



## **Ontario County, NY**

# **SCHOOL RESOURCE OFFICER - PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT**

RELEASE DATE: undefined

RESPONSE DEADLINE: undefined, TBD

Please refer to the project timeline in this document for all important deadlines.

undefined #TBD  
Title: SCHOOL RESOURCE OFFICER - PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

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Title: SCHOOL RESOURCE OFFICER - PHELPS-CLIFTON SPRINGS CENTRAL SCHOOL DISTRICT

## **Agreement**

THIS AGREEMENT (this “Agreement”) made on Tuesday, September 1, 2026, by and between the COUNTY OF ONTARIO, a municipal corporation organized and existing under the laws of the State of New York, having its county seat and principal offices at 20 Ontario Street, Canandaigua, New York 14424, hereinafter referred to as the “County”, and, Phelps-Clifton Springs Central School District an educational corporation organized and existing under the laws of the State of New York having its principal offices at 1490 State Route 488 Clifton Springs, NY 14432, hereinafter referred to as the “School.” The County and the School are sometimes referenced to in this Agreement individually as a “party” or collectively as the parties.”

### **WITNESSETH:**

WHEREAS, the School desires the services of a school resource officer (“SRO”) in an attempt to deter criminal behavior through positive interactions with students during school hours; and

WHEREAS, the County, through its Sheriff’s Office, desires to provide the School with a SRO; and

WHEREAS, the School and the County recognize the potential outstanding benefits of the SRO Program to the citizens of the School; and

WHEREAS, it is in the best interests of the School, the County, and the citizens of the School to establish this program; and

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, the School and the County hereby agree as follows:

FIRST: **TERM.** The term of this Agreement shall be Tuesday, September 1, 2026 to Wednesday, June 30, 2027.

SECOND: **SUSPENSION OR TERMINATION OF AGREEMENT.**

This Agreement may be terminated at any time by either party upon the giving of thirty (30) days’ written notice to the other party that it has failed to substantially perform in accordance with the terms and conditions of this Agreement; or without cause upon ninety (90) days’ written notice. In the event this Agreement is terminated, compensation will be made to the County for all costs actually incurred in performing the services to the date of termination. The School shall be entitled to a pro-rated refund for that period of time when SRO services are not provided because of such termination.

THIRD: **SCOPE OF SCHOOL RESOURCE OFFICER PROGRAM.**

The SRO Program is designed to provide education, law enforcement and counseling to school students. It is an attempt to deter criminal behavior through positive interactions with students during school hours. The SRO will work with the School community to promote a safe learning environment for all students. It is the intention

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of the parties over the life of this Agreement to collaborate on the issues of recruitment, onboarding and training of an SRO; evaluation of data and effectiveness; and receipt of feedback from constituents, in a manner consistent with the Local Implementation Rubric adopted by the U.S. Department of Justice and the U.S. Department of Education under their Joint Safe School-based Enforcement through Collaboration, Understanding and Respect (SECUR-e) program.

**FOURTH: RIGHTS AND DUTIES OF COUNTY SHERIFF.** The County Sheriff shall assign one (1) full time SRO and one part time (.5) SRO to the School, for a total of 1.5 SRO Positions as follows:

- a. The SRO shall be assigned to the School for the number of hours defined in Exhibit A attached hereto and made a part hereof for the period of this Agreement. The SRO shall report to the School, and the School shall be billed, for all days on which school staff are required to report to the School. During the SRO's daily tour of duty, the SRO may be off campus performing such tasks as may be required by his/her assignments.
- b. The SRO may be temporarily reassigned by the County Sheriff when deemed necessary at the sole discretion of the County Sheriff. Should such reassignment occur, any hours spent by the SRO on County business outside the duties as SRO shall not be billed to the School.
- c. Regular working hours may be adjusted on a situational basis with the consent of the SRO's supervisor and the School administrator in order to cover scheduled school-related activity requiring the presence of an SRO. The School shall provide notice of the proposed adjusted schedule to the SRO's supervisor no more than five business days before the adjusted workday. Failure to provide notice within this timeframe to the SRO's supervisor of a proposed arrangement to flex time or trade time off during a regularly scheduled workday in order to avoid overtime for a school-related activity will result in the School being billed for the SRO's overtime hours in accordance with Exhibit A.
- d. The SRO will be off-campus for in-service and other training required. The SRO will not be available to the School from July 1 through August 31.
- e. The SRO, if requested to work any hours in addition to that defined in Exhibit A by School administration for security, sporting events and other special projects, shall be paid by the School as provided in Exhibit A of this Agreement.
- f. Body worn cameras ("BWC") are a common law enforcement tool and are utilized by the County. A BWC will be utilized by the SRO; in the school setting the SRO shall have the discretion to record contacts when the SRO considers it to be in the best interest of the student, staff, school administrators or the SRO. The SRO's consideration shall take into account privacy interests of those subject to recording. The recordings of a BWC are the property of the County. The County will, if not otherwise prohibited by

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law, provide to the School copies of footage, upon request. If providing a copy of the footage is prohibited, the County will facilitate the availability of its officer that made the video to testify, upon request of the School, in any school disciplinary hearing concerning the facts and circumstances of the videoed incident. If the BWC footage is provided to a third party, not including a district attorney's office or a county attorney's office, the County will also provide a copy to the School upon its request. Any records produced by the BWC are not considered education records subject to FERPA, unless the School takes possession of a copy of such records, upon which the copy may be treated as an education record. The SRO, while on School property, shall use body-worn camera only in accordance with Section 423.6.8 of the Ontario County Sheriff's Office Law Enforcement Policy Manual, a copy of which is attached to this Agreement as Exhibit E. During the time period of this contract, any change in policy specifically related to the SRO position will be provided to the School in writing prior to implementation for review.

g. The SRO shall comply with all applicable laws, regulations, and School policies regarding corporal punishment of students and the use of physical restraints on students. Corporal punishment, meaning any act of physical force upon a student for the purpose of punishing that student, shall be prohibited. Physical restraint shall only be used in a situation in which immediate intervention involving the use of reasonable physical force is necessary to prevent imminent danger of serious physical harm to the student or others. The use of a prone restraint, meaning a physical or mechanical restraint while the student is in the face down position, is strictly prohibited. Physical restraint must be discontinued as soon as imminent danger of serious physical harm has resolved and may not be used in a manner that restricts a student's ability to breathe or communicate or harms the student. This section shall not apply when a student is under arrest, in which case the SRO is acting in the capacity of law enforcement and may use handcuffs as necessary for the safety of the student and others. Further, this paragraph is subject to the provisions in Section 5(j) herein and shall not be interpreted to restrict the SROs's rights and responsibilities as a law enforcement officer for the County.

**FIFTH: DUTIES OF SCHOOL RESOURCE OFFICERS.** Instructional responsibility of the SRO at the School is as follows:

- a. The SRO shall act as an educator, counselor and police officer.
- b. The SRO shall act as an instructor for specialized, short-term programs at the School, when invited to do so by the principal or member of the faculty.
- c. The SRO shall make available to the School faculty and students a variety of law related presentations.
- d. The SRO shall coordinate all of his/her activities with the School principal and staff members concerned and will seek permission, advice and guidance prior to enacting any program within the School.

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- e. The SRO shall develop expertise in presenting various subjects to the School students. Such subjects shall include basic understanding of the laws, the role of the police officer and the police mission.
- f. The SRO shall encourage individual and small group discussions with School students, based upon material presented in class to further establish rapport with the students.
- g. The SRO shall make himself/herself available for conference with School students, parents and faculty members in order to assist them with problems of law enforcement or crime prevention.
- h. The SRO shall become familiar with all School community agencies which offer assistance to youths and their families such as mental health clinics, drug treatment centers, etc. The SRO shall make referrals to such agencies when necessary, thereby acting as a resource person to the students, faculty and staff at the School.
- i. The SRO shall assist the School principal in developing plans and strategies to prevent and/or minimize dangerous situations which may occur on the School campus or during School sponsored events.
- j. The SRO shall take law enforcement action as required by law. As soon as practicable, the SRO shall make the principal of the School aware of such action. At the principal's request and upon final approval by the County Sheriff, the SRO shall take appropriate law enforcement action against intruders and unwanted guests who may appear at the School and related School functions, to the extent that the SRO may do so under the authority of the law. Whenever practicable, the SRO shall advise the School principal before requesting additional police assistance on the School campus.
- k. The SRO shall give assistance to other police officers and deputy sheriffs in matters regarding his/her School assignment, whenever necessary and authorized by the County Sheriff.
- l. The SRO may be assigned non-campus investigations relating to runaways that attend the School to which the SRO is assigned.
- m. The SRO shall maintain detailed and accurate records of the operation of the SRO Program, and shall make them available to the School principal or superintendent if required by law.
- n. The SRO shall not act as a School disciplinarian, and matters of school discipline shall be referred to the appropriate building principal. However, if the School principal believes an incident is a violation of the law, the principal may contact the SRO and the SRO shall then determine whether law enforcement action is appropriate. The SRO is not to be used for regularly assigned lunchroom duties, hall monitoring,

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bus duties or other monitoring duties. If there is a problem in one of these areas, then the SRO may assist the School until the problem is solved. This paragraph however, shall not be interpreted to restrict the SRO's rights and responsibilities as a law enforcement officer for the County.

o. The SRO shall be prohibited from detaining or questioning students about their immigration status.

p. The County and the SRO shall comply with all applicable federal, State and local laws, rule and regulations. All of the obligations of the SRO as required under this Agreement shall be met without discriminating on the basis of race, color, sex, national origin, language status, disability, religion, sexual orientation, or membership in any other protected class.

q. The County and the SRO shall comply with all federal, state and local laws, rules and regulations while performing duties under the Agreement. The County and SRO shall comply with health and safety practices and protocols consistent with DOH's applicable New York Department of Health guidance and the School's policies, plans and procedures applicable to the provision of SRO services.

#### SIXTH: **RIGHTS AND DUTIES OF THE SCHOOL.**

a. The School shall comply with all applicable federal, State and local laws, rule and regulations.

b. The School shall provide to the SRO the following materials and facilities, which are deemed necessary for the performance of the SRO's duties:

- i. Access to an air-conditioned and properly lighted private office which office shall contain a telephone which may be used for general business purposes.
- ii. A location for files and records which can be properly locked and secured.
- iii. A desk with drawers, a chair, work table, filing cabinet and office supplies.
- iv. Access to a computer and/or secretarial assistance.

#### SEVENTH: **PAYMENT.**

a. The School shall compensate the County in accordance with Exhibit A attached hereto and made a part hereof. The County shall invoice the School quarterly upon execution of this Agreement and the School shall submit payment within thirty (30) days of receipt of each invoice. Any overtime costs shall be billed monthly by the County on separate invoices and shall be paid by the School within thirty (30) days.

EIGHT: **EMPLOYMENT STATUS OF SCHOOL RESOURCE OFFICER.** The SRO shall remain an employee of the County Sheriff's Office, and shall provide services to the School as an independent contractor. The SRO shall therefore not hold himself out as, nor claim to be, an employee of the School, nor make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the School, including, but not limited to, workers' compensation coverage, unemployment insurance benefits, social security coverage, disability benefits, or retirement membership or credit. The SRO shall not have, or hold himself out as having the authority or power to bind or create liability for the School by the SRO's acts or

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omissions. The School and the County acknowledge that the SRO shall remain responsive to the chain of command of the County Sheriff who shall have sole control and authority over such SRO.

NINTH: **APPOINTMENT OF SCHOOL RESOURCE OFFICERS.** SRO applicants must meet the following requirements and be acceptable to the School:

- a. The applicant must be a volunteer for the position of SRO.
- b. The applicant must be a County Deputy Sheriff.
- c. The applicant must possess job knowledge, experience, training, education, and appropriate appearance, attitude, communications skills and demeanor.

TENTH: **DISMISSAL AND REPLACEMENT OF SCHOOL RESOURCE OFFICER.**

1. In the event the principal of the School feels that the SRO is not effectively performing his/her duties and responsibilities, the principal shall recommend to the School Superintendent that the SRO be removed from the program and shall state the reasons therefore in writing. Within a reasonable time after receiving the recommendation from the principal, the School Superintendent shall advise the County Sheriff of the principal's request.
2. If the County Sheriff so desires, then the School Superintendent and Sheriff shall meet with the SRO to mediate or resolve any problems which may exist. At such meeting, specified members of the staff of the School may be required to be present.
3. If, within a reasonable amount of time after commencement of such mediation the problem cannot be resolved or mediated or in the event mediation is not sought by the County Sheriff, then the SRO shall be removed from the program at the School.
4. The County Sheriff may dismiss or reassign the SRO based upon County Department Rules and Regulations governing special assignments and/or general orders and when it is in the best interest of the people of the School.
5. In the event of the resignation, dismissal or reassignment of the SRO, or in the case of long-term absences by the SRO, the County Sheriff may provide a temporary replacement for the SRO within thirty (30) days of receiving notice of such absence, dismissal, resignation or reassignment. However, the County may terminate this Agreement if no suitable replacement can be found.

ELEVENTH: **NOTICES.** Any and all notices of any other communication herein required or permitted shall be deemed to have been given when deposited in the United States Postal Service as regular mail, postage prepaid and addressed as follows:

TO THE COUNTY:  
Ontario County Sheriff  
74 Ontario Street  
Canandaigua, NY 14424

with a copy to:  
Ontario County Attorney

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20 Ontario Street  
Canandaigua, NY 14424

TO THE SCHOOL:  
Phelps-Clifton Springs Central School District  
1490 State Route 488 Clifton Springs, NY 14432  
with a copy to:

Ferrara Fiorenza PC  
5010 Campuswood Drive  
East Syracuse, New York 13057

TWELFTH: **GOOD FAITH.** The School, the County, their agents and employees, agree to cooperate in good faith in fulfilling the terms of this Agreement. The School Superintendent and the County Sheriff or their designees shall endeavor to resolve any difficulties or questions by negotiation.

THIRTEENTH: **DATA PRIVACY AND SECURITY.**

a. Protection of Confidential Data. The County shall provide the contracted services in a manner which protects Student Data (as defined by 8 NYCRR 121.1(q)) and Teacher or Principal Data (as defined by 8 NYCRR 121.1(r)) (hereinafter “Confidential Data”) in accordance with the requirements articulated under Federal, New York State and local laws and regulations, including but not limited to Education Law Section 2-d and the associated regulations (8 NYCRR Part 121).

b. Data Breach. In the event that Confidential Data is accessed or obtained by an unauthorized individual due to the County’s or the SRO’s acts or omissions, and/or a subcontractor or affiliate of the County’s acts or omissions, the County shall provide notification to the School without unreasonable delay and not more than seven calendar days after the discovery of such breach. The County shall follow the following process:

i. The security breach notification shall be titled “Notice of Data Breach,” shall be clear, concise, use language that is plain and easy to understand, and to the extent available, shall include: a brief description of the

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breach or unauthorized release; the dates of the incident in the date of discovery; a description of the types of Confidential Data affected; an estimate of the number of records affected; a brief description of the

County's investigation or plan to investigate; and contact information for representatives who can assist the

School District with additional questions.

ii. The County shall also prepare a statement for parents and eligible students which provides information

under the following categories: "What Happened," "What Information Was Involved," "What We Are Doing,"

"What You Can Do," and "For More Information."

iii. Where a breach or unauthorized release of Confidential Data is a result of the County's or the SRO's acts or

omissions, and/or a subcontractor or affiliate of the County's acts or omissions, the County shall pay for or

promptly reimburse the School for the cost of notification to parents and eligible students of the breach.

iv. The County shall cooperate with the School and law enforcement to protect the integrity of investigations

into the breach or unauthorized release of Confidential Data.

c. 2-d Exhibits. The following Exhibits attached hereto shall be incorporated into the Agreement, and shall

supersede any inconsistent provisions in the Agreement:

i. Exhibit B: School District's Parents' Bill of Rights for Data Privacy and Security

ii. Exhibit C: Parents' Bill of Rights – Supplemental Information Addendum

iii. Exhibit D: Third-Party Data Security and Privacy Plan

FOURTEENTH: **MODIFICATION**. This document constitutes the full understanding of the parties and no terms, conditions,

understandings or agreement purporting to modify or vary the terms of this document shall be binding unless hereafter

made in writing and signed by both parties.

FIFTEENTH: **NON-ASSIGNMENT**. The School shall not assign or transfer this agreement to any other person or corporation without the previous consent, in writing, of the Chairman of the Ontario County Board of Supervisors. The County shall not assign or transfer this Agreement to any other person or corporation without the previous consent, in writing, of the School's Board of Education.

SIXTEENTH: **SEVERABILITY**. In the event any provision of this contract shall be or become invalid under

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any provision of federal, state or local law, such invalidity shall not affect the validity or enforceability of any other provision hereof.

SEVENTEENTH: **CONTRACT INTEREST**. No officer or employee of the County, who is authorized in such capacity and on behalf of the County to negotiate, make, accept or approve, or to take part in negotiating, making, accepting or approving this contract, shall become directly or indirectly interested personally in this contract, or in any part hereof. No officer or employee of, or for the County, who is authorized in such capacity and on behalf of the County to exercise any supervisory or administrative function in connection with this contract, shall become directly or indirectly interested personally in this contract or in any part hereof.

EIGHTEENTH: **INDEMNIFICATION**. The Parties agrees to the fullest extent of the law:

a. that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the School shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the negligent acts and/or omissions or a material breach of this Agreement by the School or third parties under the direction or control of the School; and

b. to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of the acts or omissions referred to in paragraph (a) and to bear all other costs and expenses related thereto. The duty to defend hereunder shall be triggered immediately upon notice to the School by the County of the County's receipt of a Notice of Claim, service of process or other demand or claim.

c. That except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the School district, the County shall indemnify and hold harmless the School district, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the negligent acts and/or omissions or a material breach of this Agreement by the County or third parties under the control of the County (including the SRO); and;

d. To provide defense and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly referred to in subparagraph (c) and to bear all other costs and expenses related thereto. The duty to defend hereunder shall be triggered immediately upon notice to the county by the School district of the School district's receipt of a Notice of Claim, service of process or other demand or claim.

e. Notwithstanding the provisions in subparagraphs (c) and (d), the County shall not be required to indemnify, hold harmless, or defend the School with respect to claims arising out of any law enforcement actions taken by the SRO, including but not limited to actions taken with respect to violent intruders, violent guests, active shooters, or other similar situations, unless the SRO is adjudged liable for negligence or willful misconduct in connection with the same. f. The defense and indemnification

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obligations provided herein shall survive the expiration or termination of this Agreement, whether occasioned by this Agreement's expiration or earlier termination.

NINETEENTH: **ENTIRE CONTRACT AND INCORPORATION**. This contract constitutes the entire agreement of the parties hereto and all previous communications between the parties, whether written or oral, with reference to the matter of this contract, are hereby superseded.

TWENTIETH: **SPECIAL RELATIONSHIP**. This Agreement does not create a "special relationship." Specifically, this Agreement is not:

1. an assumption by the County of an affirmative duty to act on behalf of a party who was injured;
2. knowledge on the part of the County's agents that inaction could lead to harm;
3. some form of direct contact between the County's agents and the injured party; and
4. evidence of a party's justifiable reliance on the County's affirmative undertaking.

**IN WITNESS WHEREOF**, the undersigned parties hereto have executed this Agreement on the date(s) set forth below.

\_\_\_\_\_  
**SIGNATURE**

Karl Dubash  
\_\_\_\_\_

**FULL NAME**

\_\_\_\_\_  
**DATE SIGNED**

Business Administrator  
\_\_\_\_\_

**TITLE**

\_\_\_\_\_

\_\_\_\_\_  
**THE CLERK OF THE BOARD**

\_\_\_\_\_  
**DATE SIGNED**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE SIGNED**

\_\_\_\_\_  
**FULL NAME**

\_\_\_\_\_  
**ON BEHALF OF THE COUNTY OF ONTARIO**

## Exhibits List

A - Full & Part\_Time\_SRO\_2026-2027\_-\_Schedule\_A 1.5

B - ADDENDUMS - Midlakes (1)

**Exhibit A**

**Full & Part\_Time\_SRO\_2026-2027\_-\_Schedule\_A**  
**1.5**

**SCHEDULE A - FULL-TIME**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  | 9/1/2026 - 6/30/2027 |          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------------------|----------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  | Cost                 |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                  | Annual               | 1 FT SRO |
| [1]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Gross Salary                                     | \$101,005            |          |
| [2]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Fringe Benefits                                  | \$78,003             |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Subtotal Salary & Fringe at 77.32%               | \$179,008            |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Annual Average Cost for SRO</b>               | <b>\$179,008</b>     |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Standard Monthly Rate                            |                      | \$14,917 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Standard Hourly Rate                             |                      | \$86.06  |
| [3]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Overtime Hourly Rate                             |                      | \$129.09 |
| [4]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Anticipated School Cost for SRO      1,632 Hours | \$140,449            |          |
| <p>[1] Salary based on current contract - at top step for Full Time County Police Officer, assumes Tier 4 ERS.</p> <p>[2] Fringe Benefits paid on Gross Wages for FT Deputy      <u>2027</u></p> <p style="padding-left: 150px;">FICA/Medicare      7.65%</p> <p style="padding-left: 150px;">WC      1.91%</p> <p style="padding-left: 150px;">Retirement      34%</p> <p style="padding-left: 100px;">Health &amp; Dental Insurance, H.R.A./H.S.A.      <u>33.76%</u></p> <p style="padding-left: 150px;">77.32%</p> <p>[3] Overtime incurred by SRO for School related activities to be billed separately at this overtime rate.</p> <p>[4] The deputy assigned to your detail may have selected a lesser benefit package or may be at a lower ERS rate. This represents the highest potential charge.</p> |                                                  |                      |          |

SCHEDULE A - PART-TIME

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                             | 9/1/2026 - 6/30/2027   |          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------|----------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                             | Cost                   |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                             | Annual                 | 1 PT SRO |
| [1]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Gross Salary                                | \$50,502               |          |
| [2]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Fringe Benefits                             | <u>\$6,375</u>         |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Subtotal Salary & Fringe at 12.56%          | \$56,878               |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Annual Average Cost for SRO</b>          | <b><u>\$56,878</u></b> |          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Standard Monthly Rate                       |                        | \$4,739  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Standard Hourly Rate                        |                        | \$54.69  |
| [3]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Overtime Hourly Rate                        |                        | \$82.04  |
| [4]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Anticipated School Cost for SRO 1,040 Hours | <u>\$56,878</u>        |          |
| <div><div>[1] Salary based on current contract - at top step for Part Time County Police Officer, assumes deputy is retired from NYSERS.</div><div><div>[2] Benefits paid on Gross Wages for PT Deputy</div><div>2027</div><div>FICA7.65%</div><div>WC1.91%</div><div>Deferred Comp<u>3.00%</u></div><div>12.56%</div></div><div>[3] Overtime incurred by SRO for School related activities to be billed separately at this overtime rate.</div><div>[4] The deputy assigned to your detail may be paid at a lower rate of pay. This represents the highest potential charge.</div></div> |                                             |                        |          |

## **Exhibit B**

# **ADDENDUMS - Midlakes (1)**

## **ADDENDUM A**

### **PARENTS BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY**

Parents (includes legal guardians or persons in parental relationships) and Eligible Students (student 18 years and older) can expect the following:

1. A student's personally identifiable information (PII) cannot be sold or released for any commercial purpose. PII, as defined by Education Law § 2-d and FERPA, includes direct identifiers such as a student's name or identification number, parent's name, or address; and indirect identifiers such as a student's date of birth, which when linked to or combined with other information can be used to distinguish or trace a student's identity. Please see FERPA's regulations at 34 CFR 99.3 for a more complete definition.
2. The right to inspect and review the complete contents of the student's education record stored or maintained by an educational agency. This right may not apply to parents of an Eligible Student.
3. State and federal laws such as Education Law § 2-d; the Commissioner of Education's Regulations at 8 NYCRR Part 121, the Family Educational Rights and Privacy Act ("FERPA") at 12 U.S.C. 1232g (34 CFR Part 99); Children's Online Privacy Protection Act ("COPPA") at 15 U.S.C. 6501-6502 (16 CFR Part 312); Protection of Pupil Rights Amendment ("PPRA") at 20 U.S.C. 1232h (34 CFR Part 98); the Individuals with Disabilities Education Act ("IDEA") at 20 U.S.C. 1400 et seq. (34 CFR Part 300); protect the confidentiality of a student's identifiable information.
4. Safeguards associated with industry standards and best practices including but not limited to encryption, firewalls, and password protection must be in place when student PII is stored or transferred.
5. A complete list of all student data elements collected by NYSED is available at [www.nysed.gov/data-privacy-security](http://www.nysed.gov/data-privacy-security) and by writing to: Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234 or by telephone at (518) 474-0937.
6. To be notified in accordance with applicable laws and regulations if a breach or unauthorized release of PII occurs.
7. Educational agency workers that handle PII will receive training on applicable state and federal laws, policies, and safeguards associated with industry standards and best practices that protect PII.
8. Educational agency contracts with vendors that receive PII will address statutory and regulatory data privacy and security requirements.

Parents, eligible students (students who are at least 18 years of age or attending a postsecondary institution at any age), principals, teachers, and employees of an educational agency may file a complaint about a possible breach or improper disclosure of student data and/or protected teacher or principal data. This complaint form is submitted to Privacy Officer Lydia Schadler, at 1490 State Route 488, Clifton Springs, NY 14432, or in writing to the Chief Privacy Officer, New York State Education Department, Room 863 EBA, 89 Washington Ave., Albany, NY 12234.

## **ADDENDUM B**

### **SUPPLEMENTAL INFORMATION ADDENDUM**

1. **EXCLUSIVE PURPOSES FOR DATA USE:** The exclusive purposes for which “student data” or “teacher or principal data” (as those terms are defined in Education Law Section 2-d and collectively referred to as the “Confidential Data”) will be used by Ontario County (the “Contractor”) are limited to the purposes authorized in the contract between the Contractor and Phelps-Clifton Springs Central School District (the “School District”) dated September 1, 2023 (the “Contract”).
2. **SUBCONTRACTOR OVERSIGHT DETAILS:** The Contractor will ensure that any subcontractors, or other authorized persons or entities to whom the Contractor will disclose the Confidential Data, if any, are contractually required to abide by all applicable data protection and security requirements, including but not limited to, those outlined in applicable State and Federal laws and regulations (e.g., Family Educational Rights and Privacy Act (“FERPA”); Education Law § 2-d; 8 NYCRR § 121).
3. **CONTRACT PRACTICES:** The Contract commences and expires on the dates set forth in the Contract, unless earlier terminated or renewed pursuant to the terms of the Contract. On or before the date the Contract expires, protected data will be exported to the School District in format and/or destroyed by the Contractor as directed by the School District.
4. **DATA ACCURACY/CORRECTION PRACTICES:** A parent or eligible student can challenge the accuracy of any “education record”, as that term is defined in the FERPA, stored by the School District in a Contractor’s product and/or service by following the School District’s procedure for requesting the amendment of education records under the FERPA. Teachers and principals may be able to challenge the accuracy of APPR data stored by School District in Contractor’s product and/or service by following the appeal procedure in the School District’s APPR Plan. Unless otherwise required above or by other applicable law, challenges to the accuracy of the Confidential Data shall not be permitted.
5. **SECURITY PRACTICES:** Confidential Data provided to Contractor by the School District will be stored physically in the Office of the SRO at the School District and/or electronically on the School District’s computer system. The measures that Contractor takes to protect Confidential Data will align with the NIST Cybersecurity Framework, including but not necessarily limited to, disk encryption, file encryption, firewalls, and password protection.
6. **ENCRYPTION PRACTICES:** The Contractor will apply encryption to the Confidential Data while in motion and at rest at least to the extent required by Education Law Section 2-d and other applicable law.

## **ADDENDUM C**

### **THIRD-PARTY DATA SECURITY AND PRIVACY PLAN**

WHEREAS, the Phelps-Clifton Springs Central School District (hereinafter “School District”) and the County of Ontario (“Contractor”) entered into an agreement dated September 1, 2023, (hereinafter “Agreement”) for the provision of School Resource Officer services (hereinafter “Services”).

WHEREAS, pursuant to the requirements under 8 NYCRR § 121, Contractor maintains the data security and privacy plan described herein in connection with the Services provided to the School District.

1. During the term of the Agreement, Contractor will implement all state, federal and local data security and privacy requirements, consistent with the School District's Data Security and Privacy Policy in the following way(s):

*As a local government entity, Contractor actively works to maintain compliance with various data security and privacy requirements, and will comply with the School District's Data Security and Privacy Policy when accessing and/or transmitting student data.*

2. Contractor has in place the following administrative, operational and technical safeguards and practices to protect personally identifiable information that it will receive under the Agreement:

*Contractor will not receive or store any personally identifiable information on County network resources. Contractor agrees to only access the School District's Student Management System through a District device on the District's computer network. Contractor agrees to only use the District-provided email address to communicate electronically regarding District matters in the course of providing School Resource Officer Service. Contractor agrees to comply with the District's Data Security and Privacy Policy when accessing the District's computer system.*

3. Contractor shall comply with 8 NYCRR § 121 in that it acknowledges that it has reviewed the School District's Parents Bill of Rights for Data Privacy and Security and will comply with same.

- a. Contractor will use the student data or teacher or principal data only for the exclusive purposes defined in the Agreement.
- b. Contractor will ensure that the subcontractor(s) or other authorized persons or entities to whom Contractor will disclose the student data or teacher and principal data, if any, will abide by all applicable data protection and security requirements as described in the “Supplemental Information” appended to the Agreement.
- c. At the end of the term of the Agreement, Contractor will destroy, transition or return, at the direction of the School District, all student data and all teacher and principal data in accordance with the “Supplemental Information” appended to the Agreement.
- d. Student data and teacher and principal data will be stored in accordance with the “Supplemental Information” appended to the Agreement.

- e. Student data and teacher and principal data in motion and at rest will be protected using an encryption method that meets the standards described in 8 NYCRR 121.

4. Prior to receiving access to student data and/or teacher and principal data, officer(s) and employee(s) of Contractor and any assignees who will have access to student data or teacher or principal data shall receive training on the federal and state laws governing confidentiality of such data. Such training shall be provided:

*The School Resource Officer shall receive training from the School District at the start of the school year.*

5. Subcontractors: Contractor shall not utilize sub-contractors.

6. Contractor has the following procedures, plans or protocols in place to manage data security and privacy incidents that implicate personally identifiable information: *Procedures, plans or protocols must, at a minimum, specify plans to identify breaches and unauthorized disclosures, and to promptly notify the School District.*

*Contractor maintains various IT security policies and plans, including but not limited to a data breach notification policy. Contractor does not currently intend to receive or store any school district-related PII on County network resources.*

7. Termination of Agreement.

To the extent Contractor receives or stores PII, within 30 days of termination or expiration of the agreement without renewal, Contractor shall delete or destroy all student personally identifiable information in its possession.

8. In the event of a conflict between the terms of this Data Security and Privacy Plan and the terms of the Agreement, the terms of this Data Security and Privacy Plan shall control. All of the defined terms in the Agreement shall have the same definitions in the Data Security and Privacy Plan, unless otherwise defined herein. Except as expressly set forth in this Data Security and Privacy Plan, the terms and conditions of the Agreement shall remain unmodified and in full force and effect.

IN WITNESS WHEREOF, the Contractor hereto has executed this Data Security and Privacy Plan as of September 1, 2023.