

AGENDA



BOARD OF EDUCATION

August 15, 2019

West Islip High School
One Lions Path

*Submitted by:
Bernadette M. Burns
Superintendent of Schools*

A G E N D A
REGULAR MEETING OF THE BOARD OF EDUCATION
August 15, 2019

West Islip High School

West Islip, New York

-
- I. **CALL TO ORDER**
 - II. **QUORUM COUNT**
 - III. **ANNOUNCEMENTS**
 - IV. **INVITATION TO PUBLIC** - *The public is invited to speak on any agenda item. Community members will be recognized from the signature cards only. (Name and address required) - This will be limited to 20 minutes in total and will continue only as long as it is conducted in an orderly fashion. Each person or representative of a group will be limited to three minutes.*
 - V. **APPROVAL OF MINUTES:** A motion is needed to approve the minutes of the July 2, 2019 Reorganizational Meeting, the July 2, 2019 Regular Meeting, and the July 23, 2019 Special Meeting.
 - VI. **PERSONNEL**
 - VII. **CURRICULUM UPDATE**
 - VIII. **REPORT OF BOARD COMMITTEES**
 - A) Finance Committee {8/13/2019}
 - B) Buildings and Grounds Committee {8/13/2019}
 - IX. **BUSINESS ITEMS**
 - A) Approval of Budget Transfers
 - B) Approval of Resolutions
 - 1. Tax Levy 2019-2020
 - 2. Donation from Ahold Delhaize USA \$1,549.66 → Beach
 - 3. Donation from Ahold Delhaize USA \$1,096.28 → Manetuck
 - 4. Donation from Manetuck's Grade 5 Class \$ 650.00 → Manetuck
 - 5. Increase to Budget 2019-2020 \$3,295.94
 - 6. Acceptance of Corrective Action Plan – Internal Audit
 - C) Approval of Change Order
 - 1. Five Twelve Restoration, Inc. West Islip High School \$30,000
 - D) Approval of Contracts
 - 1. Babylon UFSD
 - 2. ESBOCES Final Contract for Cooperative Educational Services 2018-2019
 - 3. Edward M. Petrosky, Psy.D., ABPP
 - 4. Green Chimneys School
 - 5. Nassau Suffolk Services for Autism – The Martin C. Barell School
 - 6. Woods Services, Inc.
 - E) Approval of Surplus
 - 1. Miscellaneous IT/AV equipment
 - X. **PRESIDENT'S REPORT**
 - A) Approval of WITA Lease Agreement
 - XI. **SUPERINTENDENT'S REPORT**
 - XII. **NOTICES/REMINDERS**
 - A) First day of school for teachers ~ September 3, 2019
 - B) First day of school for students ~ September 4, 2019

XIII. OTHER ITEMS FOR BOARD MEMBERS INFORMATION

XIV. INVITATION TO THE PUBLIC - *The public, at this time, is cordially invited to bring before the Board any questions/ concerns. Community members will be recognized from the signature cards only. (Name and address required) ~ 20 minute time limit. Each person or representative of a group will be limited to three minutes.*

XV. EXECUTIVE SESSION – *After a ten-minute break, the Board of Education will adjourn to discuss personnel, negotiations, and litigation. At the conclusion of Executive Session, the Board will reconvene to public session in the District Office Board Room to consider any items for which a vote is required.*

XVI. CLOSING - Adjournment

ANNUAL REORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION
July 2, 2019 – West Islip High School

PRESENT: Mr. Gellar, Mrs. LaRosa, Mr. Compitello, Mr. Maginniss, Mr. McCann, Mr. Michaluk

ABSENT: Mr. Antonello

ADMINISTRATORS: Mrs. Burns, Mrs. Pellati, Mrs. Morrison

ABSENT: None

ATTORNEY: Mr. Volz

The Constitutional Oath of Office was administered by Attorney Thomas Volz to incumbent trustee Annmarie LaRosa and newly elected trustees Thomas Compitello and Peter McCann. All Board members present read and signed the required Statement of Assurances (Board Policy 6110 – Code of Ethics for All District Personnel).

Meeting was called to order at 7:30 p.m., followed by the Pledge.

Mr. Gellar opened the floor for nominations for President of the Board of Education for the 2019-2020 school year. Paul Michaluk nominated Steven Gellar, seconded by Peter McCann. There were no other nominations. Mr. Gellar closed the floor for nominations. Motion to nominate Steven Gellar for President was carried when all Board members present voted in favor.

Mr. Gellar opened the floor for nominations for Vice President of the Board of Education for the 2019-2020 school year. Annmarie LaRosa nominated Ron Maginniss, seconded by Paul Michaluk. There were no other nominations. Mr. Gellar closed the floor for nominations. Motion to nominate Ron Maginniss for Vice President was carried when all Board members present voted in favor.

The Constitutional Oath of Office was administered by Attorney Thomas Volz to President Gellar.

The Constitutional Oath of Office was administered by Attorney Thomas Volz to Vice President Maginniss.

Requests for membership on the following Board Committees/Liaisons were distributed to trustees; President Gellar will assign members accordingly.

Audit	Liaison to Council of PTA
Buildings & Grounds	Liaison to Health and Wellness
Education	Liaison to Special Education
Finance	Liaison to Student/School Board
Legislative Action	NYSSBA Convention Voting Delegate
Policy	NYSSBA Legislative Contacts
Public Relations	Islip School Boards Association
Safety and Security	

Building Inspections:

Bayview	Beach
Paul A. Kirdahy @ Captree	Udall
Manetuck	West Islip High School
Oquenock	Westbrook
Paul J. Bellew	

Motion was made by Annmarie LaRosa, seconded by Ron Maginniss, and carried when all Board members present voted in favor to approve appointment of Mary Hock as District Clerk, Patricia Denninger (alternate) for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve appointment of Deborah Falcon as District Treasurer and Mary Hock as Deputy Treasurer for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve appointment of Board of Registration for the 2019-2020 school year as follows: Anne Kuhlwillm; alternates - Rhonda Rauch, Rosemary Dowling.

Motion was made by Peter McCann, seconded by Thomas Compitello and carried when all Board members present voted in favor to set amount of Treasurer's Bond at \$1,000,000.00 for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to set amount of Claims Auditor's Bond at \$1,000,000.00 for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve appointment of Patricia Plompen as Claims Auditor for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve appointment of Robert Nocella as Purchasing Agent for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Thomas Compitello, and carried when all Board members present voted in favor to approve appointment of Maria McCarthy as Deputy Purchasing Agent for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve appointment of Patricia Denninger as Records Access Officer for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve appointment of R.S. Abrams & Co., LLP as District Auditor for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor to approve appointment of Thomas M. Volz, PLLC as Attorney/Legal Officer for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve appointment of Chief/School Physicians for the 2019-2020 school year as follows: Dr. Marc Cimmino, Chief School Physician; Dr. Tracy Onal; Dr. Robert A. Smolarz; Dr. Leonard Savino; L. Atkinson, RPA; Dr. Costa Constantatos; Dr. Jorge Montes; Joseph Tommasino, RPA; Dr. Jennifer Mingione; Dr. Ira Woletsky (Pediatrician); Dr. Jack Marzec; Dr. Phil Schrank; South Shore Neurologic Associates; Dr. Paul Greenblatt; and Dr. Sarita Duchatelier; Emergency Medical Technician Coverage for Athletic Events: Robert Mallimo, Richard Naeder, Kristine Ostrem, Colleen Lamberson, John Mileski, Sean O'Hora, Steven Mirrone.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve Newspapers Designated to Carry Legal Notices for the 2019-2020 school year as follows: *Babylon Beacon*, *Islip Bulletin* and *Newsday*.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve Depositories Designated for the 2019-2020 school year as follows: J.P. Morgan Chase, HSBC, NYCLASS, Empire National Bank, People's United Bank, N.A.

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor to approve appointment of Committee on Special Education and Committee on Pre-School Special Education/Alternates/Secretaries for the 2019-2020 school year (list included in supplemental file).

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve reappointment of District Team – New Compact for Learning for the 2019-2020 school year as follows: Luann Dunne, WISE; James Moran, UPSEU - Local 424; Teresa Romanelli, PTA – Elementary; Sam Coppola, PTA – Middle School; Patty McCabe, PTA – High School; Student Senate Representative, WIHS Student; Student Senate Representative, WIHS Student; Bernadette Burns, Superintendent; Rhonda Pratt, WIASA – Elementary; Andrew O’Farrell, WIASA – Middle School; Craig Gielarowski, WIASA – High School; Karen Desz, WITA – Elementary; Michele Holt, WITA – Middle School; Joseph Dixon, WITA – High School.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa and carried when all Board members present voted in favor to approve appointment of Health and Wellness Alliance Committee Members for the 2019-2020 school year as follows: Michelle Alessi, Erin Bies, Julie Cannistra, Angie Carpenter, Marcelle Crudele, Arlene Devoe, Monica Fogarty, Craig Gielarowski, Barbara Henke, Christine Herzlinger, Tim Horan, Christine Kearney, Jessica Kelly, Sharon Kerrigan, Meghan LaRocca, Annmarie LaRosa, Shanan Mauro, Pattie McCabe, Rich McKay, Paul Michaluk, Tricia Mileti, Dawn Morrison, John Mullins, Priscilla Olsen, Jessica Olsen-Hock, Zoryana Percudani, Nicole Perperis, Rhonda Pratt, Kristen Romey, Carrie Russo, Ariana Stubbmann, Lynn Summers, Dr. Marc Cimmino - Chief School Physician.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve adoption of the following resolution and appointment of Impartial Hearing Officers for the 2019-2020 school year: WHEREAS, the Regulations of the Commissioner of Education, Pursuant to Sections 207, 3214, 4403, 4404 and 4410 of the Education Law, Part 200, amended January 2007, Section 200.2(e) states that “The Board of Education or trustees of each school district shall establish a list of: (1) The names and statement of the qualifications of each impartial hearing officer who is: (i) certified by the Commissioner of Education pursuant to section 200.1(x)(2) of this Part and; (ii) available to serve in the district in hearings conducted pursuant to Education Law section 4404(1). Appointment of impartial hearing officers pursuant to Education Law section 4404(1) shall be made only from such list and in accordance with the rotation selection process prescribed herein and the timelines and procedures in section 200.5(j) of this Part. Such names will be listed in alphabetical order. Selection from such list shall be made on a rotational basis beginning with the first name appearing after the impartial hearing officer who last served or, in the event no impartial hearing officer on the list has served, beginning with the first name appearing on such list. Should that impartial hearing officer decline appointment, or if, within 24 hours, the impartial hearing officer fails to respond or is unreachable after reasonable efforts by the district that are documented and can be independently verified, each successive impartial hearing officer whose name next appears on the list, shall be offered appointment, until such appointment is accepted. The name of any newly certified impartial hearing officer who is available to serve in the district shall be inserted into the list in alphabetical order (list included in supplemental file).”

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor dates/building site for the 2019-2020 Regular and Planning Session meetings of the West Islip Board of Education (list included in supplemental file).

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve the setting of the date/time for 2020 West Islip High School Commencement Exercises- Saturday, June 27, 2020 at 9:00 a.m..

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve adoption of the following resolution re: Federal Funded Programs: **BE IT RESOLVED**, *that, the Board grants authority for the 2019-2020 school year for the West Islip Union Free School District (West Islip Public Schools) to participate in an ECLA Title I Program developed to provide instructional activities and services for the educationally disadvantaged students who reside in said school district under available Federal funds; and*

BE IT FURTHER RESOLVED, that, the Assistant Superintendent for Curriculum and Instruction be designated as Coordinator of Federal Programs; or other designee determined by the Superintendent of Schools, and that the Superintendent of Schools be authorized to represent the Board of Education in making application for any and all federal funds and the supervision thereof.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve adoption of the following resolution re: Residency Determination: **BE IT RESOLVED**, that the Board of Education of the West Islip UFSD designates the Superintendent of Schools to make determinations regarding whether a child is entitled to attend the schools of the District in accordance with Section 100.2(x)&(y) of the Regulations of the Commissioner for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor to approve adoption of the following resolution re: Bernadette M. Burns and Dawn Morrison are hereby certified as Qualified Lead Evaluators of teachers and building principals having successfully completed the training requirements (resolution attached in supplemental file).

Motion was made by Ron Maginniss, seconded by Thomas Compitello, and carried when all Board members present voted in favor to approve adoption of the following resolution re: Administrators listed are certified as Qualified Lead Evaluators of teachers having successfully completed the training requirements (resolution attached in supplemental file).

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve adoption of the following resolution re: DASA Coordinators: **BE IT RESOLVED**, that as required by the State Education Department, in accordance with the requirements of the Dignity for All Students Act, the West Islip Board of Education does hereby appoint the following staff members to the position of DASA Coordinator, effective July 1, 2019.

Dr. Anthony Bridgeman	-	West Islip High School
Mr. Andrew O'Farrell	-	Beach Street Middle School
Dr. Daniel Marquardt	-	Udall Road Middle School
Mr. John Mullins	-	Bayview Elementary School
TBD	-	Manetuck Elementary School
Mr. Jack Maniscalco	-	Oquenock Elementary School
Ms. Rhonda Pratt	-	Paul J. Bellew Elementary School

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve adoption of the following resolution re: Chief Emergency Officer: **BE IT RESOLVED**, that the Board of Education of the West Islip UFSD designates the Superintendent of Schools as the Chief Emergency Officer in accordance with the West Islip UFSD district-level safety plan and Education Law §2801-a for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor to approve appointment of Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Business, and the Executive Director for Human Resources as Title IX Compliance Officers for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Thomas Compitello, and carried when all Board members present voted in favor to approve appointment of Instructional Review Committee for the 2019-2020 school year as follows: Dawn Morrison, Assistant Superintendent for Curriculum and Instruction; Andrew O'Farrell, Secondary Principal; Rhonda Pratt, Elementary Principal; To be named as appropriate, Program Director; Anne Bean, Library-Media Specialist; Tina Schaefer, Secondary Teacher; Christina Kruer, Elementary Teacher; TBD, Community Member.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve appointment of Patricia Denninger and Mary Hock (alternate) as person authorized to accept service re: subpoenas, lawsuits, etc. for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve appointment of Board of Education as Audit Committee for the 2019-2020 school year.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve appointment of Cullen & Danowski, LLP as Internal Auditor.

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor to approve Cell Phone Usage as per Board Policy 5570 (list included in supplemental file).

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor to approve adoption of the following resolution re: Attendance by Board Members at Conferences, Conventions and Workshops {Policy No. 2320}: **BE IT RESOLVED** *that the Board of Education of the West Islip UFSD designates the President of the Board of Education to authorize Board of Education member attendance at conferences, conventions, workshops, etc. for the 2019-2020 school year.*

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to adjourn to Executive Session at 7:43 p.m.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to adjourn to Super-Executive Session at 7:59 p.m.

Meeting adjourned at 8:07 p.m. on motion by Ron Maginniss, seconded by Annmarie LaRosa and carried when all Board members present voted in favor.

REGULAR MEETING OF THE BOARD OF EDUCATION
July 2, 2019 – West Islip High School

PRESENT: Mr. Gellar, Mr. Maginniss, Mr. Compitello, Mrs. LaRosa, Mr. McCann,
Mr. Michaluk

ABSENT: Mr. Antonello

ADMINISTRATORS: Mrs. Burns, Mrs. Morrison, Mrs. Pellati

ABSENT: None

ATTORNEY: Mr. Volz

Meeting was called to order at 8:09 p.m.

RECOGNITION:

New York State Schools Board Association Board Excellence Award
Annmarie LaRosa, Paul Michaluk

APPROVAL OF MINUTES:

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve the minutes of the June 25, 2019 Planning Session.

PERSONNEL:

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa and carried when all Board members present voted in favor to approve ADMINISTRATIVE: RESIGNATION: Dawn Morrison, Principal, effective July 1, 2019 (Manetuck).

Motion was made by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor to approve TEACHING: PROBATIONARY APPOINTMENT: John Koroneos, Counselor, effective August 21, 2019 to August 20, 2023 (High School/Elementary Schools; Step 1A⁴; replacing M. Luquer {retired}).

In order to be granted tenure a classroom teacher or building principal shall have received composite or overall annual professional performance review ratings to Education Law §3012-d of either effective or highly effective in at least three of the four preceding years and if a classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.

Motion was made by Ron Maginniss, seconded by Peter McCann and carried when all Board members present voted in favor to approve TEACHING: REGULAR SUBSTITUTE: Meaghan Johnston, Special Education, effective September 3, 2019 to December 20, 2019 (Paul J. Bellew; Step 1⁴; replacing M. Umstatter-Sanchez {LoA}).

Motion was made by Ron Maginniss, seconded by Thomas Compitello and carried when all Board members present voted in favor to approve CIVIL SERVICE: RETIREMENT: Anne Schmidt, School Administrative Aide, effective July 26, 2019 (18 years).

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa and carried when all Board members present voted in favor to approve CIVIL SERVICE: SUBSTITUTE CUSTODIAN (\$13.00/hr.): Nicholas Panacciulli, effective July 3, 2019.

Motion was made by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor to approve CIVIL SERVICE: RESIGNATION: Kathleen Slayback, Part Time Food Service Worker, effective June 26, 2019 (Beach Street).

Motion was made by Ron Maginniss, seconded by Peter McCann and carried when all Board members present voted in favor to approve CIVIL SERVICE: PROBATIONARY APPOINTMENT: Barbara Holland, Cafeteria Aide, effective September 3, 2019 (Bayview; Step 1; replacing K. Pyes {Security/Receptionist Aide; Manetuck}).

Motion was made by Ron Maginniss, seconded by Thomas Compitello and carried when all Board members present voted in favor to approve CIVIL SERVICE: PROBATIONARY APPOINTMENT: Kathleen Slayback, Cafeteria Aide, effective September 3, 2019 (Beach Street; Step 1; replacing E. DaSilva {resigned}).

Motion was made by Paul Michaluk, seconded by Annmarie LaRosa and carried when all Board members present voted in favor to approve OTHER: MIDDLE SCHOOL SUMMER ACADEMY PROGRAM 2019: Kristen Amoia, Pamela Dubler, Elizabeth Kelly, Elaine Longo, Theresa Robertson, Christopher Salerno.

Motion was made by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor to approve OTHER: SUMMER SCHOOL 2019: Biology: *Jake Meyerson; English: *Ryan Jones; Mathematics: *Kaitlyn Terrio.

Motion was made by Ron Maginniss, seconded by Peter McCann and carried when all Board members present voted in favor to approve OTHER: REGENTS REVIEW SUMMER 2019: Biology: *Jake Meyerson; Chemistry: *Peter Puleio; Mathematics: *Kaitlyn Terrio.

Motion was made by Ron Maginniss, seconded by Thomas Compitello and carried when all Board members present voted in favor to approve OTHER: PROFESSIONAL DEVELOPMENT CONSULTANT: Anne Ruilan, \$800 per diem, effective July 3, 2019.

CURRICULUM UPDATE:

Mrs. Morrison thanked the administrators, teachers and staff for their hard work and dedication throughout the school year, and congratulated the middle school and high school teachers and students regarding the June Regents results. The pass rates are as follows: English CC - 98%; (MS) Algebra 1 CC - 100%; (HS) Algebra 1 CC - 96%; Geometry CC - 92%; Algebra II CC - 94%; (MS) Earth Science - 100%; (HS) Earth Science - 90%; Living Environment - 97%; Chemistry & Physics - 91%; Global History - Transition Exam - 94% and US History - 99%.

The Summer Investigations Program (Grades K-5) will run Monday, July 8 through Thursday, August 1 from 8:30 a.m. - 10:30 a.m. at Paul J. Bellew. The Summer Academy (Grades 6-8) will run Monday, August 5, 2019 through Thursday, August 15, 2019 at West Islip High School. Summer School (Grades 8 - 12) will start Monday, July 8, 2019 and end Monday, August 12, 2019. Regents Review Classes will run based on enrollment. The Pre-K Program has an enrollment of 118 students and there will be two sessions 8:15 - 10:45 a.m. and 12:00 - 2:30 p.m. A planning meeting is scheduled with elementary school principals to discuss the rollout of the various aspects of the program.

REPORT OF COMMITTEES:

Policy Committee: Annmarie LaRosa informed the audience that an annual review took place on the following policies: No. 5412 Purchasing Procedures; No. 5421 Procurement of Goods and Services; No. 5610 Insurance; No. 5623 Use of School Owned Materials and Equipment; No. 5683 Districtwide Safety Committee; No. 6150 Alcohol, Drugs and Other Substances (School Personnel); No. 7320 Alcohol, Drugs and Other Substances (Students).

FINANCIAL MATTERS:

The treasurer report for May was presented: beginning balance as of 4/30/19: \$48,601,851.96; ending balance as of 5/31/19: \$52,738,848.63.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve General Fund budget transfers 3656-3670 and Capital Fund transfers 3655-3669.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve Request for Proposals: RFP#420 Commodity Foods Direct Diversion; RFP#425 Paper; RFP#426 Beverages Dispensed by Mechanical Equipment; RFP#427 Frozen; RFP#428 Meat; RFP #429 Non-Student Beverages with Equipment; RFP #431 Bread; RFP#435 Dairy; RFP #436 Coffee and Hot Beverages with Equipment; RFP#439 Bagels; RFP #443 Snacks-Compliant; RFP#444 Grocery; RFP#446 Snacks-Non-Compliant; RFP #447 Student Beverages without Equipment; RFP #450 Ice Cream with Equipment; RFP #452 Dishwashing/Cleaning Supplies.

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor to approve Resolution to Bid Jointly on Food Service Commodities, Food and Food Service Supplies for the 2019-2020 school year (resolution included in supplemental file).

Motion was made by Ron Maginniss, seconded by Thomas Compitello, and carried when all Board members present voted in favor to approve Resolution 2019-2020 Income Eligibility Guidelines for Free and Reduced Prices Meals or Free Milk (resolution included in supplemental file).

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve Resolution Breakfast Program Exemption 2019-2020 (resolution included in supplemental file).

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve Change Order No. 2 - Milcon Construction Corp. – Beach (\$15,000).

Motion was made by Ron Maginniss, seconded by Peter McCann, and carried when all Board members present voted in favor to approve 2019-2020 Financial Advisory Services Agreement – Capital Markets Advisors, LLC.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve surplus: miscellaneous books ~ West Islip High School Media Center; miscellaneous IT equipment.

PRESIDENT'S REPORT:

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve WISE Memorandum of Agreement re: Retirement Incentive.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa, and carried when all Board members present voted in favor to approve Stipulation of Settlement and Release - Student A.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve WITA Memorandum of Agreement re: Negotiated Agreement.

Motion was made by Ron Maginniss, seconded by Paul McCann, and carried when all Board members present voted in favor to approve contract of Superintendent of Schools.

SUPERINTENDENT'S REPORT:

Mrs. Burns informed the audience that summer hours for the District Office would be Monday through Thursday from 8:00 a.m. to 4:00 p.m.

Bond work will be ongoing throughout the district and buildings may be inaccessible starting late July/early August.

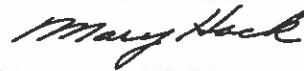
Mrs. Burns wished everyone a nice summer.

Motion was made by Ron Maginniss, seconded by Peter McCann and carried when all Board members present voted in favor to adjourn to Executive Session at 8:29 p.m. for the purpose of discussing personnel, negotiations, and/or litigation.

Meeting reconvened at 9:18 p.m. on motion by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor.

Meeting adjourned at 9:18 p.m. on motion by Ron Maginniss, seconded by Annmarie LaRosa and carried when all Board members present voted in favor.

Respectfully submitted by,



Mary Hock
District Clerk

All correspondence, reports or related materials referred to in these minutes are on file in the District Office.

SPECIAL MEETING OF THE BOARD OF EDUCATION
July 23, 2019 – District Office

PRESENT: Mr. Gellar, Mr. Maginniss, Mr. Antonello, Mr. Compitello, Mrs. LaRosa,
Mr. McCann, Mr. Michaluk

ABSENT: None

ADMINISTRATORS: Mrs. Burns, Mrs. Morrison, Mrs. Pellati

ABSENT: None

ATTORNEY: None

Meeting was called to order at 7:30 p.m.

PERSONNEL:

Motion was made by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor to approve ADMINISTRATIVE: PROBATIONARY APPOINTMENT: Vanessa Williams, Elementary Principal, effective August 12, 2019 to August 11, 2023 (Manetuck; \$135,000; replacing D. Morrison).

Motion was made by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor to approve TEACHING: PROBATIONARY APPOINTMENT: Stephany Camacho, World Languages, effective September 3, 2019 to September 2, 2023 (High School; Step 1A¹; replacing F. Cestaro {resigned}).

In order to be granted tenure a classroom teacher or building principal shall have received composite or overall annual professional performance review ratings to Education Law §3012-d of either effective or highly effective in at least three of the four preceding years and if a classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa and carried when all Board members present voted in favor to approve TEACHING ASSISTANT: RESIGNATION: Joanne LaDuca, effective August 9, 2019 (Bayview).

Motion was made by Ron Maginniss, seconded by Richard Antonello and carried when all Board members present voted in favor to approve CIVIL SERVICE: RESIGNATION: Lisa MacInness, Cafeteria Aide, effective July 3, 2019 (Oquenock).

Motion was made by Ron Maginniss, seconded by Richard Antonello and carried when all Board members present voted in favor to approve OTHER: RESIGNATION: Dawn Morrison, Co-Coordinator, Alternative School, effective July 24, 2019.

Motion was made by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor to approve OTHER: Alternative School Co-Coordinator, Daniel Marquardt, (2 nights, \$23,111.87), effective July 24, 2019 (replacing D. Morrison {resigned}).

Motion was made by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor to approve OTHER: CURRICULUM WRITING SUMMER 2019:

BUSINESS

AP Computer Science
Michelle Studley

Excel for College and Careers
Shawn Wallace

OTHER – CURRICULUM WRITING SUMMER 2019 – continued

BUSINESS

College Introduction to Sports Management
Frank Franzone

School Counseling Curriculum
Evelyn Hanlon, Wendy Loddigs

Comprehensive Development School Counseling/
Guidance Curriculum
Kathleen Crowley, Krystal Townend

Social Media Marketing
Diana Saadat

PRE-K (FAMILY & CONSUMER SCIENCES)

Early Childhood Education II
Nancy Silvestrini

SCIENCE

AP Biology
Christine Mulroy

IB Physics SL
Daniel Formichelli

AP Environmental Science
Kelly Sepe

Robotics
Brian Buonomo, Dennis Pope

Chemistry Accelerated
Melissa Morana, Kathleen Scrivani

STEM Research Skills
Ed Kozloski, Mary Kroll, Alexandra Nohowec,
Dennis Pope, Alicia Sepulveda

IB Design Technology SL/HL
Brian Buonomo, Dennis Pope

Motion was made by Ron Maginniss, seconded by Richard Antonello and carried when all Board members present voted in favor to approve OTHER: CURRICULUM WRITING FALL 2019:

ENGLISH

11AP Language and Composition
Jennifer Wasserman

English 7 Unit of Study – *Twelve Angry Men*
Danielle Rufrano

11AP Literature and Composition
Jane Murray, Erika Nolan, Tina Schaefer

English 7 Unit of Study – *The Outsiders*
Danielle Rufrano

English 7 Research Unit of Study
Maura Maynard

IB English HL1
Barbara Krollage

IB English HL2
Tina Schaefer

Motion was made by Ron Maginniss, seconded by Annmarie LaRosa and carried when all Board members present voted in favor to approve OTHER: ATHLETIC TRAINERS 2019-2020: Kevin Kilkenny, \$94.81 per session; Nicole Perperis, \$94.81 per session; (changed from \$92.24 per session; approved at the 6/13/19 BoE meeting).

Motion was made by Ron Maginniss, seconded by Richard Antonello and carried when all Board members present voted in favor to approve OTHER: FALL 2019 HIGH SCHOOL COACHES:

CHEERLEADING

Priscilla McBride, Assistant J.V. Coach

GIRLS GYMNASTICS

Caitlyn Leibman, Assistant Varsity Coach

GIRLS TENNIS

James Dooley, J.V. Coach

(replacing William Turri; approved at the 6/13/19 BoE meeting).

Motion was made by Ron Maginniss, seconded by Paul Michaluk and carried when all Board members present voted in favor to approve OTHER: FALL 2019 MIDDLE SCHOOL COACHES:

CROSS COUNTRY

Vincent Melia, Udall Boys & Girls Coach (replacing James Dooley; approved at the 6/13/19 BoE meeting).

Motion was made by Ron Maginniss, seconded by Richard Antonello and carried when all Board members present voted in favor to approve OTHER: WINTER 2019-2020 HIGH SCHOOL COACHES:

GIRLS BASKETBALL

Kristen Doherty, Assistant Varsity Coach

CHEERLEADING

Priscilla McBride, Assistant J.V. Coach

Motion was made by Richard Antonello, seconded by Ron Maginniss and carried when all Board members present voted in favor to approve OTHER: LATE WINTER 2020 MIDDLE SCHOOL COACHES:

GIRLS BASKETBALL

Christopher Salerno, 7-8 Udall Coach

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve the following bids: Base Bid No. GC-1 General Construction {Single Prime}-Tri State Construction of NY Corp.; Base Bid No. GC-3 Roof Replacements - combined Oquenock ES and Bayview ES - More Consulting Corp.; Base Bid No. GC-4 - Site Improvements {District-wide} - rejected; Base Bid No. EC-1 - Electrical {District-wide} - VSC Electric, Inc.; Base Bid No. TSI-1 - Theatrical Implementation- Eldor Contracting Corp.; Base Bid No. MC-1 - Mechanical {District-wide} - rejected.

Motion was made by Ron Maginniss, seconded by Paul Michaluk, and carried when all Board members present voted in favor to approve WITA Memorandum of Agreement re: Pre-Kindergarten Program

Mr. Bosse gave an update on bond projects and advised that NYSED approved the Music Suite project. Mr. Bosse also went over a cost analysis of bond work prepared by BBS and SCC.

The following residents wished to speak during an "Invitation to the Public":

Mrs. Rosato, 108 Harvest Lane, West Islip

Mrs. Little, 76 Highland Avenue, West Islip

Mrs. Rosato and Mrs. Little expressed concerns about the new legal requirements that removes non-medical exemptions for school vaccination requirements and how this law is adversely affecting families. They asked the Board to publically advocate for these students. Mrs. Burns explained that the district is bound to comply with the law as written.

Motion was made by Ron Maginniss, seconded by Richard Antonello and carried when all Board members present voted in favor to adjourn to Executive Session at 8:17 p.m. for the purpose of discussing personnel, negotiations, and/or litigation.

Meeting reconvened at 8:31 p.m. on motion by Ron Maginniss, seconded by Richard Antonello and carried when all Board members present voted in favor.

Meeting adjourned at 8:31 p.m. on motion by Ron Maginniss, seconded by Richard Antonello and carried when all Board members present voted in favor.

Respectfully submitted by,



Mary Hock
District Clerk

All correspondence, reports or related materials referred to in these minutes are on file in the District Office.

DRAFT

PERSONNEL:

Consider recommendations of the Superintendent of Schools on the following items:

TEACHERS

T-1 PROBATIONARY APPOINTMENT

Mary Alotta, Pre-K Teacher
Effective September 3, 2019 to September 2, 2023
(Paul J. Bellew; Step 1PK⁴; new position)

Caitlin DeGirolamo, Pre-K Teacher
Effective September 3, 2019 to September 2, 2023
(Bayview; Step 1PK⁴; new position)

Melissa Gallagher, Pre-K Teacher
Effective September 3, 2019 to September 2, 2023
(Manetuck; Step 1PK⁴; new position)

In order to be granted tenure a classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law § 3012-d of either effective or highly effective in at least three of the four preceding years and if a classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.

T-2 CHILD-REARING LEAVE OF ABSENCE (unpaid)

Soley Vita, Elementary
Effective September 3, 2019 to June 30, 2020
(Paul J. Bellew)

**T-3 LEAVE OF ABSENCE (unpaid)
(Pursuant to the Family Medical Leave Act of 1993-
12 week continuous medical coverage)**

Deanna Johnson, Special Education
Effective September 3, 2019 – November 22, 2019
(Bayview)

CIVIL SERVICE

CL-1 RETIREMENT

Alice Anos, Senior Office Assistant
Effective December 30, 2019
(17 years)

Dianne Johnson, Computer Programmer
Effective December 31, 2019
(48 years)

Linda Skinner, Computer Operator II
Effective December 31, 2019
(45 years)

OTHER

PERMANENT SUBSTITUTE TEACHER (\$130 per diem)

Matthew Darrell, effective September 3, 2019

CURRICULUM WRITING SUMMER 2019

TECHNOLOGY

Coding

Thomas Larsen
Michael Taranto

Technology 2

Brian Buonomo

Technology 2

Thomas Larsen
Michael Taranto

AGENDA ITEM
BUSINESS ITEMS
RM 8/15/2019

RESOLUTION: 2019/2020 TAX LEVY

WHEREAS, the estimated expenditures for the West Islip Union Free School District, for the school year 2019/2020 in the amount of \$125,903,812 proposed in accordance with Section 1716 of the Education Law, were approved by the voters of the District on May 21, 2019, and,

WHEREAS, the estimated expenditures for the West Islip Public Library, for the fiscal year 2019/2020 in the amount of \$4,507,910, proposed in accordance with Section 259 of the Education Law, were approved by the voters of the District on April 2, 2019, for a total approved budget of \$130,411,722 therefore,

BE IT RESOLVED, that the 2019/2020 tax levy in the amount of \$85,505,745 for the West Islip Union Free School District and \$4,414,910 for the West Islip Public Library, for a combined tax levy of \$89,920,655 be approved and levied upon the real property of the District.

(The tax levy of \$85,505,745 for the School District plus \$40,398,067 other income as estimated on July 1, 2019, including State Aid and \$900,000 of Appropriated Fund Balance equals a budget of \$125,903,812. The tax levy of \$4,414,910 for the Public Library plus \$93,000 other income as estimated on July 1, 2019 equals a budget of \$4,507,910).

DONATIONS:

WHEREAS, the West Islip Union Free School District is in receipt of donated funds in the amount of \$1,549.66 and \$1,096.28 from Ahold Delhaize USA, which have been donated for the purchase of supplies for the students of the Beach Street Middle School and Manetuck Elementary School.

WHEREAS, the West Islip Union Free School District is in receipt of donated funds in the amount of \$650.00 from the Manetuck 5th grade class, which have been donated for the purchase of bench for the students of the Manetuck Elementary School.

RESOLUTION: INCREASE 2019/2020 BUDGET

BE IT RESOLVED, that the Board of Education hereby authorizes the appropriation budget for the 2019/2020 school year to be increased to \$125,907,107.94, an increase of the \$2,645.94 donation from Ahold Delhaize USA for the Beach Street Middle School and Manetuck Elementary School and an increase of the \$650.00 from the Manetuck 5th grade class for the Manetuck Elementary School.



Retail Business Services
 P.O. Box 7200
 Carlisle, PA 17013

CHECK NO: 008075228
 CHECK DATE: 05/15/2019
 CHECK AMOUNT: \$1,549.66

REMITTANCE DETAIL

Invoice Date	Dept.	Loc#	Invoice/Ref#	PO #	Gross Amount	Discount Amount	Amount Paid
05/08/2019	COMPANY: EOTH	6930	AHOLD DELHAIZE USA A+REWARDS 2019	STOP AND SHOP	SUPPLIER: 1,549.66	702015 .00	1,549.66
Totals					1,549.66	.00	1,549.66

"THE ATTACHED CHECK IS TENDERED IN PAYMENT OF INVOICES SHOWN. IN CASE OF DISCREPANCY, PLEASE RETURN WITH FULL PARTICULARS TO THE ABOVE ADDRESS. PLEASE CONTACT THE AFS CUSTOMER SOLUTIONS CENTER AT 717-960-1700 IF YOU HAVE ADDITIONAL QUESTIONS."



PO BOX 7200
 CARLISLE, PA 17013

CHECK NUMBER: 008075228
 CHECK DATE: 05/15/2019

TO THE
 ORDER OF

BEACH ST MIDDLE SCHOOL

*****1,549.66**

PAY

ONE THOUSAND FIVE HUNDRED FORTY NINE DOLLARS & 66/100

Bank of America, N.A.
 South Portland, ME

Katherine Adams
 Sr. Vice President

⑈008075228⑈ ⑆011201539⑆ 80076 864⑈

WEST ISLIP UFSD

FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION

DONOR NAME: Retail Business Services/ A+ rewards

DONOR ADDRESS: PO Box 7200 Carlisle PA 17013

DONATION: Cash or Check Goods Service

Please provide a listing of the item(s) to be donated and the related value.

1549.66 chk# 008075228

Select the fund and provide the budget code(s) of where the donation should be recorded.

General Fund Extracurricular Fund Trust & Agency Budget Code _____

Anticipated Date of Delivery to the School _____

Any related installation costs? Yes No Estimated Annual Cost _____
If "Yes" please attach approval from Assistant Superintendent for Business.

Any expected maintenance costs? Yes No Estimated Annual Cost _____

Purpose of the donation? _____

Which building/department will benefit from the donation? Beach

Principal's/Administrator's Signature & Date 

To be completed by the Business Office:

Board of Education Approval Date _____

Budget Adjustment Recorded _____

This form is to be filed with the Superintendent by the first of the month, at which time the Board of Education, at the next regular meeting, will act upon the donation. No item may be accepted as a donation or gift, nor may any item be installed on school premises, prior to the BOE accepting the gift or donation.

Those considering making gifts to the District should note that the District can assume no responsibility for the accuracy of estimated values assigned to the donated item(s). Donors should also note that while the District will attempt to comply with any stated preferences of the donor(s) relative to the use of the item(s) by a particular program/grade/school, etc., it must nevertheless reserve the right to reassign and/or reallocate such gifts as it deems appropriate so as to best serve the interests of the District.



Retail Business Services
P.O. Box 7200
Carlisle, PA 17013

CHECK NO: 008075827
CHECK DATE: 05/15/2019
CHECK AMOUNT: \$1,096.28

REMITTANCE DETAIL

Invoice Date	Dept.	Loc#	Invoice/Ref#	PO #	Gross Amount	Discount Amount	Amount Paid
05/08/2019	COMPANY: EOTH	6930	AHOLD DELHAIZE USA A+REWARDS 2019	STOP AND SHOP	SUPPLIER: 1,096.28	704092 .00	1,096.28
Totals					1,096.28	.00	1,096.28

"THE ATTACHED CHECK IS TENDERED IN PAYMENT OF INVOICES SHOWN. IN CASE OF DISCREPANCY, PLEASE RETURN WITH FULL PARTICULARS TO THE ABOVE ADDRESS. PLEASE CONTACT THE AFS CUSTOMER SOLUTIONS CENTER AT 717-960-1700 IF YOU HAVE ADDITIONAL QUESTIONS."



PO BOX 7200
CARLISLE, PA 17013

CHECK NUMBER 008075827
CHECK DATE 05/15/2019
52-153/112

TO THE
ORDER OF

MANETUCK ELEMENTARY SCHOOL

*****1,096.28**

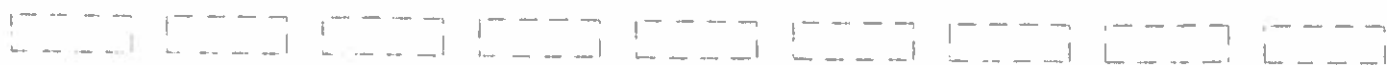
PAY

ONE THOUSAND NINETY SIX DOLLARS & 28/100

Bank of America, N.A.
South Portland, ME

ISc Vice President

⑈008075827⑈ ⑆011201539⑆ 80076 864⑈



WEST ISLIP UFSD

FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION

DONOR NAME: Retail Business Services

DONOR ADDRESS: PO Box 7200 Carlisle, PA 17013

DONATION: [checked] Cash or Check [] Goods [] Service

Please provide a listing of the item(s) to be donated and the related value.

1096.28 chk#008075827

Select the fund and provide the budget code(s) of where the donation should be recorded.

[checked] General Fund [] Extracurricular Fund [] Trust & Agency Budget Code A21105181499910

Anticipated Date of Delivery to the School

Any related installation costs? [] Yes [] No Estimated Annual Cost
If "Yes" please attach approval from Assistant Superintendent for Business.

Any expected maintenance costs? [] Yes [] No Estimated Annual Cost

Purpose of the donation?

Which building/department will benefit from the donation? Manetuck

Principal's/Administrator's Signature & Date [Signature] 7-5-19

To be completed by the Business Office:

Board of Education Approval Date

Budget Adjustment Recorded

This form is to be filed with the Superintendent by the first of the month, at which time the Board of Education, at the next regular meeting, will act upon the donation. No item may be accepted as a donation or gift, nor may any item be installed on school premises, prior to the BOE accepting the gift or donation.

Those considering making gifts to the District should note that the District can assume no responsibility for the accuracy of estimated values assigned to the donated item(s). Donors should also note that while the District will attempt to comply with any stated preferences of the donor(s) relative to the use of the item(s) by a particular program/grade/school, etc., it must nevertheless reserve the right to reassign and/or reallocate such gifts as it deems appropriate so as to best serve the interests of the District.

WEST ISLIP UFSD

FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION

DONOR NAME: 5th Grade Manetuck

DONOR ADDRESS: 800 Van Buren Ave, W.I. NY 11795

DONATION: Cash or Check Goods Service

Please provide a listing of the item(s) to be donated and the related value.

Cash = \$650⁰⁰
for Bench from class of 2019 (5th grade)

Select the fund and provide the budget code(s) of where the donation should be recorded.

General Fund Extracurricular Fund Trust & Agency Budget Code A21105181499910

Anticipated Date of Delivery to the School _____

Any related installation costs? Yes No Estimated Annual Cost _____
If "Yes" please attach approval from Assistant Superintendent for Business.

Any expected maintenance costs? Yes No Estimated Annual Cost _____

Purpose of the donation? _____

Which building/department will benefit from the donation? Manetuck

Principal's/Administrator's Signature & Date PDR 7-5-19

To be completed by the Business Office:

Board of Education Approval Date _____

Budget Adjustment Recorded _____

This form is to be filed with the Superintendent by the first of the month, at which time the Board of Education, at the next regular meeting, will act upon the donation. No item may be accepted as a donation or gift, nor may any item be installed on school premises, prior to the BOE accepting the gift or donation.

Those considering making gifts to the District should note that the District can assume no responsibility for the accuracy of estimated values assigned to the donated item(s). Donors should also note that while the District will attempt to comply with any stated preferences of the donor(s) relative to the use of the item(s) by a particular program/grade/school, etc., it must nevertheless reserve the right to reassign and/or reallocate such gifts as it deems appropriate so as to best serve the interests of the District.

**WEST ISLIP UNION FREE SCHOOL DISTRICT
CORRECTIVE ACTION PLAN
2018-2019**

Recommendations from the Independent Accountant's Report on Applying Agreed-Upon Procedures dated June 4, 2019:

CASH ACTIVITIES

Recommendations:

We recommend that the District consider implementing the following items to further improve internal controls and enhance operational efficiencies related to cash activities:

1. Establish procedures to include a thorough description related to the reconciling items noted on the monthly bank reconciliations and to clear these items in a timely manner. We note that the District started to address this recommendation at the end of our fieldwork.

District Corrective Action Plan

The District has implemented this recommendation by more clearly describing the reconciling items that appear on the monthly bank reconciliations and clearing them in a timely manner.

2. Revise the bank reconciliation related to the Trust and Agency fund account T201 to exclude the sub-ledger account S0200 from the cash balance listed on the nVision report. We worked with the District Treasurer to update the nVision to address this issue. We understand that the future bank reconciliations should only include account T201 in the nVision report resulting in a cash balance on this nVision report that will agree to the general ledger balance amount related to this account.

District Corrective Action Plan

The District implemented this recommendation immediately. The bank reconciliation only includes account T201, which is the cash account that agrees to the general ledger balance amount related to this account. The District also established a separate bank account for Field Trips only. This eliminates the need for the sub-ledger for the Trust & Agency account.

3. Improve the procedures related to outstanding checks by investigating these items after 6 months of their issue date by contacting the payee. We also recommend implementing a process in compliance with *State Law 21 – Unclaimed Funds* where the District cancels any checks outstanding for more than 1 year and maintains a complete, accurate record of the unclaimed funds by keeping a file, listing or Excel spreadsheet of these outstanding checks. A payee is only entitled to claim these funds for a period of 6 years at which time the District is no longer obligated to reissue such check. We note that the District started to address this recommendation at the end of our fieldwork.

District Corrective Action Plan

The District has implemented this recommendation by investigating any outstanding checks that are greater than 6 months outstanding. The District has also developed an Unclaimed Funds record of any outstanding checks that are greater than 1 year that have been cancelled. In accordance with the

guidance from the Office of the State Comptroller, the District will also submit any unclaimed payroll checks that have been dormant for more than 3 years to the Office of Unclaimed Funds.

4. Develop procedures to ensure that the nVision user accounts are inactivated timely when employees separate from the District. In addition, review the permissions of the user accounts in nVision related to the accounting module to determine if the employees' permissions are aligned with their job duties.

District Corrective Action Plan

The District created an employee separation checklist that is to be used when any employee leaves the District. Deactivating user accounts, such as nVision, is one of the items on this checklist. All user permissions are reviewed on a monthly basis.

RECEIPTS AT THE SCHOOLS

Recommendations:

We recommend that the District consider implementing the following items to further improve internal controls and operational efficiencies related to receipts at the schools:

1. Revise the standard deposit form to include a notation that the employee who has submitted the receipts, has verified that the amount of the deposit agrees with the email from the Business Office and such deposit was processed timely based on the date of submission. This key control should be initialed on the form to memorialize that this procedure was completed.

District Corrective Action Plan

The District created a 'Guide to collecting and transporting monies between school buildings and District Office' and a 'Guide to Field Trips' that is posted on the District website and was distributed to all District employees via email. In these Guides the employee is instructed to compare the amount per the email from the Business Office to the amount submitted and documented on the deposit form.

2. Strengthen controls related to receipts at the schools, particularly cash, since the collection of funds has a high level of inherent risk. We recommend that the District ensure that the employees maintain the appropriate records to support the amount of funds and assign staff the responsibility to review the documentation that could be done on a sample basis.

District Corrective Action Plan

The District created a 'Guide to collecting and transporting monies between school buildings and District Office' and a 'Guide to Field Trips' that is posted on the District website and was distributed to all District employees via email.

3. Establish formal procedures related to the receipts at the schools regarding the retention of records by employees, mainly teachers, involved with collections for field trips, drama events, drivers' education, etc. We recommend that all of these key records (student lists, pricing worksheets, payment documents, parent approval forms, etc.) be retained by the employees, organized by event and submitted to the main office of the respective school building at the end

of the school year. We suggest that the District determine the specific records to be retained and the retention period (e.g., one subsequent school year).

District Corrective Action Plan

The District created a 'Guide to collecting and transporting monies between school buildings and District Office' and a 'Guide to Field Trips' that is posted on the District website and was distributed to all District employees via email. In these Guides the employees are instructed to retain the documentation for one subsequent school year.

4. Establish procedures to ensure that all schools are maintaining and using a pre-numbered receipt book to track all cash that is collected and submitted to the Business Office.

District Corrective Action Plan

The District created a 'Guide to collecting and transporting monies between school buildings and District Office' and a 'Guide to Field Trips' that is posted on the District website and was distributed to all District employees via email. In these Guides the main offices are instructed to use pre-numbered receipt books to track all cash that is collected and submitted.

5. Develop procedures to require the employees to submit the receipts to the Business Office in a timely manner rather than holding the funds for an extended period of time before submitting the receipts.

District Corrective Action Plan

The District created a 'Guide to collecting and transporting monies between school buildings and District Office' and a 'Guide to Field Trips' that is posted on the District website and was distributed to all District employees via email. In these Guides employees are instructed to submit receipts to the Business Office on a weekly basis (or more frequently, if necessary).

6. Update the *Security Bags Control Log* to add a column for the District Courier to sign when they pick up the sealed bags at the schools.

District Corrective Action Plan

The District has implemented this recommendation by adding a column on the Security Bags Control Log for the District Courier to sign when he picks up sealed bags at our schools.

7. Ensure compliance related to the procedure requiring that the employee (i.e., teacher or clerical staff) include the date after they complete and sign-off on the standard deposit form.

District Corrective Action Plan

The District created a 'Guide to collecting and transporting monies between school buildings and District Office' and a 'Guide to Field Trips' that is posted on the District website and was distributed to all District employees via email. In these Guides employees are instructed to date and sign-off on the standard deposit form. A sample deposit form is also included in this Guide as an example for employees to follow.

The recommendations from the Risk Assessment (RA) Update Report dated February 15, 2019:

REVENUE AND CASH MANAGEMENT

Finding and Recommendation – Risk Assessment 2018

Receipts from the Schools: We note that the schools submit receipts to the Business Office throughout the year and these transactions are posted in the nVision financial system by the Business Office. However, we found that there is a lack of procedures to have the program office generating the original cash receipt confirm that the amount of the funds submitted to the Business Office is accurate.

1. We recommend that the Business Office establish procedures to have each program director confirm that the amount of the receipts submitted by the program office to the Business Office is accurate.

District Corrective Action Plan

The District created a 'Guide to collecting and transporting monies between school buildings and District Office' and a 'Guide to Field Trips' that is posted on the District website and was distributed to all District employees via email.

Finding and Recommendation – Risk Assessment 2018

Access to the Safe in the Business Office: We note that the key to the safe in the Business Office is kept in a closet that is accessible by all staff.

2. We recommend that the District safeguard the key to the safe in the Business Office by keeping the key in a more secure location with restricted access to only the appropriate employees.

District Corrective Action Plan

The District has implemented this recommendation by safeguarding the key to the safe in a new, more secure location.

Recommendation – Risk Assessment 2017

3. **Deposits Submitted to the Business Office:** We recommended that the District strengthen controls related to the deposits submitted to the Business Office by using sealed bank bags to submit receipts from the buildings. In addition, we recommended that the District use a delivery log book that requires the signature of a designated employee and the District Courier when the sealed bank bags are picked up at the buildings.

Risk Assessment Update – 2018

We found that the District still needs to address this recommendation.

District Corrective Action Plan

The District has implemented this recommendation by using sealed bank bags for all deposits and transfers of funds between buildings. The District also uses a log sheet in the main office of each building.

PAYROLL

Recommendation – Agreed-Upon Procedures 2015

4. **Improving Operational Efficiencies between Departments:** We recommended that the District further improve the effectiveness and efficiency between the Payroll Department and other functions (i.e., Benefits and Human Resources) by developing additional written, formal procedures for the interdepartmental activities to ensure timeliness, completeness and accuracy of the payroll related transactions. This should also foster internal communications, cohesiveness and understanding within and between the departments. We also recommended creating defined roles and responsibilities of the Human Resources and Benefits staff to ensure proper segregation of duties and establish appropriate interdepartmental procedures.

Risk Assessment Update – 2016

We understood that the District planned to address this item during the 2016-17 year.

Risk Assessment Update – 2017

We understood that there had been improvement with the communications between the Payroll Department and the Human Resources and Benefits staff. However, the District still needed to develop additional written, formal procedures and create defined roles of the staff.

Risk Assessment Update – 2018

We have been informed that the roles of the staff are more defined and there has been further improvement related to the communications between the Payroll Department and the Human Resources staff. We again recommend that the District develop additional written, formal procedures including enhancements with the payroll related forms.

District Corrective Action Plan

The District has greatly improved the communication between the Human Resources and Payroll Department. The payroll authorization form is in the process of being revised to more effectively communicate the necessary payroll changes. This form will be finalized during the 2019-20 school year.

GRANTS AND SPECIAL EDUCATION

Recommendation – Risk Assessment 2017

5. **Title IIA Grant – Carryover Funds:** We recommended that the District improve procedures related to the Title IIA grant to reduce the amount of carryover funds, since we noted that there was \$114,216 of carryover funds from the 2016-17 year into the 2017-18 year. We suggested establishing a plan to spend the available funds with the goal of having a nominal amount of carryover funds.

Risk Assessment Update – 2018

We found that the District has reduced the amount of carryover funds related to the Title IIA grant at the end of the 2017-18 year, but the amount of \$85,362 is still significant based on the allocation amount of \$105,042. We again recommend that the District establish a plan to spend the available funds in the Title IIA grant with the goal of having a nominal amount of carryover funds at the end of the 2018-19 year.

District Corrective Action Plan

The District has established a plan to spend the available Title IIA grant funds. At the end of 2018-19 the District had approximately \$17,000 remaining in Title IIA funds, which will be reduced even further by the end of the grant year, August 31, 2019.

FACILITIES AND CAPITAL PROJECTS

Recommendation – Agreed-Upon Procedures 2017

6. **Biometric Time System:** We recommended that the District perform a cost/benefit analysis of setting up a biometric time system. As biometric technology becomes more affordable, biometric hand-reader and fingerprint scanning solutions offer an attractive alternative to conventional timesheets or time clocks. There are many benefits of having a biometric time management system including:
- a) Improved internal controls and enhanced operational efficiencies with an automated system compared to the current manual attendance sheets.
 - b) The recording of start and end times based on actual arrivals and departures instead of reliance on manual entries.
 - c) Enhancing payroll processes by systematically calculating the overtime hours worked by employees to replace the current manual process.
 - d) The elimination of potential for fraud or abuse by use of the “buddy system” when employees may have other workers sign-in or sign-out for each other.

Risk Assessment Update – 2018 (This item is now closed)

We note that the District has purchased the electronic time management component of the nVision financial system called TimePiece and plans to install these devices toward the end of the 2018-19 year.

Recommendation – Agreed-Upon Procedures 2017

7. We recommended that the District perform a cost/benefit analysis related to completing projects in-district versus contracted services and maintain this supporting documentation in the Department. We suggested that the District perform and document this analysis prior to each project based on a threshold level related to the projects’ estimated costs (e.g., \$25,000).

Risk Assessment Update – 2018

We found that the District still needs to address this recommendation.

District Corrective Action Plan

For projects described above, a cost/benefit analysis will be performed and shared with the Superintendent, Assistant Superintendent for Business, Board of Education and Buildings & Grounds Committee during a monthly meeting prior to the work being performed.

Recommendation – Agreed-Upon Procedures 2017

8. **Pricing of Contracts/Bids:** We recommended that the District establish formal procedures related to contracts/bids that require the pricing of these items to be included in the voucher package (e.g., copy of the pages supporting the price) or at least written notation that an employee had verified the pricing to the respective bid or contract. The Department should also include the pages from the contracts/bids

that support the prices and items related to the PO or make notations on the PO documentation that the prices and items have been verified to the contracts/bids. In the event that there were numerous low value products, the Department should verify a sample of the items.

Risk Assessment Update – 2018

We understand that the Director plans to implement procedures to include a written notation that an employee has verified the pricing to the respective bid or contract.

District Corrective Action Plan

The Director of Facilities will verify by written notification/signature that pricing is appropriately adhering to the respective bid or contract. This will be done on each payment authorization.

Recommendation – Agreed-Upon Procedures 2017

9. **Tools and Equipment Inventory:** We recommended that the District strengthen controls of the tools and equipment inventory at the buildings and workshop by creating spreadsheets to adequately track and monitor the inventory of tools and equipment, with the goal of automating this process utilizing technology in the future. We also recommended developing procedures to perform periodic physical inventories of these assets (i.e., tagged and non-tagged items) and document the results.

Risk Assessment Update – 2018

We note that the Director has meet with the new Maintenance Supervisor to discuss these procedures. There has been improvement with safeguarding and assigning the Facilities Department's tools and equipment, but the District still needs to implement these recommendations.

District Corrective Action Plan

The Director of Facilities and the maintenance department supervisor have utilized locked cabinets to keep valuable tools and equipment safeguarded. Additionally, some power tools are assigned to each employee for accountability purposes and stored in individual employee's work vehicles. The supervisor has created a formal inventory binder to periodically check the location and condition of tools stored in vehicles.

Recommendation – Agreed-Upon Procedures 2017

10. **HS Warehouse – Supplies:** We recommended that the District develop formal procedures to improve the tracking, recording and monitoring of the supplies at the HS warehouse area. This should include documenting the results of the Chief Custodian's periodic physical inspections of the inventory and requiring all Department workers to complete the Supply Form when taking supplies during the absence of the Chief Custodian.

Risk Assessment Update – 2018

We have been informed that the Director and the Chief Custodian meet with the staff periodically to discuss the required protocols related to the supplies including the completion of the Supply Form. We have been informed that there has been improvement. We understand that the District plans to include documenting the results of the Chief Custodian's periodic physical inspections of the inventory.

District Corrective Action Plan

The chief custodian in charge of District warehouse supplies has created a formalized record keeping binder to periodically record supply inventory levels.

CAPITAL ASSETS

Recommendation – Risk Assessment 2017

11. Inventory – Art and Music Education Department: We recommended that the District strengthen controls related to the inventory of uniforms, which are provided to the marching band and vocal motion students. We suggested that the District establish procedures similar to the instruments inventory where an independent person (i.e., clerk in the Art and Music Education Department Office) verifies that the list of these items is complete based on last year's list and the purchases during the current year.

Risk Assessment Update – 2018

We have been informed that the Director of Art and Music Education plans to address this recommendation during the 2018-19 year.

District Corrective Action Plan

During the 2018-19 school year, the Director of Art & Music had the High School music teachers, who oversee the marching band and vocal motion programs, update and revise their current inventory list for uniforms and costumes. The Director of Art & Music reviewed the revised inventory lists to verify the information was complete and accurate. This practice will be continued each school year.

INFORMATION TECHNOLOGY

Recommendation – Agreed-Upon Procedures 2016

12. Staff Changes – Notify IT System Administrators: We recommended the District develop procedures to notify the IT system administrators about staff changes (i.e., new hires, separations, leaves of absence and transfers) in a timely manner to ensure that user accounts are revised promptly and appropriately. We recommended that the District develop a formal procedure using a standard Employee User Account Notification Form that should include the effective dates and other key information to be provided by the Personnel Department to the appropriate system administrators.

Risk Assessment Update – 2017

We noted that the District still needed to address this recommendation.

Risk Assessment Update – 2018

We understand that the District plans to address this recommendation during the 2018-19 year and the Director of Instructional and Information Technology has been investigating options including electronic routing programs that should facilitate this process.

District Corrective Action Plan

The IT department receives a hardcopy notification from Human Resources regarding any staff changes in the District. No accounts are activated or deactivated without this notification. This procedure will be revisited during the 2019-20 school year when the new Executive Director of Human Resources is hired.

Recommendation – Agreed-Upon Procedures 2016

13. New Hire Packet – User Account Form: We recommended that the District establish procedures to include the Employee User Account Notification Form in the new hire packet to facilitate the set-up of

user accounts and permissions for the respective employee. This should include the systems and programs that the employee would be given appropriate access to.

Risk Assessment Update – 2017

We noted that the District still needed to address this recommendation.

Risk Assessment Update – 2018

We found that the District has created a New Hire form, but this document is very generic. We have been informed that the Director of Instructional and Information Technology plans to create a more detailed form.

District Corrective Action Plan

During the 2018-19 school year, the Director of Technology created procedures to streamline the process of setting up new accounts and the establishment of passwords. The new hire form will be revised during 2019-20 when the new Executive Director of Human Resources is hired.

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

AGENDA ITEM IX. C)
 BUSINESS ITEMS
 RM 8/15/2019

SED No. 58-05-09-03-0-000 000
 Project Manager, Bruce Jesiolowski

PROJECT: West Islip UFSD
 (name, address) Phase 3 Bond Work at
 West Islip High School

CHANGE ORDER NUMBER: 4
 DATE: November 26, 2018

TO CONTRACTOR: Five Twelve Restoration, Inc.
 (name, address) 119 Covert Avenue
 Elmont, NY 11003

ARCHITECT'S PROJECT NO.: 16-380a
 CONTRACT DATE: April 20, 2018
 CONTRACT FOR: Masonry Restoration @
 West Islip HS (GC-1)

The Contract is changed as follows:

Provide all labor, materials and equipment for the following:

1. Owner Request. Remove and replace approximately 220 sf of existing bricks and steel lintels under Cafeteria windows at West Islip High School. Scope includes demolition, new waterproofing, new ties, new brick and new steel lintels. Add. \$18,000.00
2. Owner Request. Remove and replace bricks at the Cafeteria door at West Islip High School. Approximately 20 sf. Scope includes demolition, new waterproofing, new ties and new brick. Add. \$3,000.00
3. Owner Request. Remove and replace bricks adjacent the pool garage door as cracking was identified. Approximately 156 sf. Scope includes demolition, new waterproofing, new ties and new brick. Add. \$9,000.00

Total Additional Cost \$30,000.00

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 555,000.00
 Net change by previously authorized Change Orders \$ 161,590.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was \$ 716,590.00
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will (**increased**) (~~decreased~~)
 (~~unchanged~~) by this Change Order in the amount of \$ 30,000.00
 The new (Contract Sum) (~~Guaranteed Maximum~~) including this Change Order will be \$ 746,590.00
 The Contract Time will be (~~increased~~) (~~decreased~~) (unchanged) by zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is unchanged.


NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

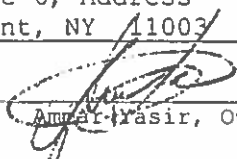
BBS ARCHITECTS, LANDSCAPE ARCHITECTS & ENGINEERS, PC

Burton Behrendt & Smith, PC
 ARCHITECT
 244 E. Main Street
 Address
 Patchogue, NY 11772

Five Twelve Restoration, Inc.
 CONTRACTOR
 119 Covert Avenue
 Suite 6, Address
 Elmont, NY 11003

West Islip UFSD
 OWNER
 100 Sherman Avenue
 Address
 West Islip, NY 11795

By 
 Lawrence Salvesen, AIA, LEED AP
 Date 11-30-18
 (631) 475-0349

By 
 Amar Trisir, Owner
 Date _____
 718-213-12946

By _____
 Date _____
 631-893-3200

SPECIAL EDUCATION SERVICES CONTRACT
Education Law § 4401(2)(b)

This Agreement is entered into this 1st day of July, 2019 by and between the Board of Education of the **BABYLON Union Free School District** (hereinafter the "SENDING DISTRICT"), having its principal place of business for the purpose of this Agreement at 50 Railroad Avenue, Babylon, NY 11702 and the Board of Education of the **WEST ISLIP School District** (hereinafter the "RECEIVING DISTRICT"), having its principal place of business for the purpose of this Agreement at 100 Sherman Avenue, West Islip, New York 11795.

WITNESSETH

WHEREAS the SENDING DISTRICT is authorized under the Education Law to contract with other public school districts within the State of New York for the instruction of students with disabilities in those situations where the SENDING DISTRICT is unable to provide for the education of such students with disabilities in special classes in the schools of the SENDING DISTRICT; and

WHEREAS, the RECEIVING DISTRICT is a public school district within the State of New York authorized to provide special education and related services to students with disabilities;

NOW, THEREFORE, the parties mutually agree as follows:

A. **TERM**

The term of this Agreement shall be from **July 1, 2019 through June 30, 2020**, inclusive, unless terminated early as provided for in this Agreement. It is understood that the SENDING DISTRICT is under no obligation to renew this Agreement upon its expiration.

B. **SERVICES AND RESPONSIBILITIES:**

1. During the term of this Agreement, the services to be provided by the RECEIVING DISTRICT shall include, but not be limited to the following:

**SEE ATTACHED STUDENT INFORMATION SUMMARY
AND ADDENDUM**

2. The RECEIVING DISTRICT shall provide the services set forth in this Agreement to those student(s) referred by the SENDING DISTRICT in writing.

3. All services provided by the RECEIVING DISTRICT to students under this Agreement shall be in accordance with each student's Individualized Education Program (IEP), as it may be modified from time to time. Prompt written notice shall be given by the SENDING DISTRICT to the RECEIVING DISTRICT upon any modification of a student's IEP.
4. The RECEIVING DISTRICT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as established policy guidance from the New York State Education Department.
5. The RECEIVING DISTRICT shall comply with all applicable provisions of the Safe Schools Against Violence in Education (SAVE) Act, including, but not limited to background checks and fingerprinting of all staff directly providing services to students. All persons providing services to the SENDING DISTRICT pursuant to this Agreement must receive clearance for employment by the New York State Education Department prior to the provision of such services.
6. The RECEIVING DISTRICT represents that services under this Agreement shall be provided by qualified individuals of good character and in good professional standing. The RECEIVING DISTRICT represents that no individuals providing services under this Agreement are currently charged, nor in the past have been charged with any relevant criminal or professional misconduct or incompetence.
7. Upon the execution of this Agreement, the RECEIVING DISTRICT shall provide copies of required licenses/certifications of all professionals providing services to student(s) under this Agreement. In the event that the required license/certification of any agent or employee of the RECEIVING DISTRICT providing services under this Agreement is revoked, terminated, suspended, or otherwise impaired, the RECEIVING DISTRICT shall immediately notify the SENDING DISTRICT in accordance with the requirements for all notices pursuant to this Agreement set forth below.
8. The RECEIVING DISTRICT shall comply will all applicable policies of the RECEIVING DISTRICT while providing services pursuant to this Agreement.
9. The RECEIVING DISTRICT shall provide all services pursuant to this Agreement in a competent, professional and timely manner.

10. The RECEIVING DISTRICT will work cooperatively with the SENDING DISTRICT'S Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE). The RECEIVING DISTRICT shall make relevant personnel available to participate in meetings of the SENDING DISTRICT's Committee on Special Education (CSE), where appropriate, upon reasonable prior notice to the RECEIVING DISTRICT of such meetings.
11. The RECEIVING DISTRICT shall maintain records, logs and/or reports in accordance with all applicable laws, regulations, requirements of the New York State Education Department or Health Department. The SENDING DISTRICT shall have the right to examine any or all records or accounts maintained and/or created by the RECEIVING DISTRICT in connection with this Agreement, and upon request shall be entitled to copies of same.
12. 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). The parties hereby acknowledge their respective responsibilities pursuant to HIPAA and shall comply with said Regulations, if applicable.
13. Both parties, their employees, and/or agents agree that all information obtained in connection with the services performed pursuant to this Agreement is deemed confidential information. Both parties, their 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. Both parties further agree that any information received by either party's employees and/or agents in connection with this Agreement which concerns the personal, financial, or other affairs of the parties, their employees, agents, and/or students will be treated as confidential and will not be revealed to any other persons, firms, organizations, or third parties. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for by applicable law, rule, or regulation, including but not limited to the Family Educational Rights and Privacy Act (FERPA).
14. The SENDING DISTRICT shall obtain whatever releases, prescriptions, or other legal documents that are necessary for the RECEIVING DISTRICT to provide services pursuant to this Agreement.
15. The SENDING DISTRICT shall obtain releases or other legal documents necessary for the RECEIVING DISTRICT to render full reports concerning the education and progress of the student(s) to the SENDING DISTRICT at the same time that such reports are made to the parent(s) of student(s) covered by the terms of this Agreement.

16. Upon reasonable prior written notice, the RECEIVING DISTRICT shall be subject to visitation by the SENDING DISTRICT and/or its designated representatives during the normal business hours of the RECEIVING DISTRICT.
17. In the event that the parent or person in parental relation to a student(s) receiving services pursuant to this Agreement files a request for an impartial hearing or administrative complaint or initiates litigation in connection with such services, the RECEIVING DISTRICT shall promptly give written notice of same to the SENDING DISTRICT.
18. Insurance
 - a. The RECEIVING DISTRICT, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the RECEIVING DISTRICT and the SENDING DISTRICT, including the Board of Education, employees and volunteers, as additional insured, against any claim for liability, personal injury, or death occasioned directly or indirectly by the RECEIVING DISTRICT in connection with the performance of the RECEIVING DISTRICT's responsibilities under this Agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).
 - b. The insurance is to be underwritten by a licensed and/or admitted New York State Insurer with a minimum Bests rating of A-minus.
 - c. In the event any of the aforementioned insurance policies are cancelled or not renewed, the RECEIVING DISTRICT shall notify the SENDING DISTRICT in writing within thirty (30) days of such cancellation or non-renewal.
 - d. Upon the execution of this Agreement, the RECEIVING DISTRICT will supply the SENDING DISTRICT with a Certificate of Insurance including the SENDING DISTRICT, Board of Education, Employees and Volunteers as Additional Insured, a copy of the Declaration pages of the policies, and a copy of the additional insured endorsement.

C. COMPENSATION:

1. The RECEIVING DISTRICT shall be entitled to recover tuition from the SENDING DISTRICT for each student receiving services pursuant to this Agreement in accordance with the Commissioner's formula for calculating tuition for non-resident students.
 - a. The estimated tuition rate is currently \$45,239 plus cost of related services for each student for the 2018/2019 school year.
 - b. The parties understand that this rate is estimated and may be subject to change based on any changes in services that may occur during the course of the school year. The total nonresident tuition rate charged shall be based on the RECEIVING DISTRICT'S actual costs to educate the student. Final billing for actual costs will be issued at the end of the school year. The amount of tuition which the SENDING DISTRICT is required to pay shall be increased or decreased to reflect any adjustments for the relevant period of student's attendance.
2. Requests for payment by the RECEIVING DISTRICT shall be made by submission of a detailed written invoice to the SENDING DISTRICT which references the time period for which payment is being requested, and a breakdown of the total amount due for the period specified.
3. The SENDING DISTRICT shall pay the RECEIVING DISTRICT within thirty (30) days of receipt of each invoice by the SENDING DISTRICT.
4. The SENDING DISTRICT shall give the RECEIVING DISTRICT notice of any invoice disputes within twenty (20) days of its receipt of the invoice, and reserves the right to withhold payment pending the resolution of the dispute.

D. MISCELLANEOUS

1. Termination
 - a. Either the SENDING DISTRICT or the RECEIVING DISTRICT may terminate this Agreement upon thirty (30) days prior written notice to the other party. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.
 - b. The parties agree that either party's failure to comply with any terms or conditions of this Agreement will provide a basis for the other party to immediately terminate this Agreement without any further liability to the party which violated the Agreement.

- c. In the event the SENDING DISTRICT or the RECEIVING DISTRICT terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

2. Defense / Indemnification

- a. RECEIVING DISTRICT agrees to defend, indemnify and hold harmless the SENDING DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the RECEIVING DISTRICT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. The obligations pursuant to this provision shall survive the termination of this Agreement.
- b. SENDING DISTRICT agrees to defend, indemnify and hold harmless the RECEIVING DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the SENDING DISTRICT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. The obligations pursuant to this provision shall survive the termination of this Agreement.

3. All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

To Sending District: Lisa Consolo, Director of Special Education
Babylon UFSD
50 Railroad Avenue
Babylon, NY 11702

To Receiving District: Elisa Pellati/Asst. Supt. for Business
West Islip UFSD
100 Sherman Avenue
West Islip, NY 11795

4. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.

5. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.
6. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not effect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.
7. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations. Any dispute arising under this Agreement shall be litigated in the Courts of Nassau County, New York.
8. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supercedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
9. This Agreement may not be changed orally, but only by an agreement, in writing, signed by authorized representatives of both parties.
10. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing and signed by authorized representatives of both parties.

SENDING DISTRICT

RECEIVING DISTRICT



By:
President, Board of Education
Babylon UFSD

By:
President, Board of Education
West Islip UFSD

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

July 29, 2019
08:47:03 am

Final Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES		School Year 2018-19	
WEST ISLIP UFSD			

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost				
516.250	Digital Media Library-PreK-12 wAVRC	0.0000	0.0000	0.0000	13,350.15	0.00	13,350.15	13,350.15	
516.300	Library Svc/Media Part. (50% disc)	0.0000	0.0000	0.0000	1,195.00	1,195.00	0.00	1,195.00	
531.100	NYS Curriculum & Assessment Svc	0.0000	0.0000	0.0000	8,000.00	8,000.00	0.00	8,000.00	
531.200	My Learning Plan (MLP)	0.0000	0.0000	0.0000	18,132.50	18,132.50	0.00	18,132.50	
531.300	Customized Staff Development	0.0000	0.0000	Actual Usage	8,500.00	41,440.70	-32,940.70	8,500.00	
531.310	Customized Staff Dev. (Coord. Fee)	0.0000	0.0000	Actual Usage	1,700.00	9,288.14	-6,588.14	1,700.00	
531.315	Professional Development Workshops	0.0000	0.0000	Actual Usage	11,047.00	2,658.00	8,389.00	11,047.00	
531.440	Staff Development-Public Relations	0.0000	0.0000	Actual Usage	14,164.15	14,164.15	0.00	14,164.15	
531.510	Regional Scoring for NYSESLAT Asses	1.0000	0.0000	Actual Usage	0.00	281.70	-281.70	0.00	
531.515	Full Service Scoring for NYSED 3-8	1.0000	0.0000	Actual Usage	15,790.66	15,058.56	732.10	15,790.66	
531.530	NYSAA Grades 3-HS Training for CBT	0.0000	0.0000	Actual Usage	397.00	0.00	397.00	397.00	
531.630	Sub-Reimburse-Regional/Indist Wksh	0.0000	0.0000	Actual Usage	3,200.00	0.00	3,200.00	3,200.00	
531.631	SubReimburse Rgl/Indist CoordFee	0.0000	0.0000	Actual Usage	320.00	0.00	320.00	320.00	
531.636	Sub-Reimburse-NYSAA Workshops	0.0000	0.0000	Actual Usage	400.00	0.00	400.00	400.00	
531.637	SubReimburse NYSAAWkspCoordFee	0.0000	0.0000	Actual Usage	40.00	0.00	40.00	40.00	
532.100	Model Schools	0.0000	0.0000	0.0000	7,907.00	7,907.00	0.00	7,907.00	
532.160	Model Schools Workshops	0.0000	0.0000	Actual Usage	500.00	0.00	500.00	500.00	
550.490	Staff Development - WSB	0.0000	0.0000	Service	3,195.00	0.00	3,195.00	3,195.00	
557.490	Vision Itinerant (Nassau BOCES)	0.0000	0.0000	Service	21,408.00	0.00	21,408.00	21,408.00	
565.490	Staff Development-Nassau BOCES	0.0000	0.0000	Service	960.00	0.00	960.00	960.00	
570.490	Elementary Science Kits- Monroe #2	0.0000	0.0000	Actual Usage	6,670.37	6,500.00	170.37	6,670.37	
595.490	Model Schools-WSB	0.0000	0.0000	Service	935.00	0.00	935.00	935.00	
598.490	Model Schools- Capital Region	0.0000	0.0000	Service	1,040.00	0.00	1,040.00	1,040.00	
601.090	Transportation Management & Routing	0.0000	0.0000	0.0000	19,240.22	19,268.22	-28.00	19,240.22	
601.110	eRate-Intellipath App Processing	1.0000	327.0000	Annual	-327.00	327.00	-327.00	0.00	
601.130	eRate- Document Mgmt - One Coser	1.0000	491.0000	Annual	-491.00	491.00	-491.00	0.00	
601.150	Admin One-Time Tech. Acq.	0.0000	0.0000	Actual Usage	12,213.30	0.00	12,213.30	12,213.30	

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Final Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES WEST ISLIP UFSD	School Year 2018-19
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Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost				
601.170	Multi-yr Network Printer Contracts	0.0000	0.0000	Actual Usage	214,016.32	212,263.72	1,752.60	214,016.32	
601.200	Web Services - Public Relations	0.0000	0.0000	Actual Usage	5,683.37	5,200.00	-516.63	5,683.37	
601.380	Fiber WAN in District	1.0000	0.0000	Actual Usage	156,175.06	83,752.00	72,423.06	156,175.06	
601.410	Election Management Systems	0.0000	0.0000		13,825.82	19,962.81	-6,136.99	13,825.82	
601.415	Cafeteria Systems POS	0.0000	0.0000		4,733.66	16,993.00	-12,259.34	4,733.66	
601.440	Emergency Notification Systems	0.0000	0.0000		19,737.38	6,661.38	13,076.00	19,737.38	
601.455	Finance Manager	0.0000	0.0000		35,706.50	9,086.00	26,620.50	35,706.50	
601.475	Facilities Management Systems	0.0000	0.0000		65,648.37	49,019.87	16,628.50	65,648.37	
601.610	Infinite Campus	0.0000	0.0000		22,733.19	25,717.89	-2,984.70	22,733.19	
601.810	aimsweb	0.0000	0.0000		124,924.97	106,604.92	18,320.05	124,924.97	
601.990	Test Scanning and Reporting	0.0000	0.0000		13,504.40	13,504.40	0.00	13,504.40	
		0.0000	0.0000		26,145.32	30,510.15	-4,364.83	26,145.32	
604.130	Transportation- Coach & Field Trips	0.0000	0.0000	Actual Usage	32,851.00	46,971.00	-14,120.00	32,851.00	
609.100	Communications Consulting Service	0.0000	0.0000		759.99	0.00	759.99	759.99	
609.300	Pr Consulting Services	0.0000	0.0000	Actual Usage	30,920.09	30,971.75	-51.66	30,920.09	
612.110	Cooperative Bidding	0.0000	0.0000		9,205.00	9,205.00	0.00	9,205.00	
618.110	Health & Safety Consultant	0.0000	0.0000	Actual Usage	157,598.70	0.00	157,598.70	157,598.70	
618.120	Health/Safety Basic Svc Base Price	1.0000	3,933.0000	Service	0.00	3,933.00	0.00	3,933.00	
618.130	Health/Safety Basic Svc # bldgs	7.0000	415.0000	Building	0.00	2,905.00	0.00	2,905.00	
623.110	Nonpublic Textbook Distr - Admin Fee	185.0000	92.5800	Student	-740.64	17,127.30	-740.64	16,386.66	
623.120	Nonpublic Textbook Dist. - Textbook Fee	185.0000	174.0000	Per Student Est	-3,654.00	32,190.00	-3,654.00	28,536.00	
624.110	Bus Drv Drug & Alcohol Testing	0.0000	0.0000	Actual Usage	0.00	571.50	-571.50	0.00	
644.110	IntelliPath - Line Charges (ESB)	0.0000	1.2700	Per Line	2,042.88	2,042.88	0.00	2,042.88	
644.150	Verizon Phone Charges	0.0000	0.0000	Actual Usage	50,614.92	47,326.08	3,288.84	50,614.92	
662.490	Coordination of Insurance Management	0.0000	0.0000	X-CONTRACT	31,450.00	0.00	31,450.00	31,450.00	
665.490	Slate Aid Planning - Questar III	0.0000	0.0000	Service	3,280.00	3,200.00	80.00	3,280.00	

Final Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES
WEST ISLIP UFSD
School Year 2018-19

Program/ Serial No.	Service	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
676.490	GASB 45 / GASB 75 (Capital BOCES)	0.0000	0.0000	Service	7,626.66	17,000.00	-9,373.34	7,626.66
680.490	Fixed Asset Inventory (Questar)	0.0000	0.0000	Actual Usage	0.00	4,000.00	-4,000.00	0.00
685.490	Long Range Planning - WSB	0.0000	0.0000	Actual Usage	20,910.23	0.00	20,910.23	20,910.23
690.490	On-Line Application Service-Putnam	0.0000	0.0000	Actual Usage	7,000.00	7,000.00	0.00	7,000.00
695.490	Insurance Mgmt/ Flex Benes -WSB	0.0000	0.0000	Employee	6,370.00	15,000.00	-8,630.00	6,370.00

EASTERN SUFFOLK BOCES
WEST ISLIP UFSD
School Year 2018-19

Summary:
Total of Service Costs - All Funds: 5,332,601.74 (Except 001/002)
Capital Costs: 169,396.00 (CoSer 002)
Adm. & Clerical Costs: 402,446.00 (CoSer 001)
Total Contract Costs: 6,504,443.74

The party of the second part hereby agrees to pay the total contract cost to the party of the first part.

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

EASTERN SUFFOLK BOCES
Signature, President and/or Clerk, BOCES (Party of the First Part) 201 SUNRISE HIGHWAY, PATCHOGUE, NY, 11772- (Post Office Address)

WEST ISLIP UFSD
Signature, President and/or Clerk, Board of Education (As Authorized) (Party of the Second Part) 100 SHERMAN AVE, WEST ISLIP, NY, 11795 (Post Office Address)

Contract for a Neuropsychological Evaluation

By and between West Islip Union Free School District
[Insert Name of School District]

with offices at 100 Sherman Avenue, West Islip, NY 11795
[Insert Address of School District]

hereinafter referred to as the "District" and Edward M. Petrosky, Psy.D., ABPP with an office at 1025 Northern Blvd., Suite 305, Roslyn, NY 11576, with Tax ID Number 46-3566166, hereinafter referred to as the "Consultant."

The Consultant's services include the following at the corresponding fee schedule:

- **Comprehensive Neuropsychological Evaluation Fee: \$4,700.** This type of evaluation is appropriate for most referrals Dr. Petrosky receives. The particular areas assessed depend on the specifics of the referral question and includes areas such as: attention, executive functioning, memory, language, sensorimotor skills, intelligence, reading, writing, and math. This type of evaluation is appropriate for purposes including educational planning as well as to diagnose learning disabilities such as dyslexia, dyscalculia, dysgraphia, as well as Attention Deficit / Hyperactivity Disorder (ADHD), dyspraxia, the neuropsychological consequences of certain neurological conditions, and Language Disorder.
- **Comprehensive Neuropsychological Evaluation PLUS Testing of Emotional and Personality Functioning Fee: \$5,300.** This includes what is described above under "Comprehensive Neuropsychological Evaluation" and also includes an assessment of emotional and personality functioning, including use of projective tests, and assesses things such as what the client is feeling, what is triggering those emotions, the client's coping style, and the client's perspectives. It is helpful for gaining insight into a person's thoughts and feelings that he or she may not be able or willing to articulate. This additional testing is helpful for making psychiatric diagnoses, such as anxiety disorders, depression, Bipolar Disorders, adjustment disorders, personality disorders, and others. It is also helpful for distinguishing whether a learning disability is causing an emotional issue or an emotional issue is causing a learning problem or both are influencing each other. This type of testing is also helpful to inform treatment planning with a psychotherapist.
- **Comprehensive Neuropsychological Evaluation PLUS Testing of Social Functioning Fee: \$5,300.** This includes what is described above under "Comprehensive Neuropsychological Evaluation" and also includes an assessment of social functioning, including assessing areas such as theory of mind, the client's ability to judge facial expressions and interpret social cues, make social inferences, and the client's social / pragmatic language. This additional testing is appropriate when the referral includes an assessment for Autism Spectrum Disorder, Social (Pragmatic) Communication Disorder, and Nonverbal Learning Disability. It is also helpful when the client's struggles include social skills, making and keeping friends, and developing and maintaining relationships with peers and/or adults.
- **Comprehensive Neuropsychological Evaluation PLUS Testing of Emotional and Personality Functioning AND Testing of Social Functioning Fee: \$5,600.** This includes what is described above under "Comprehensive Neuropsychological Evaluation Only," "Comprehensive Neuropsychological Evaluation PLUS Testing of Emotional and Personality Functioning," and "Testing of Social Functioning."

The District agrees to pay the Consultant to conduct the following evaluation for _____
[Insert Name of Student]

according to the fee schedule listed. **Please check AND initial the appropriate box:**

- [] Comprehensive Neuropsychological Evaluation. Fee: \$4,700.
- [] _____ Comprehensive Neuropsychological Evaluation PLUS Testing of Emotional and Personality Functioning. Fee: \$5,300.
- [] _____ Comprehensive Neuropsychological Evaluation PLUS Testing of Social Functioning. Fee: \$5,300
- [] _____ Comprehensive Neuropsychological Evaluation PLUS Testing of Emotional and Personality Functioning AND Testing of Social Functioning. Fee: \$5,600.

The District agrees to the following terms. All evaluation fees shall be paid within 30 calendar days upon receipt of the invoice and written report. The fee for all of the above evaluations includes the Consultant providing verbal feedback to the student's parent / guardian and, upon request of the District, informal verbal feedback to the District as well as answering the District's questions about the Consultant's report, if any, both of which are provided via telephone at a mutually agreeable time. The Consultant finds that often his CSE participation is not necessary based on the clear and detailed manner by which he writes his reports, however, if requested, the Consultant participates in CSE and other meetings via telephone, arranged at a mutually available date and time, for a fee of \$450 for up to 60 minutes from the time the CSE meeting is scheduled and \$300 per hour for any time beyond 60 minutes, prorated. The fee for CSE meeting participation shall be paid within 30 calendar days upon receipt of the invoice.

The District represents that if the District requires Board of Education (BOE) approval, a purchase order, and/or any other type of approval in order to make payment that such will be obtained by the District prior to execution of this contract and that no subsequent authorization or approval of any kind beyond this contract shall be required in order to make payment. This agreement shall survive and be in full effect if the District representative(s) signing this contract discontinues employment with the District.

The District acknowledges that the Consultant schedules appointments on a first come first served basis, that there may be a wait between when this contract is signed and the evaluation is scheduled, and that, based on timing, it is possible that this contract may be signed in one school year and the evaluation completed in the subsequent school year and that if this occurs it shall in no way affect payment in any way.

The Consultant acknowledges that he is an independent contractor and not an employee of the District and that he carries both malpractice insurance and general liability insurance. The Consultant reserves the right to decline a referral if he feels his services are contra-indicated for any reason.

Consultant:

Authorized District Representative:

Edward M. Petrosky, Psy.D., ABPP

Print Name

Print Name

Sign Name

Sign Name

Date

Date

CONSULTANT SERVICES CONTRACT

This Agreement is entered into this **1st** day of **July, 2019**, by and between the Board of Education of the West Islip School District (hereinafter the "DISTRICT"), having its principal place of business for the purpose of this Agreement at 100 Sherman Avenue, West Islip, New York, and **Green Chimneys School** (hereinafter the "CONSULTANT"), having a principal mailing address of 400 Doansburg Road, Box 719, Brewster, NY 10509.

A. TERM

1. The term of this Agreement shall be from **June 1, 2019** through **June 30, 2020**, inclusive, unless terminated early as provided for in this Agreement. It is understood that the DISTRICT is under no obligation to renew this Agreement upon its expiration.

B. CONDITIONS

In performing services specified in this Agreement, it is understood that:

1. CONSULTANT will be engaged as an Independent Contractor, and therefore be solely responsible for the payment of federal and state income taxes applicable to this Agreement.
2. Neither CONSULTANT nor any of its employees, agents, or assigns will be eligible for any employee benefits whatsoever relative to this contract including, but not limited to, social security, New York State Worker's Compensation, unemployment insurance, New York State Employees' Retirement System, health or dental insurance, or malpractice insurance, or the like.
3. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing, and signed by authorized representatives of both parties.
4. CONSULTANT agrees to defend, indemnify and hold harmless the DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuit costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the CONSULTANT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement.

C. SERVICES AND RESPONSIBILITIES

1. The CONSULTANT shall provide services set forth in this Agreement. CONSULTANT shall provide a variety of consulting activities, as follows:

FULL DAY INSTRUCTION AS PER ATTACHED STUDENT INFORMATION SUMMARY AND ADDENDUM

2. CONSULTANT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as the established policy guidance from the New York State Department of Education.
3. CONSULTANT hereby represents that he is duly licensed and/or certificated to perform the services set forth in this Agreement. CONSULTANT shall provide the appropriate proof by providing copies of required licenses/certifications of all professionals providing services to student(s) under this Agreement, and any other license or certification applicable.
4. CONSULTANT shall provide all services pursuant to this Agreement in a competent, professional and timely manner. CONSULTANT shall obtain any necessary documents from the New York Teachers Retirement System to perform services as a retiree, if applicable.
5. CONSULTANT acknowledges that the DISTRICT retains supervisory control over him to the same extent as if CONSULTANT were employed by the District.

D. COMPENSATION

1. CONSULTANT shall submit invoices for payment on a monthly basis. The DISTRICT shall pay CONSULTANT within thirty (30) days of the DISTRICT's receipt of a detailed written invoice from the CONSULTANT. Said invoice shall include the services provided, the total hours, the dates that the invoice covers, and the total amount due for the period specified.
2. Compensation shall be as per amount approved by the New York State Commissioner of Education for Summer 2019 and the 2019-2020 school year.

E. INSURANCE

1. CONSULTANT, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the CONSULTANT and the DISTRICT, including the Board of Education, employees and volunteers, as additional insured, against any claim for

liability, personal injury, or death occasioned directly or indirectly by CONSULTANT in connection with the performance of CONSULTANT'S responsibilities under this Agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).

2. CONSULTANT shall provide the DISTRICT will a certificate of insurance naming the DISTRICT as an indemnified party to the extent of including the DISTRICT, Board of Education, Employees and Volunteers as Additional Insured, a copy of the Declaration pages and of policies, and a copy of the additional insured endorsement.

F. TERMINATION

1. The CONSULTANT'S services shall be at the will of the Board of Education of the DISTRICT. The DISTRICT may terminate the appointment at any time prior to the end of the term with or without cause.
2. The parties agree that CONSULTANT'S failure to comply with any terms or conditions of this Agreement will be deemed a material breach of contract, and will provide a basis for the DISTRICT to immediately terminate this Agreement without any further liability to CONSULTANT.
3. In the event the CONSULTANT or the DISTRICT terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

G. SUCCESSORS AND ASSIGNS

It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.

H. WAIVER OF RIGHTS

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.

I. SEVERABILITY

Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.

J. GOVERNING LAW

This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations.

K. ENTIRE AGREEMENT

1. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
2. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by the authorized representatives of both parties.
3. To be in force and effect, this Agreement must be approved by the Board of Education.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

Green Chimneys School

West Islip Union Free School District

BY:



~~Executive Director~~

Assoc. Exec. Director
Anandhi Services

BY:

President, Board of Education

CONSULTANT SERVICES CONTRACT

This Agreement is entered into this **1st day of July, 2019**, by and between the Board of Education of the West Islip School District (hereinafter the "DISTRICT"), having its principal place of business for the purpose of this Agreement at 100 Sherman Avenue, West Islip, New York, and **Nassau Suffolk Services for Autism – The Martin C. Barell School** (hereinafter the "CONSULTANT"), having a principal mailing address of 80 Hauppauge Road, Commack, New York 11725.

A. TERM

1. The term of this Agreement shall be from **July 1, 2019** through **June 30, 2020**, inclusive, unless terminated early as provided for in this Agreement. It is understood that the DISTRICT is under no obligation to renew this Agreement upon its expiration.

B. CONDITIONS

In performing services specified in this Agreement, it is understood that:

1. CONSULTANT will be engaged as an Independent Contractor, and therefore be solely responsible for the payment of federal and state income taxes applicable to this Agreement.
2. Neither CONSULTANT nor any of its employees, agents, or assigns will be eligible for any employee benefits whatsoever relative to this contract including, but not limited to, social security, New York State Worker's Compensation, unemployment insurance, New York State Employees' Retirement System, health or dental insurance, or malpractice insurance, or the like.
3. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing, and signed by authorized representatives of both parties.
4. CONSULTANT agrees to defend, indemnify and hold harmless the DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuit costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the CONSULTANT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement.

C. SERVICES AND RESPONSIBILITIES

1. The CONSULTANT shall provide services set forth in this Agreement. CONSULTANT shall provide a variety of consulting activities, as follows:

Related Services as per attached Information Summary

2. CONSULTANT shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as the established policy guidance from the New York State Department of Education.
3. CONSULTANT hereby represents that he is duly licensed and/or certificated to perform the services set forth in this Agreement. CONSULTANT shall provide the appropriate proof by providing copies of required licenses/certifications of all professionals providing services to student(s) under this Agreement, and any other license or certification applicable.
4. CONSULTANT shall provide all services pursuant to this Agreement in a competent, professional and timely manner. CONSULTANT shall obtain any necessary documents from the New York Teachers Retirement System to perform services as a retiree, if applicable.
5. CONSULTANT acknowledges that the DISTRICT retains supervisory control over him to the same extent as if CONSULTANT were employed by the District.

D. COMPENSATION

1. CONSULTANT shall submit invoices for payment on a monthly basis. The DISTRICT shall pay CONSULTANT within thirty (30) days of the DISTRICT's receipt of a detailed written invoice from the CONSULTANT. Said invoice shall include the services provided, the total hours, the dates that the invoice covers, and the total amount due for the period specified.
2. Compensation as per attached Rate Schedule for the 2018-2019 school year.

E. INSURANCE

1. CONSULTANT, at its sole expense, shall procure and maintain such policies of commercial general liability, malpractice and other insurance as shall be necessary to insure the CONSULTANT and the DISTRICT, including the Board of Education, employees and volunteers, as additional insured, against any claim for liability, personal injury, or death occasioned directly or indirectly by

CONSULTANT in connection with the performance of CONSULTANT'S responsibilities under this Agreement; each such policy shall provide a minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence subject to an annual aggregate of Three Million Dollars (\$3,000,000).

2. CONSULTANT shall provide the DISTRICT will a certificate of insurance naming the DISTRICT as an indemnified party to the extent of including the DISTRICT, Board of Education, Employees and Volunteers as Additional Insured, a copy of the Declaration pages and of policies, and a copy of the additional insured endorsement.

F. TERMINATION

1. The CONSULTANT'S services shall be at the will of the Board of Education of the DISTRICT. The DISTRICT may terminate the appointment at any time prior to the end of the term with or without cause.
2. The parties agree that CONSULTANT'S failure to comply with any terms or conditions of this Agreement will be deemed a material breach of contract, and will provide a basis for the DISTRICT to immediately terminate this Agreement without any further liability to CONSULTANT.
3. In the event the CONSULTANT or the DISTRICT terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

G. SUCCESSORS AND ASSIGNS

It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.

H. WAIVER OF RIGHTS

The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.

I. SEVERABILITY

Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions

of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provision(s) eliminated.

J. GOVERNING LAW

This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations.


K. ENTIRE AGREEMENT

1. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
2. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by the authorized representatives of both parties.
3. To be in force and effect, this Agreement must be approved by the Board of Education.

IN WITNESS THEREOF, the parties hereto have executed this Agreement the day and year first above written.

Nassau Suffolk Services for Autism

West Islip Union Free School District

BY: 
Executive Director
Nicole Weidenbaum
Date 7/12/19

BY: _____
President, Board of Education



NSSA - Rate Schedule for School Year 2019-2020

Name of Provider: Nassau Suffolk Services for the Autistic, Inc. (NSSA)

Contact Name and Title: Bonnie Eisert, Director of Consultation Services
Diana Mazzeo, Finance Coordinator

Address: 80 Hauppauge Road, Commack, NY 11725

Telephone #: 631- 462-0386

Fax #: 631- 462-4201

Website/E-Mail: www.nssainfo.org

Email: dmazzeo@nssa.net

Type(s) of Related Service and Rate Information for each type of Related Service that would be included in a potential agreement with the District(s):

Type of Related Service: Behavior Intervention Consultation (Indirect)

Rate Information: \$150.00/per hour

Type of Related Service: Behavior Intervention Services-Teacher/ABA Paraprofessional

Rate Information: \$85.00/per hour

Type of Related Service: Parent Training

Rate Information: \$150.00/per hour

Type of Related Service: Parent Training Workshop (Small Group)

Rate Information: \$200.00/per hour

Type of Related Service: Behavior Intervention Services – Teacher (home tutoring/instruction) or Extended Day Services

Rate Information: \$85.00/per hour

Type of Related Service: Behavior Intervention Services-Supervision

Rate Information: \$150.00/per hour

NSSA - Rate Schedule for School Year 2019-2020 (continued)

Type of Related Service: Consultant Teacher or 1:1 Aide Rate Information: \$85.00/per hour

Type of Related Service: Intensive Clinical Support Instructor Rate Information: \$100.00/per hour

Type of Related Service: Functional Behavior Analysis Rate Information: \$150.00/per hour

Type of Related Service: Staff Development and Training Rate Information: \$200.00/per hour

Type of Related Service: Transition Planning and Services Rate Information: \$200.00/per hour

Type of Related Service: Job Coach/Aide Rate Information: \$85.00/per hour

Type of Related Service: Resource Room/Learning Center Rate Information: \$85.00/per hour

SPECIAL EDUCATION SERVICES CONTRACT
Education Law § 4401(2)(h)

This Agreement is entered into this _____ day of _____, 2019 by and between the Board of Education of the West Islip Union Free School District (hereinafter the "DISTRICT"), having its principal place of business for the purpose of this Agreement at 100 Sherman Avenue, West Islip, New York 11795, and Woods Services, Inc., (hereinafter "SCHOOL"), having its principal place of business for the purpose of this Agreement at 40 Martin Gross Drive, Langhorne, Pennsylvania 19047.

W I T N E S S E T H

WHEREAS the DISTRICT is authorized under the Education Law to contract with private, residential schools outside of the State of New York for the instruction of students with disabilities in those situations where the DISTRICT is unable to provide for the education of such students with disabilities in special classes in the schools of the DISTRICT; and

WHEREAS, the SCHOOL is a private, residential school outside of the State of New York authorized to provide special education and related services to students with disabilities;

NOW, THEREFORE, the parties mutually agree as follows:

A. **TERM**

The term of this Agreement shall be from July 1, 2019 through June 30, 2020, inclusive, unless terminated early as provided for in this Agreement. It is understood that the DISTRICT is under no obligation to renew this Agreement upon its expiration.

B. **SERVICES AND RESPONSIBILITIES:**

1. SCHOOL shall provide adequate instruction, related services, and/or a facility to students from the DISTRICT during the school year and extended school year. The residential treatment and educational programming and services provided by the SCHOOL shall be appropriate to the mental ability and physical condition of the children, in accordance with the Commissioner's Regulations, all applicable Federal, State and local statutes, rules, and ordinances.
2. During the term of this Agreement, the services to be provided by the SCHOOL shall include, but not be limited to the following:
 - a. Services in strict compliance with each student's Individualized Education Plan ("IEP"), including, but not limited to, educational programming and residential treatment during the regular school year and extended school year.
 - b. The implementation of goals and objectives for the educational services provided as per each individual student's IEP;

- c. The completion of progress reports regarding student achievement of objectives as per report card schedules;
 - d. The provision of annual progress reports for each student receiving services to the Committee on Special Education ("CSE") to be reviewed at each student's CSE meeting;
 - e. Attendance by a special educator and/or administrator or professional staff member familiar with the individual student at CSE meetings;
 - f. Evaluations as per the request of the DISTRICT on an as needed basis;
 - g. Compliance with any testing requirements upon prior written notification of such review dates.
3. The SCHOOL shall provide the services set forth in this Agreement to those students referred by the DISTRICT.
4. SCHOOL shall provide the DISTRICT with a copy of any progress reports, testing, and/or observation reports prepared in connection with the students served.
5. SCHOOL further agrees that all disciplinary measures for disabled students will be conducted in accordance with applicable Federal, New York State and local laws, rules, and regulations.
6. SCHOOL shall be responsible for appropriate staff orientation and training for all its educational and supporting personnel, including, but not limited to, in-service training related to the provision of educational services to students with disabilities.
7. All services provided by the SCHOOL to students under this Agreement shall be in accordance with each student's IEP, as it may be modified from time to time. Prompt written notice shall be given by the DISTRICT to the SCHOOL upon any modification of a student's IEP.
8. The SCHOOL shall perform all services under this Agreement in accordance with all applicable Federal, State and local laws, rules, and regulations, as well as established policy guidance from the New York State Education Department.
9. The SCHOOL shall contact and obtain from the Office of Children and Family Services a letter stating that they have reviewed the State Central Register's records and that they do not find any individuals providing services under this Agreement to be the subject of an indicated case of child abuse and maltreatment as defined in accordance with the provisions and limitations of section 424-a of the Social Services Law, as that statute had been modified by applicable court decisions.
10. The SCHOOL shall comply with all applicable provisions of the Safe Schools Against Violence in Education (SAVE) Act.
11. The SCHOOL represents that services under this Agreement shall be provided by qualified individuals of good character and in good professional standing. The

SCHOOL represents that no individuals providing services under this Agreement are currently charged, nor in the past have been charged with any relevant criminal or professional misconduct or incompetence.

12. At the DISTRICT'S request, the SCHOOL shall provide copies of required licenses/certifications of all professionals providing services to student(s) under this Agreement. In the event that the required license/certification of any agent or employee of the SCHOOL providing services under this Agreement is revoked, terminated, suspended, or otherwise impaired, the SCHOOL shall immediately notify the DISTRICT in accordance with the requirements for all notices pursuant to this Agreement set forth below.
13. The SCHOOL shall maintain its status as an approved special education provider. In the event that the SCHOOL fails to maintain such status, the SCHOOL shall immediately notify the DISTRICT. The DISTRICT shall not be required to pay the SCHOOL for services rendered during any period of time in which the SCHOOL fails to maintain its status as an approved special education provider, and the SCHOOL shall reimburse the DISTRICT for any payments already received for services rendered during said period of time.
14. The SCHOOL shall provide all services pursuant to this Agreement in a competent, professional and timely manner.
15. The SCHOOL will work cooperatively with the DISTRICT's Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE). The SCHOOL shall make relevant personnel available to participate in meetings of the DISTRICT's Committee on Special Education (CSE), where appropriate, upon reasonable prior notice to the SCHOOL of such meetings.
16. The SCHOOL shall maintain records, logs and/or reports in accordance with all applicable laws, regulations, requirements of the New York State Education Department or Health Department. The DISTRICT shall have the right to examine any or all records or accounts maintained and/or created by the SCHOOL in connection with this Agreement, and upon request shall be entitled to copies of same.
17. 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). The parties hereby acknowledge their respective responsibilities pursuant to HIPAA and shall comply with said Regulations, if applicable.
18. Both parties, their employees, and/or agents agree that all information obtained in connection with the services performed pursuant to this Agreement is deemed confidential information. Both parties, their 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. Both parties further agree that any information received by either party's employees and/or agents in connection with this Agreement which concerns the personal, financial, or other affairs of the parties, their employees, agents, and/or students will be treated as confidential and will not be revealed to any other persons, firms, organizations, or third parties. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for by applicable law, rule, or regulation, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

19. The DISTRICT shall obtain whatever releases, prescriptions, or other legal documents that are necessary for the SCHOOL to provide services pursuant to this Agreement.
20. The DISTRICT shall obtain releases or other legal documents necessary for the SCHOOL to render full reports concerning the education and progress of the student(s) to the DISTRICT at the same time that such reports are made to the parent(s) of student(s) covered by the terms of this Agreement.
21. Upon reasonable prior written notice, the SCHOOL shall be subject to visitation by the DISTRICT and/or its designated representatives during the normal business hours of the SCHOOL.
22. In the event that the parent or person in parental relation to a student(s) receiving services pursuant to this Agreement files a request for an impartial hearing or administrative complaint or initiates litigation in connection with such services, the SCHOOL shall promptly give written notice of same to the DISTRICT.
23. Insurance
 - a. The SCHOOL, at its sole expense, shall procure and maintain the following policies and other insurance as shall be necessary to insure the SCHOOL and the DISTRICT, including the Board of Education, employees and volunteers, as additional insured, against any claim for liability, personal injury, or death occasioned directly or indirectly by the SCHOOL in connection with the performance of the SCHOOL's responsibilities under this Agreement:
 - i. Commercial General Liability including products/completed operations personal injury liability. Limits of \$1,000,000.00 each occurrence for bodily injury, including sexual misconduct, property damage and personal injury with a \$2,000,000.00 aggregate limit. ii. Workers Compensation, Employers' Liability and Disability: providing statutory limits as may be required by the Commonwealth of Pennsylvania for workers' compensation, employers' liability and disability benefits insurance for all employers.

- iii. Errors and Omissions (professional) Liability with limits of \$2,000,000.00 each occurrence / aggregate. Coverage must remain in effect for two (2) years following the completion of the work.
 - iv. Excess Insurance: \$1,000,000.00 each occurrence and aggregate. Excess coverage shall be on a follow-form basis.
- b. The insurance is to be underwritten by a licensed and/or admitted New York State Insurer with a minimum Best's rating of A-minus.
 - c. In the event any of the aforementioned insurance policies are cancelled or not renewed, the SCHOOL shall notify the DISTRICT in writing within thirty (30) days of such cancellation or non-renewal.
 - d. The policies shall state that the organization's coverage shall be primary, non-contributory coverage for the DISTRICT, its Board, employees and volunteers.
 - e. DISTRICT shall be listed as an additional insured by using endorsement CG 2026 or similar such forms to verify endorsement as may be used by the respective insurer. A copy of the endorsement shall be attached to the certificate of insurance.
 - f. Upon the execution of this Agreement, the SCHOOL will supply the DISTRICT with a Certificate of Insurance including the DISTRICT, Board of Education, Employees, and Volunteers as Additional Insured, a copy of the Declaration pages of the policies, and a copy of the additional insured endorsement.
 - g. Failure of SCHOOL to obtain such insurance shall constitute a material breach of this contract.
 - h. In the event that any of the insurance coverage to be provided by the SCHOOL contains a deductible, SCHOOL shall indemnify and hold DISTRICT harmless from payment of such deductible, which deductible shall in all circumstances remain the sole obligation and expense of the SCHOOL.
 - i. SCHOOL shall provide the DISTRICT with evidence of the above insurance requirements upon execution of the within Agreement. SCHOOL further acknowledges that its failure to obtain or keep current the insurance coverage required by this Agreement shall constitute a material breach of contract and subjects SCHOOL to liability for damages including, but not limited to, direct, indirect, consequential, special and any other damages DISTRICT sustains as a result of this breach. In addition, SCHOOL shall be responsible for indemnification to DISTRICT of any and

all costs associated with such lapse in coverage including, but not limited to, reasonable attorneys' fees.

C. COMPENSATION:

1. The SCHOOL shall be entitled to recover tuition from the DISTRICT for each student receiving services pursuant to this Agreement in accordance with the tuition rate established by the Commissioner of Education.
 - a. If the tuition rates for this school year are not available at the beginning of that school year, the DISTRICT shall pay the rate applicable to the previous school year until the new rates are set, at which time the parties shall adjust tuition payments so that the DISTRICT shall have paid in accordance with the rates applicable to that current school year.
2. Requests for payment by the SCHOOL shall be made by submission of a detailed written invoice to the DISTRICT which references the time period for which payment is being requested, and a breakdown of the total amount due for the period specified.
3. The DISTRICT shall pay the SCHOOL within thirty (30) days of receipt of each invoice by the DISTRICT.
4. The DISTRICT shall give the SCHOOL notice of any invoice disputes within twenty (20) days of its receipt of the invoice, and reserves the right to withhold payment pending the resolution of the dispute.

D. MISCELLANEOUS

1. Termination
 - a. Either the DISTRICT or the SCHOOL may terminate this Agreement upon thirty (30) days prior written notice to the other party. Such notice shall be given in accordance with the requirements for all notices pursuant to this Agreement set forth below.
 - b. The parties agree that either party's failure to comply with any terms or conditions of this Agreement will provide a basis for the other party to immediately terminate this Agreement without any further liability to the party which violated the Agreement.
 - c. In the event the DISTRICT or the SCHOOL terminates this Agreement with or without cause, such termination of the Agreement shall not discharge the parties' existing obligations to each other as of the effective date of termination.

2. Defense / Indemnification

- a. The DISTRICT agrees to defend, indemnify and hold harmless the SCHOOL, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the DISTRICT, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. The obligations pursuant to this provision shall survive the termination of this Agreement.
- b. The SCHOOL agrees to defend, indemnify and hold harmless the DISTRICT, its officers, directors, agents, or employees against all claims, demands, actions, lawsuits, costs, damages and expenses, including attorneys' fees, judgments, fines and amounts arising from any willful act, omission, error, recklessness or negligence of the SCHOOL, its officers, directors, agents or employees in connection with the performance of services pursuant to this Agreement. The obligations pursuant to this provision shall survive the termination of this Agreement.

3. All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

To District: Ms. Jeanne Dowling
West Islip UFSD
100 Sherman Avenue
West Islip, NY 11795

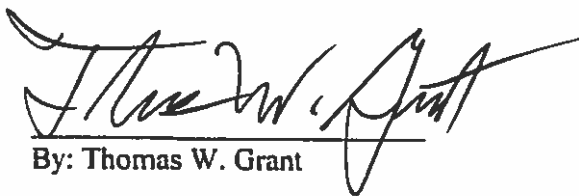
To School: Attention: Elena Koyle
Business System Specialist Woods Services,
Inc.
40 Martin Gross Drive
Langhorne, PA 19047

4. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
5. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.
6. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not effect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force

and effect as if this Agreement had been executed with the invalid provision(s) eliminated.

7. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations. Any dispute arising under this Agreement shall be litigated in the Courts of Suffolk County, New York.
8. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: agreements, proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
9. This Agreement may not be changed orally, but only by an agreement, in writing, signed by authorized representatives of both parties.
10. This Agreement, and any amendments to this Agreement, will not be in effect until agreed to in writing and signed by authorized representatives of both parties.

WOODS SERVICES, INC.



By: Thomas W. Grant

EVP & CFO

WEST ISLIP UNION
FREE SCHOOL DISTRICT

By: Steven D. Gellar

President, Board of Education

INTEROFFICE MEMORANDUM

TO: ELISA PELLATI, ASSISTANT SUPT. FOR BUSINESS

FROM: REANNA FULTON, DIRECTOR OF TECHNOLOGY

SUBJECT: SURPLUS EQUIPMENT

DATE: JULY 25, 2019

CC: BERNADETTE BURNS, SUPT. OF SCHOOLS
AMIT PATHAK, NETWORK CONSULTANT

I am requesting to surplus the following end of life or use IT/AV equipment for disposal:

Location	Model	Serial
WIHS	HP Chromebook G6	5CD8344Z0L
OQU	HP Monitor L1740	CND7341H28
OQU	HP Monitor L1740	CND7341H0J
OQU	HP Monitor L1740	CND7341H26
OQU	HP Monitor L1740	CND7341HMS
OQU	HP Monitor L1740	CND7341H24
OQU	HP Monitor L1740	CND7341HM8
OQU	HP Monitor L1740	CND7341HML
OQU	HP Monitor L1740	CND7341HP0
OQU	HP Monitor L1740	CND7341GV7
OQU	HP Monitor L1740	CND7341H1R
OQU	HP Monitor L1740	CND7341HNV
OQU	HP Monitor L1740	CND7341H14
OQU	HP Monitor L1740	CND7341HMH
OQU	HP Monitor L1740	CND7341HNM
OQU	HP Monitor L1740	CND7341FM2
OQU	HP Monitor L1740	CND7341HNG
OQU	HP Monitor L1740	CND7341HNF
OQU	HP Monitor L1740	CND7341H1D
OQU	HP Monitor L1740	CND7341HNN

OQU	HP Monitor L1740	CND7341H0L
OQU	HP Monitor L1740	CND7341FM8
OQU	HP Monitor L1740	CND7341HMJ
OQU	HP Monitor L1740	CND7341HN7
OQU	HP Monitor L1740	CND7341FPS
OQU	HP Monitor L1740	CND7341H XK
OQU	HP Monitor L1740	CNC734RJQS
OQU	HP Monitor L1740	CND7341GV3
OQU	HP Monitor L1740	CND7341HNT
OQU	HP Monitor L1740	CND7341H88
OQU	HP Monitor L1740	CND7341HRD
OQU	HP Monitor L1740	CND7341GTR
OQU	HP Monitor L1740	CND7341FPT
OQU	HP Monitor L1740	CND7341FM1
OQU	HP Monitor L1740	CND7341HMG
OQU	HP Monitor L1740	CND7341H MV
OQU	HP Monitor L1740	CND7341H1Z
OQU	HP Monitor L1740	CND7341HNX
OQU	HP Monitor L1740	CND7341H0P
OQU	HP Monitor L1740	CND7341H1K
OQU	HP Monitor L1740	CND7341H0M
OQU	HP Monitor L1740	CND7341FMG
OQU	Desktop - HP DC-7700	2UA73917GN
OQU	Desktop - HP DC-7700	2UA73911ZK
OQU	Desktop - HP DC-7700	2UA111098L
OQU	Desktop - HP DC-7700	2UA73917GT
OQU	Desktop - HP DC-7700	2UA739120N
OQU	Desktop - HP DC-7700	2UA73911X2
OQU	Desktop - HP DC-7700	2UA739122M
OQU	Desktop - HP DC-7700	2UA4060GW1
OQU	Desktop - HP DC-7700	2UA73911YK
OQU	Desktop - HP DC-7700	2UA73911WC
OQU	Desktop - HP DC-7700	2UA73912DR

OQU	Desktop - HP DC-7700	2UA73911YB
OQU	Desktop - HP DC-7700	2UA73912DX
OQU	Desktop - HP DC-7700	2UA73917HX
OQU	Desktop - HP DC-7700	2UA11109BH
OQU	Desktop - HP DC-7700	2UA73917GJ
OQU	Desktop - HP DC-7700	2UA73911Z2
OQU	Desktop - HP DC-7700	2UA73911Y1
OQU	Desktop - HP DC-7700	2UA73911XN
OQU	Desktop - HP DC-7700	2UA20126GL
OQU	Desktop - HP DC-7700	2UA73911WG
OQU	Desktop - HP DC-7700	2UA739122L
OQU	Desktop - HP DC-7700	2UA73911WS
OQU	Desktop - HP DC-7700	2UA111095K
OQU	Desktop - HP DC-7700	2UA73911WX
OQU	Desktop - HP DC-7700	2UA73912DG
OQU	Desktop - HP DC-7700	2UA73911WW
OQU	Desktop - HP DC-7700	2UA73911W2
OQU	Desktop - HP DC-7700	2UA111097J
OQU	Desktop - HP DC-7700	2UA7391BZ4
OQU	Desktop - HP DC-7700	2UA111096W
OQU	Desktop - HP DC-7700	2UA73911Z1
OQU	Desktop - HP DC-7700	2UA73911WH
OQU	Desktop - HP DC-7700	2UA73911XG
OQU	Desktop - HP DC-7700	2UA739123C
OQU	Desktop - HP DC-7700	2UA20126GY
OQU	Desktop - HP DC-7700	2UA739120Y
OQU	Desktop - HP DC-7700	2UA73911YX
OQU	Desktop - HP DC-7700	2UA11109CG
OQU	Desktop - HP DC-7700	2UA111096G
OQU	Desktop - HP DC-7700	2UA11109CK
OQU	Desktop - HP DC-7700	2UA1110968
OQU	Desktop - HP DC-7700	2UA1110964
DO	Hard Drive	Z6MWE078

DO	Hard Drive	Z6EMWELF
DO	Hard Drive	Z6EMWE95
DO	Hard Drive	Z6EMVKJ5
DO	Hard Drive	Z6EMVKCW
DO	Hard Drive	Z6EMWEE6
DO	Hard Drive	Z6EMVE1XC
DO	Hard Drive	Z6EMWEOJ
DO	Hard Drive	Z6EMWENN
DO	Hard Drive	Z6EMWPJJ
DO	Hard Drive	Z6EMX40K
DO	Hard Drive	Z6EMWP66
DO	Hard Drive	Z6EMWEBQ
DO	Hard Drive	Z6EMVJ76
DO	Hard Drive	Z6EMWP6R
DO	Hard Drive	Z6EMST09
DO	Hard Drive	Z6EMWE4F
DO	Hard Drive	Z6EMWMFY
DO	Hard Drive	Z6EMEMH4
DO	Hard Drive	Z6EMQP5F
DO	Hard Drive	Z6EMWEJC
DO	Hard Drive	Z6EMWL4P
DO	Hard Drive	Z6EMV99Y
DO	Hard Drive	Z6EMVK3B
DO	Hard Drive	Z6EMWDX9
DO	Hard Drive	Z6EMVV9J
DO	Hard Drive	Z6EMVK9K
DO	Hard Drive	Z6EMWORE
DO	Hard Drive	Z6EMWEDW
DO	Hard Drive	Z6EMWPFZ
DO	Hard Drive	Z6EMWPEK
DO	Hard Drive	Z6EMWMET
DO	Hard Drive	Z6EMWMK2
DO	Hard Drive	Z6EMWPHN

DO	Hard Drive	Z6EMX8CO
DO	Hard Drive	Z6EMWLD2
DO	Hard Drive	Z6EMWMJW
DO	Hard Drive	Z6EMVNKR
DO	Hard Drive	Z6EMWNCO
DO	Hard Drive	Z6EMWE3P
DO	Hard Drive	Z6EMX49S
DO	Hard Drive	Z6EMWMH7
DO	Hard Drive	Z6EMWMF8
DO	Hard Drive	Z6EMWMS3
DO	Hard Drive	Z6EMWNP8
DO	Hard Drive	Z6EMWNNX
DO	Hard Drive	Z6EMWNT8
DO	Hard Drive	Z6EMWNP3
DO	Hard Drive	Z6EMWMK7
DO	Hard Drive	6EMWP9Y
DO	Hard Drive	Z6EMVCAL
DO	Hard Drive	Z6EMWPEB
DO	Hard Drive	Z6EMVDS9
DO	Hard Drive	Z6EMWMJD
DO	Hard Drive	Z6EMWE9Q
DO	Hard Drive	Z6EMWP54
DO	Hard Drive	Z6EMWNQS
DO	Hard Drive	Z6EMVCJX
DO	Hard Drive	Z6EMWMKQ
DO	Hard Drive	Z5EMWFPF
DO	Hard Drive	Z6EMW2FE
DO	Hard Drive	Z6EMVCKA
DO	Hard Drive	Z6EMWPKS
DO	HP2055 Monitor	CND7344W48
DO	Apple I-Pad	F4KKMR5WF193
DO	Server	53H6YF1
DO	Server	73H6YF1

DO	Server	63H6YF1
DO	Server	AS132823174
DO	Server	AS1312144412
DO	HP E201 Monitor	6CM5310FT4
DO	HP LA2006 Monitor	CNC1480KP1
DO	Lenovo Monitor	V2-V1848
DO	Mac Monitor	W8738GVGX85
HS	Mobile smart board	SB680-M2-059181
HS	Projector (from SB)	B012DF28J0307
Udall	HP Monitor L1740	CND7344T5T
Udall	HP Monitor L1740	CND7344T5Q
Udall	HP Monitor L1740	CND7344RY5
Udall	Lenovo Monitor	V2-V1872
Udall	HP CPU	2UA73917J4
Udall	HP CPU	2UA20126HQ
Udall	HP CPU	2UA20126GN
Udall	Lenovo CPU	9645G5ULKAXHB2