yes, set forth below the Hewlett-Woodmere Union Free School District Board Member, administrator, or staff member whose relation possess an interest and the relationship:

\_\_\_\_\_  
\_\_\_\_\_

THE UNDERSIGNED AFFIRMS THAT THE ABOVE STATEMENTS ARE TRUE AND UNDERSTANDS THAT ANY FALSE STATEMENT SHALL CONSTITUTE A VIOLATION OF THE PENAL CODE OR GENERAL MUNICIPAL LAW AS APPLICABLE.

Firm:

Signature:

Print Name:

Title:

Date:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Exhibit "A"

AGREEMENT / INVESTIGATIVE SERVICES

THIS AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2026 by and between HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT (hereinafter referred to as the "SCHOOL DISTRICT"), as the party of the first part, having its principal place of business located at One Johnson Place, Woodmere, New York 11598, and \_\_\_\_\_ (hereinafter referred to as the "SERVICE PROVIDER"), as the party of the second part, having its principal place of business for purposes of this Agreement located at \_\_\_\_\_.

WITNESSETH:

WHEREAS, SERVICE PROVIDER is in the business of providing investigative services;  
and

WHEREAS, SCHOOL DISTRICT desires that SERVICE PROVIDER provide investigative services to the SCHOOL DISTRICT; and

WHEREAS, SERVICE PROVIDER is ready, willing, and able to provide services to SCHOOL DISTRICT;

NOW THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereto mutually agree as follows:

1. **TERM OF AGREEMENT:** This Agreement shall be in effect for the period July 1, 2026 to June 30, 2027, unless terminated earlier, as set forth herein.
2. **SCOPE OF SERVICES:** SERVICE PROVIDER shall provide the following services, consisting of, but not limited to the following:

The service may involve one or more of the following requirements:

- a. Determination of the most appropriate investigative method relative to the type of complaint or allegation.
- b. Conducting an objective and thorough investigation or fact-finding
- c. Collecting and preserving all relevant evidence
- d. Drafting a comprehensive written report of all findings and determinations
- e. Actions taken in furtherance of all investigation or fact-finding
- f. Meeting with District representatives to debrief the organization on the results of the investigation or fact-finding.
- g. All work that is performed under this *Scope of Services* must be provided in a confidential manner. The successful firm may only communicate with designative representatives within the District or with designated representatives of the District

regarding the nature and scope of the investigation, information and evidence collected, investigative findings and investigative work products.

h. Conduct Investigation – The successful contractor(s) may perform one or more of the following responsibilities, as requested:

- Meet with the appropriate District administrative staff to discuss the allegations to be investigated.
- Provide an investigative plan, detailing the issues to be investigated, witnesses to be interviewed, evidence to be reviewed and/or collected, and an estimated timeline for the investigation.
- Determine the most appropriate investigative method(s) to be used, for each investigation in conjunction with the District staff.
- Ensure that electronic media is properly acquired and authenticated prior to examination and analysis of data stored on such media.
- Interview witnesses, complainants and other persons, gather documents, prepare witnesses, affidavits, and supporting documentation, and otherwise conduct all research necessary and gather all evidence sufficient to complete each assigned investigation and support any conclusions regarding violations of District policies, rules, regulations and/or State and Federal law.
- Evaluate all evidence gathered in each investigation to formulate defensible investigation conclusions regarding the alleged violations, if requested.
- Provides updates to District administrative staff and/or designees on the progress of the investigation, including any anticipated changes to the established timeline, on a weekly basis or as required by the District.

i. Report Finding – The successful contractor(s) may, as requested:

- Prepare a written report that documents the entire investigation process, to include but not limited to:
- The investigative methodology and procedures utilized in the investigation;
- Individuals interviewed, evidence reviewed, the credibility of the individuals interviewed and documents reviewed;

- The investigator's evaluation of the facts; a determination of whether relevant policies, rules, regulations and/or State or Federal laws have been violated.
- Along with the report, the Contractor may also be requested to provide copies of recorded interviews, surveillance recordings, if applicable, and any other applicable evidential support used to validate the written findings, and applicable recommendations.
- Upon delivery of the report, the assigned investigator may be required to conduct a debriefing session with the District and/or designee and/or school attorney.

j. Other Requirements – The Contractor shall:

- Comply with all federal, state and local laws, statutes, ordinances, rules and regulations in conducting all investigations.
- Travel to locations primarily throughout the District to conduct investigations.
- Participate in administrative hearings, in court or other official proceedings that result from the investigations.
- Maintain records, documents and evidence of investigation in accordance with applicable federal and state laws, rules and regulations.

3. **PAYMENT SCHEDULE:** In full consideration for the services to be rendered by SERVICE PROVIDER to SCHOOL DISTRICT for the term of this Agreement, SCHOOL DISTRICT agrees to pay SERVICE PROVIDER at the rates as set forth below.

4. **INVOICE DUE ON MONTHLY BASIS:** SERVICE PROVIDER will submit an invoice for services rendered on a monthly basis, and payment to SERVICE PROVIDER shall be made within thirty (30) days from receipt of invoice from SERVICE PROVIDER. The invoice shall include time sheets and attendance, types of services rendered and fees payable and, if required by SCHOOL DISTRICT, shall identify the names of the students with regard to whom services were rendered. SCHOOL DISTRICT shall give SERVICE PROVIDER notice of any invoice dispute within twenty (20) days of its receipt and reserves the right to withhold payment pending the resolution of this dispute. Failure to dispute any invoice shall not be deemed as an acceptance and does not act as a waiver of SCHOOL DISTRICT's rights or prevent SCHOOL DISTRICT from availing itself of any remedy or course of action it has at law or in equity at a later date.

5. **INDEPENDENT CONTRACTOR:** All employees of SERVICE PROVIDER shall be deemed employees of SERVICE PROVIDER for all purposes and SERVICE PROVIDER alone shall be responsible for their work, personal conduct, direction, and compensation. SERVICE PROVIDER acknowledges that it will not hold itself, its officers, employees and/or agents out as employees of SCHOOL DISTRICT. SERVICE PROVIDER is retained by SCHOOL DISTRICT only for the purposes and to the extent set forth in this Agreement, and its relationship to SCHOOL DISTRICT shall, during the periods of its services hereunder, be that of an independent contractor. SERVICE

PROVIDER shall not be considered as having employee status and shall not be entitled to participate in any of SCHOOL DISTRICT's workers' compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs. Similarly, SERVICE PROVIDER, its officers, its employees and/or agents shall not be considered as having employee status for the purposes of any other rights, privileges or benefits derived from employment by SCHOOL DISTRICT. SERVICE PROVIDER agrees that this Agreement does not confer benefits of any nature whatsoever upon it other than payment for services provided herein. SERVICE PROVIDER shall not assert any claim for additional benefits of any nature, including, but not limited to, unemployment compensation benefits, by reason of the services to be performed pursuant to this Agreement. SERVICE PROVIDER shall not be entitled to assert any claim to entitlements pursuant to any collective bargaining agreement now or hereafter in effect between SCHOOL DISTRICT and its employees.

6. **EXPENSES OF SERVICE PROVIDER:** SERVICE PROVIDER shall be responsible for all costs and expenses incurred by SERVICE PROVIDER that are incident to the performance of services for SCHOOL DISTRICT, including, but not limited to, all tools, vehicles, or other equipment to be provided by SERVICE PROVIDER, all fees, fines, licenses, bonds or taxes required of or imposed against SERVICE PROVIDER and all other of SERVICE PROVIDER's costs of doing business. SCHOOL DISTRICT shall not be responsible for any expenses incurred by SERVICE PROVIDER in performing services for SCHOOL DISTRICT.

7. **INCOME TAX DESIGNATION AND INDEMNIFICATION:** SCHOOL DISTRICT shall not withhold from sums payable to SERVICE PROVIDER under this Agreement any amounts for Federal, State, or local taxes including Federal or State income taxes, employment taxes (including Social Security and Medicare taxes), and unemployment taxes. SERVICE PROVIDER agrees that any tax obligation of SERVICE PROVIDER arising from the payments made under this Agreement will be SERVICE PROVIDER's sole responsibility. SERVICE PROVIDER will indemnify SCHOOL DISTRICT for any tax liability, interest, and/or penalties imposed upon SCHOOL DISTRICT by any taxing authority based upon SCHOOL DISTRICT's failure to withhold any amount from the payments for tax purposes.

8. **SCHOOL DISTRICT'S RIGHT TO EXAMINE ACCOUNTING RECORDS:** SCHOOL DISTRICT shall have the right to examine any and all accounting records as they pertain to the services to be provided pursuant to this Agreement.

9. **LICENSE AND AUTHORIZATION:** SERVICE PROVIDER warrants that it is duly licensed and authorized to perform the services as described herein. SERVICE PROVIDER warrants that it will provide SCHOOL DISTRICT with licensed and qualified individuals. SERVICE PROVIDER further represents that such services shall be performed by individuals that are licensed under the laws of the State of New York, inclusive of any applicable State Education Department Licensing requirements. SERVICE PROVIDER shall certify that all such individuals possess documentation evidencing such license qualifications as required by Federal, State or local statutes, rules, regulations and orders. The individuals who are furnishing services hereunder shall be subject to the approval of SCHOOL DISTRICT. SCHOOL DISTRICT reserves the right to reject the placement of any individual.

10. **SCHOOL GROUNDS & RULES:** It is understood and agreed that while on school grounds, SERVICE PROVIDER, its employees and/or agents shall obey all SCHOOL DISTRICT rules and regulations and must follow all reasonable directives of SCHOOL DISTRICT's administrators and employees.

11. **TERMINATION NOTICE:**

- a. This Agreement may be terminated by SCHOOL DISTRICT upon seven (7) days' written notice to SERVICE PROVIDER. In the event of such termination, the parties will adjust the accounts due and payable to SERVICE PROVIDER for services rendered. SERVICE PROVIDER will not incur any additional expenses upon receipt of SCHOOL DISTRICT's notification that SERVICE PROVIDER's services have been terminated. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder. In the event of termination, all reports and services due to SCHOOL DISTRICT must be completed by SERVICE PROVIDER within thirty (30) days of the termination date.
- b. This Agreement may be terminated by SCHOOL DISTRICT in the event of a material breach by SERVICE PROVIDER, upon three (3) days' written notice from SCHOOL DISTRICT to SERVICE PROVIDER.

12. **NON-EXCLUSION FROM PROGRAM PARTICIPATION:** SERVICE PROVIDER represents and warrants that it, its employees and/or its contractors are not excluded from participation, and is not otherwise ineligible to participate, in a "federal health care program" as defined in 42 U.S.C. § 1320 a-7b(f) or in any other government payment program.

In the event SERVICE PROVIDER is excluded from participation or becomes otherwise ineligible to participate in any such program during the term of the within agreement, SERVICE PROVIDER will notify SCHOOL DISTRICT in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to SERVICE PROVIDER, SCHOOL DISTRICT reserves the right to immediately cease contracting with SERVICE PROVIDER.

SERVICE PROVIDER further represents and warrants it will, at a minimum, check monthly all of its employees and contractors against:

- The General Services Administration's Federal Excluded Party List System (or any successor system),
- The United States Department of Health and Human Services Office of the Inspector General's Lists of Excluded Individuals and Entities or any successor list, and
- The New York State Department of Health's Office of the Medicaid Inspector General's List of Restricted, Terminated or Excluded Individuals or Entities.

In the event an excluded party is discovered, SERVICE PROVIDER will notify SCHOOL DISTRICT in writing within three (3) days after such event.

Any employee or contractor found to be ineligible to participate in any such program during the term of this Agreement will immediately cease services and be replaced with an eligible individual.

13. **CONFIDENTIALITY and DATA SECURITY AND PRIVACY STANDARDS:**

- a. SERVICE PROVIDER, its employees, and/or agents agree that all information obtained in connection with the services provided for in this Agreement is deemed confidential information. SERVICE PROVIDER, its employees, and/or agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. SERVICE PROVIDER further agrees that any information received by SERVICE PROVIDER, its employees, and/or agents during the course of the services provided pursuant to this Agreement which concerns the personal, financial, or other affairs of SCHOOL DISTRICT, its employees, agents, clients, and/or students will be treated by SERVICE PROVIDER, its employees, and/or agents in full confidence and will not be revealed to any other persons, firms, or organizations.
- b. SERVICE PROVIDER acknowledges that it may receive and/or come into contact with personally identifiable information, as defined by New York Education Law Section 2-d, from records maintained by SCHOOL DISTRICT that directly relate to a student(s) (hereinafter referred to as "education record"). SERVICE PROVIDER understands and acknowledges that it shall have in place sufficient protections and internal controls to ensure that information is safeguarded in accordance with applicable laws and regulations, and understands and agrees that it is responsible for complying with state data security and privacy standards for all personally identifiable information from education records, and it shall:
  - i. limit internal access to education records to those individuals that are determined to have legitimate educational interests;
  - ii. not use the education records for any purposes other than those explicitly authorized in this Agreement;
  - iii. maintain reasonable administrative, technical and physical safeguards to protect the security, confidentiality and integrity of education records in its custody; and
  - iv. use encryption technology to protect data while in motion or in its custody from unauthorized disclosure using a technology or methodology specified by the secretary of the United States department of health and human services in guidance issued under Section 13402(H)(2) of Public Law 111-5.

- c. SERVICE PROVIDER further understands and agrees that it is responsible for submitting a data security and privacy plan to SCHOOL DISTRICT prior to the start of the term of this Agreement. Such plan shall outline how all state, federal and local data security and privacy contract requirements will be implemented over the life of the contract consistent with SCHOOL DISTRICT's policy on data security and privacy, as adopted. Further, such plan shall include a signed copy of SCHOOL DISTRICT's Parents' Bill of Rights and the training requirement established by SERVICE PROVIDER for all employees who will receive personally identifiable information from student records (hereinafter referred to as "student data").
- d. SERVICE PROVIDER understands that as part of SCHOOL DISTRICT's obligations under New York Education Law Section 2-d, SERVICE PROVIDER is responsible for providing SCHOOL DISTRICT with supplemental information to be included in SCHOOL DISTRICT's Parents' Bill of Rights. Such supplemental information shall be provided to SCHOOL DISTRICT within ten (10) days of execution of this Agreement and shall include:
  - i. the exclusive purposes for which the student data will be used;
  - ii. how SERVICE PROVIDER will ensure that subcontractors, persons or entities that SERVICE PROVIDER will share the student data with, if any, will abide by data protection and security requirements;
  - iii. that student data will be returned or destroyed upon expiration of the Agreement;
  - iv. if and how a parent, student, or eligible student may challenge the accuracy of the student data that is collected; and
  - v. where the student data will be stored (described in such a manner as to protect data security), and the security protections taken to ensure such data will be protected, including whether such data will be encrypted.

Upon termination of this Agreement, SERVICE PROVIDER shall return or destroy all confidential information obtained in connection with the services provided herein and/or student data. Destruction of the confidential information and/or student data shall be accomplished utilizing an approved method of confidential destruction, including, shredding, burning or certified/witnessed destruction of physical materials and verified erasure of magnetic media using approved methods of electronic file destruction. The parties further agree that the terms and conditions set forth herein shall survive the expiration and/or termination of this Agreement.

**14. HIPAA and FERPA ACKNOWLEDGMENT:** Both parties to this Agreement understand that they may receive and/or come into contact with *protected health information* as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and information protected by the Family Educational Rights and Privacy Act ("FERPA"). The Parties hereby acknowledge their respective responsibilities pursuant to HIPAA and FERPA and, if necessary, shall execute a Business Associate Agreement in connection with such responsibilities.

15. **INSURANCE:**

- a. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, SERVICE PROVIDER hereby agrees to effectuate the naming of SCHOOL DISTRICT as an additional insured on SERVICE PROVIDER's commercial general liability and excess liability insurance policies. If the policy is written on a claims-made basis, the **retroactive** date must precede the date of the contract.
- b. The policy naming SCHOOL DISTRICT as an additional insured shall:
  - i. Be an insurance policy from an A.M. Best rated "Secure" insurer, licensed in New York State.
  - ii. State that SERVICE PROVIDER's coverage shall be primary and non-contributory coverage for SCHOOL DISTRICT, its Board, employees and volunteers.
- c. SCHOOL DISTRICT shall be listed as an additional insured by using endorsement CG 2026 or equivalent. The decision to accept an alternative endorsement rests solely with SCHOOL DISTRICT. A completed copy of the endorsement must be attached to the certificate of insurance.
- d. The certificate of insurance must describe the specific services provided by SERVICE PROVIDER that are covered by the liability policies.
- e. At SCHOOL DISTRICT's request, SERVICE PROVIDER shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, SERVICE PROVIDER will provide a copy of the policy endorsements and forms.
- f. The SERVICE PROVIDER agrees to indemnify SCHOOL DISTRICT for any applicable deductibles and self-insured retentions.

g. **Required Insurance:**

- i. **Commercial General Liability Insurance:**  
\$1,000,000 per occurrence/ \$2,000,000 aggregate, with coverage for sexual misconduct.
- ii. **Workers' Compensation and N.Y.S. Disability:**  
Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.

A self-employed person and certain partners and corporate officers are excluded from the definition of "employee" pursuant to Workers' Compensation Law Section 2 (4). As such, individuals in such capacity are excluded from Workers' Compensation Law coverage requirements. A person seeking an exemption must file a CE-200 form with the state. The form can be completed and submitted directly online to the Workers Compensation Board:  
[http://www.wcb.state.ny.us/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.state.ny.us/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

iii. **Professional Errors and Omissions Insurance:**  
\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of SERVICE PROVIDER performed under the contract for SCHOOL DISTRICT. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.

iv. **Excess Insurance**  
\$1,000,000 each occurrence and aggregate. Excess coverage shall be on a follow-form basis.

- h. SERVICE PROVIDER acknowledges that failure to obtain such insurance on behalf of SCHOOL DISTRICT constitutes a material breach of contract. SERVICE PROVIDER is to provide SCHOOL DISTRICT's with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of SCHOOL 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 SCHOOL DISTRICT.
- i. SCHOOL DISTRICT is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). SERVICE PROVIDER further acknowledges that the procurement of such insurance as required herein is intended to benefit not only SCHOOL DISTRICT but also NYSIR, as SCHOOL DISTRICT's insurer.

16. **NOTICES:** Any notices to be given under this Agreement by either party to the other may be effected by personal delivery in writing or by mail, registered or certified, postage prepaid with return receipt requested. Each party may change the address by written notice in accordance with this paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing. Notice shall be delivered or mailed to:

Hewlett-Woodmere Union Free School District  
Business Office  
One Johnson Place, Rm. 308  
Woodmere, New York 11598  
Attn: Richard Snyder

17. **ASSIGNMENT OF AGREEMENT:** SERVICE PROVIDER shall not assign, transfer or convey any of its respective rights or obligations under this Agreement without the prior written consent of SCHOOL DISTRICT.

18. **DISCRIMINATION PROHIBITED:** Neither SCHOOL DISTRICT nor SERVICE PROVIDER will discriminate against any individual because of his/her age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status and will take affirmative action to ensure that each individual is afforded equal opportunities without discrimination because of his/her age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics or marital status.

19. **GOVERNING LAW:** This Agreement shall be governed by, and interpreted and enforced in accordance with, the laws of the State of New York without regard to conflicts or choice of law provisions that would defer to the substantive laws of another jurisdiction. Each of the parties hereto consents to the jurisdiction of any state court located within the County of Nassau, State of New York, or federal court located in the County of Suffolk, State of New York, and irrevocably agrees that all actions or proceedings relating to this Agreement must be litigated in such courts, and each of the parties waives any objection which it may have based on improper venue or *forum non conveniens* to the conduct of and proceeding in any such court.

20. **SEVERABILITY:** If any term, provision, covenant or condition of this Agreement, or the application thereof to any person, place or circumstance, shall be held by a court of competent jurisdiction to be invalid, unenforceable or void, the remainder of this Agreement and such term, provision, covenant or condition as applied to other persons, places and circumstances shall remain in full force and effect.

21. **NO PRIOR AGREEMENTS:** This Agreement constitutes the full and complete Agreement between SCHOOL DISTRICT and SERVICE PROVIDER, and supersedes all prior written and oral agreements, commitments or understandings with respect thereto. This Agreement may not be altered, changed, added to, deleted from or modified except through the mutual written consent of the parties.

22. **AGREEMENT CONSTRUCTION:** This Agreement has been arrived at mutually and is not to be construed against any party hereto as being the drafter hereof or causing the same to be drafted.

23. **REPRESENTATIONS AND WARRANTIES:** SERVICE PROVIDER represents and warrants: 1) that SERVICE PROVIDER has no obligations, legal or otherwise, inconsistent with the terms of this Agreement; 2) that the performance of the services to be provided in this Agreement does not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party; and 3) that SERVICE PROVIDER has not entered into or will not enter into any Agreement (whether oral or written) in conflict with this Agreement.

24. **AMENDMENT:** This Agreement may be amended only in writing and signed by the parties.

25. **NON-WAIVER:** No course of dealing of any party hereto, no omission, failure or delay on the part of any party hereto in asserting or exercising any right hereunder, and no partial or single exercise of any right hereunder by any party hereto shall constitute or operate as a waiver of any such right or any other right hereunder. No waiver of any provision hereof shall be effective unless in writing and signed by or on behalf of the party to be charged therewith. No waiver of any provision hereof shall be deemed or construed as a continuing waiver, as a waiver in respect of any other or subsequent breach or default of such provision, or as a waiver of any other provision hereof unless expressly so stated in writing and signed by or on behalf of the party to be charged therewith.

26. **AUTHORIZATION TO ENTER AGREEMENT:** The undersigned representative of SERVICE PROVIDER hereby represents and warrants that the undersigned is an officer, director, or agent of SERVICE PROVIDER with full legal rights, power and authority to enter into this Agreement on behalf of SERVICE PROVIDER and bind SERVICE PROVIDER with respect to the obligations enforceable against SERVICE PROVIDER in accordance with its terms.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement the day and year first above written.

HEWLETT-WOODMERE  
UNION FREE SCHOOL DISTRICT

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_