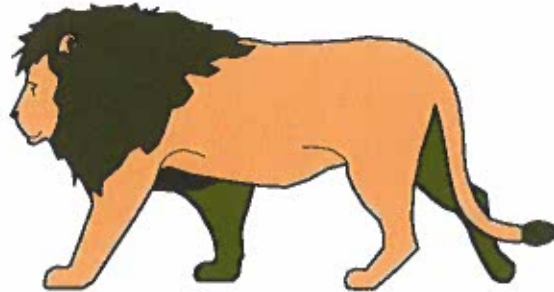


AGENDA



BOARD OF EDUCATION

January 18, 2022

Beach Street Middle School
17 Beach Street

Submitted by:
Bernadette M. Burns
Superintendent of Schools

A G E N D A
PLANNING SESSION OF THE BOARD OF EDUCATION
January 18, 2022

Beach Street Media Center

West Islip, New York

- I. CALL TO ORDER
- II. QUORUM COUNT
- III. MINUTES: A motion is needed to approve the minutes of the January 6, 2022 Regular Meeting.
- IV. ANNOUNCEMENTS / DISCUSSION
 - A. Return to Stay Protocol
- V. PERSONNEL
- VI. APPROVAL
 - A. Internal Audit Corrective Action Plan
 - B. Cullen & Danowski, LLP Internal Audit Engagement Letter
 - C. Special Education Contracts 2021-2022
 - 1. Deer Park UFSD
 - 2. Kings Park CSD
 - D. Smart Schools Final Investment Plan – Phase 2
- VII. EXECUTIVE SESSION: *The Board will adjourn during the course of the meeting for an Executive Session, at the conclusion of which, the Board will reconvene/act upon any such items as may be necessary prior to discussion of the next agenda item, or adjournment, as the case may be.*
- VIII. CLOSING – Adjournment

The Board may adjourn during the course of the meeting for an Executive Session, at the conclusion of which, the Board will re-convene/act upon any such items as may be necessary prior to discussion of the next agenda item, or adjournment, as the case may be.

REGULAR MEETING OF THE BOARD OF EDUCATION
January 6, 2022 – Virtual Meeting

PRESENT: Mr. Tussie, Mr. Antonello, Mrs. Brown, Mr. Compitello, Mrs. LaRosa,
Mr. Maginniss, Mr. McCann

ABSENT: None

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

ABSENT: None

ATTORNEY: Mr. Volz

Meeting was called to order at 7:31 p.m.

ANNOUNCEMENTS:

Mr. Tussie wished everyone a Happy New Year and advised that due to the high Covid numbers and in an abundance of caution, it was decided to hold the meeting virtually to keep everyone healthy and safe.

Mr. Tussie congratulated everyone who participated in the winter concerts and expressed pride in how well the students performed.

Mr. Tussie announced that the Masera Committee will meet in February.

Mr. Tussie announced that the Board would like to praise everyone involved in keeping schools open for the students.

DISCUSSION

Public Hearing on the Smart Schools Preliminary Investment Plan Phase Two - presented by Mrs. Pellati

APPROVAL OF MINUTES

Motion was made by Richard Antonello, seconded by Tom Compitello, and carried when all Board members present voted in favor to approve the minutes of the December 9, 2021 Regular Meeting.

PERSONNEL

Mr. Brian Taylor asked for a motion to approve the 1/6/2022 Personnel Agenda as listed in the backup.

Motion was made by Richard Antonello, seconded by Tom Compitello and carried when all Board members present voted in favor to approve the 1/6/2022 Personnel Agenda as listed:

TEACHERS

T-1

RETIREMENT

Salvatore LoSardo, Guidance
Effective July 1, 2022
(24 years)

T-2

CHILD-REARING LEAVE OF ABSENCE (unpaid)

Jaelyn Jacobs, English
Effective January 7, 2022 through June 30, 2022
(Udall)

T-3

REGULAR SUBSTITUTE

Matthew Sullivan, Special Education
Effective November 23, 2021 through June 30, 2022
(Beach; Step 1A¹; replacing Marissa Villiani {LoA})

Paige Fogarty, Elementary
Effective December 13, 2021 through June 30, 2022
(Paul J Bellew; Step 1A⁴; replacing Paul Pekurney {LoA})

Catherine Brudi, English
Effective January 7, 2022 through June 30, 2022
(Udall; Step 1A¹; replacing Jaclyn Jacobs {LoA})

CIVIL SERVICE

CL-1

RESIGNATION

Devyn Antolini, Special Education Aide
Effective January 15, 2022
(Paul J. Bellew)

Tyler Bell, Special Education Aide
Effective January 24, 2022
(Paul J. Bellew)

Paige Fogarty, Permanent Substitute Teacher
Effective December 13, 2021
(Paul J. Bellew)

Antoinette Knice, Part-Time Food Service Worker
Effective December 11, 2021
(Beach Street)

Courtney Kuzmiak, Part-Time Food Service Worker
Effective January 6, 2022
(Udall)

Christie Rendino, Special Education Aide
Effective January 20, 2022
(Manetuck)

CL-2

PROBATIONARY APPOINTMENT

Stephen Casella, Maintenance Mechanic III
Effective January 7, 2022
(Maintenance: Step 1; replacing T. Lommel {resigned})

Courtney Kuzmiak, Building Aide
Effective January 7, 2022
(Manetuck; Step 1; replacing K. Zelaya {Security/Receptionist Aide})

OTHER

PERMANENT SUBSTITUTE TEACHER (\$150 per diem)
Melissa Davies, December 20, 2021 through June 24, 2022

SUBSTITUTE TEACHER (\$130 per diem)

Ashley Antippas, effective December 23, 2021
Devyn Antolini, effective January 15, 2022, *student teacher*
Amber Aveli, effective December 17, 2021, *student teacher*
Patrick Briody, effective December 17, 2021, *student teacher*
Morgan Connolly, effective December 17, 2021, *student teacher*
Gianna Covello, effective December 17, 2021, *student teacher*
Kayla Covello, effective December 17, 2021, *student teacher*
Ariana Distefano, effective December 17, 2021, *student teacher*
Shayla Entin, effective December 17, 2021, *student teacher*
Kristi Garrovillas, effective December 17, 2021, *student teacher*
Glenys Gil, effective December 17, 2021, *student teacher*
Alec Gonzalez, effective December 17, 2021, *student teacher*
Michael Grieco Jr., effective December 17, 2021
*Shannon Nicole Horan, effective December 23, 2021
Danielle Kramer effective December 17, 2021, *student teacher*
Nolan Makely, effective December 23, 2021
Cassandra McGinn, effective December 23, 2021
Ryan O'Connell, effective December 23, 2021
Nicole O'Donnell, effective December 17, 2021, *student teacher*
Delia O'Farrell, effective December 23, 2021
Meghan O'Farrell, effective December 17, 2021
Molly Perrone, effective December 23, 2021
Nicholas Pfeiffer, effective December 17, 2021, *student teacher*
Amber Raggio, effective December 23, 2021
Bryce Robertson, effective December 23, 2021
Alexa Rodriguez, effective December 17, 2021, *student teacher*
Madeline Schaefer, effective December 17, 2021
Sedric Tello, effective December 17, 2021
Gianna Wheeler, effective December 23, 2021
Kimberly Zappella, effective December 17, 2021, *student teacher*

CURRICULUM UPDATE

Mrs. Morrison asked for a motion to accept a course proposed title change.

Motion was made by Richard Antonello seconded by Tom Compitello, and carried when all Board members present voted in favor to approve Course Title Change - Music Technology to Music Technology and Innovation Lab.

Mrs. Morrison spoke about the current increase of Covid cases and how it has put a strain on the district's ability to provide homebound instruction to students who are isolated or quarantined. Mrs. Morrison advised that starting January 6, students could temporarily observe classroom instruction using their 1:1 device. Students are encouraged to attend extra-help upon their return to school. The district will return to the homebound instruction model for quarantined and isolated students as soon as it is feasible to do so.

As a follow up to the December board meeting regarding alleged harassment of LGBTQ students, Mrs. Morrison met with Dr. Bridgeman and Justin Arini, Director of Counseling, to review incidents that have taken place since the start of the school year and ensure ongoing communication with the GSA.

Mrs. LaRosa explained that harassment is a larger issue and social emotional education districtwide, inclusive of all stakeholders, is needed.

REPORT OF COMMITTEES

Education Committee: Richard Antonello reported on the meeting that took place 1/4/2022. Items reviewed included a modified short-term hybrid instruction plan; administration of the Panorama survey to middle school students; the Foundations training schedule; elementary report card revision schedule; a DEI informational meeting; modifications to the high school community service requirements; and the cancellation of mid-terms.

Finance Committee: Ron Maginniss reported on the meeting held on 1/4/2022. Items reviewed included the November treasurer's report; November extra-curricular report, November payroll summary, December internal claims audit report; December system manager audit report, payroll certification forms; surplus; donation; and contracts. Mrs. Pellati advised that the Office of the State Comptroller has finished its first area of testing, Fund Balance Management and Reserves, and will be meeting with central administration on 1/19/22 to discuss its findings. The second area of testing will be Medicaid Reimbursement.

Buildings and Grounds: Pete McCann reported on the meeting that took place on 1/4/2022. Items reviewed included bond work and capital projects: the Beach Street generator project was sent to New York State for approval; fencing on Montauk Highway is almost complete; air conditioning projects; the fitness center upgrade; and the expansion and repaving of the Paul J. Bellew parking lot. The committee discussed indoor permits and the solar roof project. Mr. McCann advised that the Masera Committee will meet on 2/16/2022. The district is working with Kathy Blackburn, an independent facilitator recommended by BOCES. The role of the committee will be to review all options for the property and make recommendations to the Board.

Special Education Committee: Debbie Brown reported on the meeting that took place via teleconference on 1/5/2022. Student placements were discussed and planning is underway for annual reviews.

Health and Wellness Committee: Pete McCann reported on the meeting that took place on 1/4/2022. Items discussed included the financial report; Health and Wellness newsletter; a spring wellness event; districtwide "P.S. I Love You" Day; the essential needs pantry; the state mental health crisis text line; healthy cell phone use; and the COVID hotline. The next meeting will take place virtually on Tuesday, February 8 at 9:30 a.m.

FINANCIAL MATTERS

The treasurer's report for November was presented: beginning balance \$30,904,019.51; ending balance \$49,582,709.63.

Motion was made by Richard Antonello seconded by Tom Compitello and carried when all Board members present voted in favor to approve General Fund budget transfers 4115-4127 and Capital Fund budget transfer 4120.

Motion was made by Richard Antonello seconded by Tom Compitello and carried when all Board members present voted in favor to approve surplus: damaged furniture and materials – Masera.

Motion was made by Richard Antonello seconded by Tom Compitello and carried when all Board members present voted in favor to approve Health Service Contract – East Islip UFSD ~ \$2,051.96.

Motion was made by Richard Antonello seconded by Tom Compitello and carried when all Board members present voted in favor to approve the following 2021-2022 Special Education Contracts: Babylon UFSD; Half Hollow Hills CSD.

Motion was made by Richard Antonello seconded by Tom Compitello and carried when all Board members present voted in favor to approve resolution re: donation of aluminum sheet, plate and steel bar from Robert Isoldi @ CPI Aerostructures, Inc. – WIHS – Engineering Technology - \$1,500.

DONATIONS

WHEREAS, the West Islip Union Free School District is in receipt of various lengths and grades of aluminum sheets, plates and steel bars valued at approximately \$1,500 from Robert Isoldi of CPI Aerostructures, Inc. which have been donated to the West Islip High School.

PRESIDENT'S REPORT

Mr. Tussie expressed appreciation for the work done to address student harassment and thanked Mrs. LaRosa for her comments on this topic.

SUPERINTENDENT'S REPORT

Mrs. Burns welcomed everyone back and wished them a Happy New Year. Mrs. Burns advised that the district received guidance from the Suffolk County Department of Health reducing the quarantine period for positive cases to five days from ten for both students and staff, assuming certain criteria are met. The district will implement the changes effective Monday, January 10. A home test kit will be available to parents for each student attending district schools. The district is seeking to obtain additional kits for West Islip students attending private schools. Mrs. Burns advised that the district will operate on a delayed opening Friday, January 7 due to the impending snow.

Mrs. LaRosa asked about recent student and staff attendance and class coverage. Mrs. Burns advised that on any day 15% to 20% of students are absent. Mr. Taylor stated that approximately 15% of staff are absent each day but classes are covered and there have been no issues at the secondary level. Mrs. Burns credited the administrators and teachers for this and expressed her appreciation.

NOTES AND REMINDERS

Mrs. LaRosa expressed her apologies for missing some meetings due to a family illness; she thanked the community for their good wishes for her husband. Mrs. LaRosa advised that hopefully she will not have to miss any meetings for the remainder of the year.

On behalf of the board and administrators, Mr. Tussie wished Mrs. LaRosa's husband a speedy recovery.

Mr. McCann thanked everyone for getting students back to school on Monday and stated the importance of in-person instruction.

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

Carmela Carminito – Mrs. Carminito asked if virtual learning could be continued for absent students generally, instead of homebound instruction. Mrs. Morrison advised that students learn best when in school and that small group and individual instruction is more effective than using cameras or 1:1 devices.

Mrs. Carminito also asked if newly hired or substitute and student teachers are certified teachers, if they are vetted, and what qualifications they need. Mr. Taylor advised that the substitutes are not all fully certified teachers. Due to staffing shortages, the State Education Department allows districts to hire substitutes with high school diplomas if they have made a good faith effort to hire certified teachers. The district has hired substitutes enrolled in four-year colleges, many of whom are majoring in education, and all with fingerprinting clearance.

Mrs. Carminito advised that she would withdraw her children from school if a test-to-stay protocol is initiated.

Mrs. Burns advised that test-to-stay only affect students and staff who are designated a close contact in the school setting. This protocol would apply to very few staff and students in the district.

Donald Marmo – Mr. Marmo questioned the process for putting a proposition on the May ballot, what qualifies as a proposition, what involvement the district has in the process, and if there is documentation from the district or NYS Department of Education that explains this process.

Mrs. Burns advised that residents can place a proposition on the ballot, subject to school board review. The protocols for submitting a proposition is addressed in District Policy 1260. Petitions relating to an Annual Election must be filed not later than sixty (60) days preceding the election at which the proposition is to be voted upon. The proposition must be unambiguous and feasible, and its purpose must fall within the power of the voters and must specify an amount if an expenditure of money would be required. If it does require

funding, and the expenditure of money would force the budget to exceed the tax levy cap, the budget vote would require approval by 60% of the voters. Further information can be provided upon request to the district clerk, but Mrs. Burns referred Mr. Marmo to the NYS Department of Education for their resources.

Phaeryn Phillips – Mrs. Phillips asked why the Board of Education meeting was switched to a virtual meeting. Mr. Tussie advised that due to the high COVID numbers and in an abundance of caution, it was decided to hold the meeting virtually.

Kathryn Abbatiello – Mrs. Abbatiello was following up from last month's meeting regarding her concerns regarding student harassment. Mrs. Morrison advised that should would be meeting with Dr. Bridgeman and Mr. Arini to continue the plan of action Mrs. LaRosa spoke about.

Mr. Tussie wished everyone a Happy New Year, and is looking forward to keeping students in school and involved as the COVID numbers hopefully decrease.

Motion was made by Richard Antoniello seconded by Tom Compitello and carried when all members present voted in favor to adjourn to Executive Session at 8:20 p.m. for the purpose of discussing personnel, negotiations, and/or litigation.

Motion was made by Richard Antoniello seconded by Tom Compitello, and carried when all Board members present voted 7-0 and found probable cause for six charges against Employee "A".

Meeting reconvened at 9:20 p.m. on motion by Richard Antoniello seconded by Tom Compitello, and carried when all Board members present voted in favor.

Motion was made by Richard Antoniello seconded by Tom Compitello, and carried when all Board members present voted in favor to approve the following resolution:

RESOLUTION WEST ISLIP UNION FREE SCHOOL DISTRICT

At a regularly scheduled meeting of the Board of Education of the West Islip Union Free School District, held remotely on the 6th day of January, a motion was made by Richard Antoniello and seconded by Tom Compitello as follows:

BE IT RESOLVED that the Board of Education of the West Islip Union Free School District hereby suspends with pay the employee referenced in Executive Session as Employee "A", effective January 7, 2022.

The Resolution is hereby declared adopted.

Dated: January 6, 2022, West Islip, NY

Meeting adjourned at 9:21p.m. on motion by Richard Antoniello, seconded by Tom Compitello 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.

PERSONNEL:

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

TEACHERS

T-1 PROBATIONARY APPOINTMENT

Katherine Blumin, Speech
Effective February 3, 2022 to February 2, 2026
(Paul J Bellew; Step 1A⁴, replacing Linda Schmid)

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 PROBATIONARY APPOINTMENT (AMENDED)

Kaitlin Palmieri, Psychologist
Effective December 6, 2021 to December 5, 2024
(High School; change in date from December 6, 2021 to December 5, 2025)

CIVIL SERVICE

CL-1 CHANGE IN STATUS

Sean McAleavey, Director of School Safety
Effective January 7, 2022
(District Wide; change from Provisional Director of School Safety)

CL-2 SUBSTITUTE ASSISTANT COOK (\$21.37/hr)

Kim Landhauser, effective January 19, 2022

OTHER

SUBSTITUTE TEACHER (\$130 per diem)

Erika Montemurro, effective January 19, 2022
Thomas Renick, effective January 18, 2022, *student teacher*

CLUBS/ADVISORS 2021-2022

BEACH STREET

Peer Tutoring Grade 6, Kristin Grossi
Games and Activities Club, John Kennedy

OTHER, continued

CLUBS/ADVISORS 2021-2022, continued

HIGH SCHOOL

Creativity Action Service, Edward Jablonski & Virginia Scudder {shared}
Costume Director, Ryan Jensen & Melissa Senatore {shared}

PAUL J BELLEW

Science Buddies, Kristen Amoia

UDALL

Costume Director, Justin DeMaio
Drama Director, Keith DeMaio
Set Design, Edward McManus

West Islip UFSD
CORRECTIVE ACTION PLAN
Related to Agreed-Upon Procedures Report 2021-22

Human Resources

Recommendation – Risk Assessment Update 2020-21

1. **Employee Files – Paper Records:** We recommended that the District investigate software programs to facilitate the records management and retention processes of the HR employee records to enhance operational efficiencies.

Risk Assessment Update – 2021-22

We found that the Executive Director of Personnel plans to investigate various software programs such as FileBound and School Front to facilitate the records management and retention processes. We understand that this initiative is delayed due to the time constraints of the HR Department related to the pandemic mandates.

District Corrective Action Plan

The Executive Director of Human Resources participated in an online demonstration of School Front and received a quote and proposal in the winter of 2021. He will be reaching out to School Front to obtain an updated quote from the company. The Executive Director of Human Resources is also investigating a few other companies that other districts have recommended. The district anticipates meeting with these companies during the winter and spring of 2022. The goal is to have software program in place for the 2022-23 school year.

Facilities and Capital Projects

Recommendation – Agreed-Upon Procedures 2018-19

2. **Capital Projects – Board Policy:** We recommended that the District establish a Board policy related to allowances and change orders to memorialize these practices followed by the District. This policy should address the required approvals and any threshold amounts related to allowances and change orders.

Risk Assessment Update – 2019-20

We noted that the District has engaged NYSSBA to assist with updating the Board policies and this process will consider establishing a Board policy related to allowances and change orders based on best practices.

Risk Assessment Update – 2020-21

We found that the District still needed to make a decision regarding this recommendation.

Risk Assessment Update – 2021-22

We found that the District is waiting for NYSSBA to assist with updating the Board policies that has been delayed due to COVID-19. We understand that the Assistant Superintendent for Business had a meeting with NYSSBA during February 2021 and reviewed the new timeline for the policy update that includes establishing a Board policy related to allowances and change orders.

District Corrective Action Plan

The Assistant Superintendent created a draft Board Policy related to Capital Projects and change orders. The draft policy is on the agenda for the next policy committee meeting, which should take place prior to June 30, 2022. Once the policy is reviewed by the policy committee, it will be placed on a Board of Education meeting agenda for approval.

Extraclassroom Activity Funds

Recommendation – Agreed-Upon Procedures 2020-21

3. **Revisions to Board Policy #5520**: We recommended that the District consider revisions to Board Policy #5520 – *Extraclassroom Activities Fund* or ensure compliance related to the procedures to align the language in the policy with the District’s practices as follows:
- a) Revise the policy to state that procedures related to cash receipts and disbursements are District-wide and not set by the respective building principals.
 - b) Revise the policy to state that the fundraiser approvals need to be submitted to the building principals or develop procedures to have these forms submitted to the Assistant Superintendent for Business for approval as stated in the policy.
 - c) Ensure compliance with the funds being submitted to the Central Treasurer within five school days of the revenue generating activity or revise the number of days stated in the policy.
 - d) Ensure compliance with deposits being counted by the Central Treasurer in the presence of the advisor or revise the policy to allow for deposits to be submitted to the Central Treasurer through the District Courier, as long as the funds are submitted in a sealed tamper evident deposit bag. If deposits are submitted via the courier, we recommend establishing procedures to have a second person present during the counting of cash deposits in the event there is any discrepancy.
 - e) Revise the policy to state that the use of receipt numbers being provided by the nVision financial system will be used in place of the pre-numbered receipts or ensure compliance with using pre-numbered triplicate receipts as stated in the policy.
 - f) Revise the policy related to disbursements to state that the advisors need to provide a copy of minutes only when the clubs are requesting scholarship payments or transfers between club accounts.
 - g) Revise the policy to include language to define the handling of any remaining funds related to closed club accounts and to account for bank fees and interest revenue.

Risk Assessment Update – 2021-22

We note that the District is in the process of finalizing revisions to Board Policy #5520 – Extraclassroom Activities Fund or to ensure compliance related to the procedures to align the language in the policy with the District’s practices as recommended above.

District Corrective Action Plan

The Assistant Superintendent made the suggested revisions to Board Policy #5520 – *Extraclassroom Activities Fund*. The revised policy is on the agenda for the next policy committee meeting, which should take place prior to June 30, 2022. Once the policy is reviewed by the policy committee, it will be placed on a Board of Education meeting agenda for approval.

**CULLEN &
DANOWSKI, LLP**
CERTIFIED PUBLIC ACCOUNTANTS

VINCENT D. CULLEN, CPA
(1950 - 2013)

JAMES E. DANOWSKI, CPA
PETER F. RODRIGUEZ, CPA
JILL S. SANDERS, CPA
DONALD J. HOFFMANN, CPA
CHRISTOPHER V. REINO, CPA
ALAN YU, CPA

December 13, 2021

Board of Education and Audit Committee
West Islip Union Free School District
Administrative Office
100 Sherman Street
West Islip, New York 11795

Dear Members of the Board and Audit Committee:

We are pleased to confirm our understanding of our engagement and the nature and limitations of the services we are to provide for the West Islip Union Free School District (District).

Detailed Internal Control Testing

We will apply the internal control services which the Board of Education (Board) and the management of the District have agreed, listed below, on the information technology area in complying with policies and procedures of the District during the period January 1, 2021 through March 31, 2022.

Information Technology (IT)

- Review Board policies and written procedures related to the operations of the IT function including disaster recovery, user accounts, IT assets (e.g., iPads, Chromebooks, laptops, etc.), data security, state data reporting, and compliance requirements with Education Law §2-d Regulation and Part 121 of the Commissioner's Regulations.
- Interview IT staff and administrators with IT oversight regarding policies, procedures and systems in effect including the ordering, purchasing, receiving, tracking, recording and assigning IT assets.
- Review the procedures related to repairing and replacing IT assets (e.g., iPads, Chromebooks, laptops, etc.) that includes the billing, collections and revenue recognition for these activities.
- Interview IT staff and administrators with IT oversight to ensure the District has complied with requirements of Education Law §2-d Regulation and Part 121 of the Commissioner's Regulations.
- Perform a physical inspection of the IT Data Center in the Administration Building and selected storage areas where the District maintains servers and/or switches.
- Review the access to the District Network, nVision, Infinite Campus and Frontline systems to ensure that the user accounts and permissions are appropriate based on the employees' job duties. Select 40 current employees of the District and review:
 - Current Acceptable Use Agreement is on file
 - Access (if any) to the nVision financial system is appropriate
 - Access (if any) to the Infinite Campus student management system is appropriate

West Islip Union Free School District

December 13, 2022

Page 2 of 3

- Access (if any) to the Frontline system is appropriate
- Select 10 new hires during the period for timeliness and completeness of setting up access to the network and any applications.
- Select 10 terminated employees during the period for timeliness and completeness of removal of access to the network and any applications.
- Review back-up process and procedures for 1 period under review to determine if the files were backed up in accordance with District plans.
- Select 10 significant purchases for IT assets or inventory during the period under review and trace these items to the detail asset or inventory records.
- Select an additional 10 purchases related to IT capital assets during the period to ensure that the items are properly recorded, tagged and assigned in the asset database.
- Select an additional 10 purchases related to IT inventory items (i.e., under the asset threshold) during the period to ensure that the items are properly recorded, tagged and assigned in the inventory database.
- Select 5 disposals of IT assets or inventory items during the year period to determine if the Board approved the transaction and that the asset or inventory database was updated to reflect the disposal.

This engagement is solely to assist the District in reviewing the activity of the areas listed above. Our engagement to provide internal control services will be conducted in accordance with consulting standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures previously described either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the internal control procedures, previously listed do not constitute an examination or review, we will not express an opinion on the effectiveness of the District's departments reviewed during this engagement. In addition, although we may perform additional procedures during the engagements have no obligation to perform any procedures beyond those listed above.

We plan to begin our procedures on beginning in April 2022, and unless unforeseeable problems are encountered, the engagement should be completed by June 15, 2022.

Report

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the Board of Education and management of the District, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Fee

We estimate that our fees for these services will range from \$15,000 to \$16,000. This fee is based upon anticipated services to be rendered at our standard billing rates.

West Islip Union Free School District

December 13, 2022

Page 3 of 3

At the conclusion of the engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the operations of the departments reviewed during this engagement in accordance with District policies and procedures.

The fee estimates are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices will be rendered as work progresses based on hours of work completed and are payable on presentation. If for any reason we are unable to complete the engagement, we will not issue a report as a result of the engagement.

If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

This agreement may be cancelled by the Board of Education at any time for any reason. In the event of such cancellation, the Board shall be required to pay for all services provided prior to the date of cancellation.

Don Hoffmann, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of each engagement. If you have any questions, please let us know. If you agree with the terms of our engagements as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Cullen & Danowski, LLP

For the Firm:

Don Hoffmann, CPA
Partner

RESPONSE:

This letter correctly sets forth the understanding of the West Islip Union Free School District.

By: _____

Signature: _____

Title: _____

Date: _____

DEER PARK UNION FREE SCHOOL DISTRICT
SPECIAL EDUCATION SERVICES CONTRACT

This Agreement is entered into this _____ day of _____ 2022 by and between the Board of Education of the **West Islip Union Free School District** (hereinafter the "DISTRICT OF RESIDENCE"), having its principal place of business for the purpose of this Agreement at **100 Sherman Ave, West Islip, NY 11795** and the Board of Education of the Deer Park Union Free School District (hereinafter the "DISTRICT OF LOCATION"), having its principal place of business for the purpose of this Agreement at **1881 Deer Park Ave., Deer Park, NY 11729.**

W I T N E S S E T H

WHEREAS, the DISTRICT OF LOCATION is required by Education Law Section 3602-c to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the DISTRICT OF LOCATION, but reside in the DISTRICT OF RESIDENCE; and

WHEREAS, the DISTRICT OF LOCATION 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, 2021 through June 30, 2022** inclusive, unless terminated earlier as provided for in this Agreement.
- B. **SERVICES AND RESPONSIBILITIES**:
1. The DISTRICT OF LOCATION shall develop an individualized education service program (IESP) for those student(s) listed on the attached "Confidential Schedule A," incorporated by reference herein and made a part of this Agreement, and shall provide the services set forth in such IESP attached as Schedule "B".
 - a. A student(s) and/or services may be added or deleted from the attached Schedules "A" and/or "B" at any time upon written notification to the DISTRICT OF RESIDENCE. Such written notification shall include a copy of any revised IESP. In such event, the payment amount owed by the DISTRICT OF RESIDENCE shall be adjusted accordingly.
 2. The DISTRICT OF LOCATION represents and warrants that services to

students under this Agreement shall be provided by individuals who are certified or licensed in accordance with applicable law, rules and regulations.

C. **COMPENSATION:**

1. The parties to this Agreement recognize that the authority for the DISTRICT OF RESIDENCE and the DISTRICT OF LOCATION to contract for the provision of special education services herein is derived from Education Law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education; and that these statutes and regulations may define the maximum costs that may be charged hereunder.

The DISTRICT OF LOCATION shall be entitled to bill the DISTRICT OF RESIDENCE for the services provided the students listed in Schedule "A" pursuant to this Agreement and the IESP attached as Schedule "B" in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education.

2. Requests for payment by the DISTRICT OF LOCATION shall be made by submission of a detailed written invoice to the DISTRICT OF RESIDENCE on a monthly basis 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 OF RESIDENCE shall pay the DISTRICT OF LOCATION within forty-five (45) business days of receipt of each invoice by the DISTRICT OF RESIDENCE, unless the DISTRICT OF RESIDENCE sends the DISTRICT OF LOCATION a written notice disputing the invoice within forty-five (45) business days of its receipt. If a dispute arises, the parties shall have those legal rights and remedies provided by law and regulation.

D. **TERMINATION.**

This Agreement may be terminated by written notice of either party if (1) Schedule "A" has been deleted so that there are no students of the DISTRICT OF RESIDENCE entitled to special education services from the DISTRICT OF LOCATION, or (2) the State Education Department has issued guidelines to school districts governing the provision of special education services pursuant to Education Law 3602-c.

E. **MISCELLANEOUS**

1. 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 OF RESIDENCE: **West Islip UFSD**
The Michael & Christine Frever
Administration Building
100 Sherman Avenue
West Islip, NY 11795

To DISTRICT OF LOCATION: **Alicia Konecny**
Assistant Superintendent, PPS
Deer Park UFSD
1881 Deer Park Ave.
Deer Park, NY 11729

2. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
3. 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.
4. Should any provision of this Agreement for any reason, be declared invalid and/or unenforceable such declaration 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.
5. 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.
6. This Agreement, along with the attached Schedules "A" and "B", 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
7. Except for Schedules "A" and "B", this Agreement may not be changed orally, but only by an agreement, in writing, signed by authorized representatives of both parties.
8. It is expressly understood that nothing in this Agreement is intended to modify or vary the statutory and regulatory obligations or rights of the parties; nor is it intended to create any additional legal rights or obligations other than those imposed or provided by Federal or State law or regulation.
9. Nothing in this Agreement is intended to bestow any benefits or rights to any third parties who are not signatories to this Agreement. The parties to this Agreement shall have the sole right to enforce its terms.

10. Nothing in this Agreement is intended to place an obligation on the parties to ensure that the other is complying with its obligations under Federal or State law or regulation.

F. **EXCLUDED/DEBARRED PARTY CLAUSE**

The Vendor/Contractor represents and warrants that it, nor its employees or contractors, are not excluded from participation, and is not otherwise ineligible to participate, in a "federal health care program" as defined in 42 U.S.C. § 1320a-7b(f) or in any other government payment program.

In the event Vendor/Contractor, or one of its employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Vendor/Contractor will notify the **West Islip UFSD**, in writing, within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Vendor/Contractor, the **West Islip UFSD** reserves the right to immediately cease contracting with the Vendor/Contractor.

If Vendor/Contractor is an Employment Agency, the Vendor/Contractor represents and warrants that its employees and contractors are not excluded from participation in a "federal health care program" as defined in 42 U.S.C. § 1320a-7b(f) or debarred from participation in any federal or other program.

The Vendor/Contractor further represents and warrants it will, at a minimum, check monthly all of its employees and subcontractors against:

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

In the event an excluded party is discovered the Vendor/Contractor will notify the **West Islip UFSD**, in writing, within three (3) days after such event.

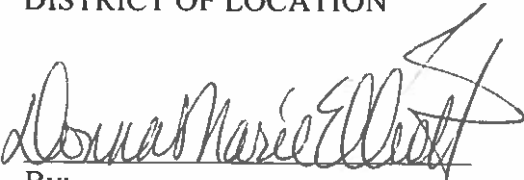
Upon the occurrence of such event, whether or not such notice is given to the Vendor/Contractor, the **West Islip UFSD** reserves the right to immediately cease contracting with the Vendor/Contractor.

DISTRICT OF RESIDENCE

DISTRICT OF LOCATION

By:
President Board of Education
West Islip UFSD

Date _____



By:
President Board of Education
Deer Park UFSD

Date 12/14/2021

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

This Agreement is entered into this **1st day of September 1, 2021** by and between the Board of Education of the **KINGS PARK School District** (hereinafter the "SENDING DISTRICT"), having its principal place of business for the purpose of this Agreement at 180 Lawrence Road, Kings Park, New York 11754, 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.

W I T N E S S E T H

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 **September 1, 2021 through June 30, 2022**, 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 A**

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 2021/2022 Special Education tuition rate is currently \$47,501.21 for Grades K-6 and \$49,503.35 for Grades 7-12.
 - 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: Dr. Danielle Colby-Rooney
 Administrator for Pupil Personnel
 Kings Park CSD
 180 Lawrence Road
 Kings Park, NY 11754

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
Kings Park CSD

By: _____

President, Board of Education
West Islip UFSD



**WEST ISLIP UFSD
SMART SCHOOLS BOND ACT
FINAL INVESTMENT PLAN
Phase 2**

January 2022

The Public Hearing on Smart Schools Bond Act Funding took place on January 6, 2022.

*Written feedback on the
West Islip NYS Smart Schools Bond Act Plan for Phase 2
may be submitted via <https://forms.gle/3ERofLsN8YYec5fc6>*

or mail comments to

West Islip USFD
100 Sherman Avenue
West Islip, NY 11795
Attn: Elisa Pellati, Assistant Superintendent for Business

To learn more about the Smart Schools Bond Act go to:

NYSED SSBA Website
http://www.p12.nysed.gov/mgtserv/smart_schools/

Overview

The Smart Schools Bond Act (SSBA) was passed in the 2014-15 Enacted Budget and approved by the voters in a statewide referendum held on November 4, 2014. The Smart Schools Bond Act authorized the issuance of \$2 billion of general obligation bonds to finance educational technology and infrastructure to improve learning and opportunity for students throughout the State. The categories of eligible capital projects are defined as:

1. Installing high-speed broadband or wireless internet connectivity for schools and communities;
2. Acquiring learning technology equipment or facilities, including but not limited to interactive whiteboards, computer servers, and desktop, laptop, and tablet computers;
3. Constructing, enhancing, and modernizing educational facilities to accommodate pre-kindergarten programs and provide instructional space to replace classroom trailers;
4. Installing high-tech security features in school buildings and on school campuses, including but not limited to video surveillance, emergency notification systems, and physical access controls.

Plan

The West Islip School District was allocated \$2,973,629 for SSBA funding. The district submitted a Smart Schools Investment Plan (SSIP) in 2016 for a Phase 1 school connectivity project in the amount of \$1,640,487. This plan was approved by the NYS Department of Education on November 28, 2017. The total costs incurred from the Phase 1 project were \$1,137,770.15. The district received reimbursement for this project on June 14, 2019.

The West Islip School District will utilize the remaining funds available of \$1,835,859 for the installation of a security vestibule in the District Administration Office, which is located at and provides access to the Beach Street Middle School. Security vestibules ensure that all visitors are screened before gaining admittance to a building. They also ensure that no one is able to gain quick access to the building and provide the district with more time to react should someone unauthorized try to enter the building. All of the West Islip school buildings have security vestibules at the main entrance of the building. The installation of the vestibules in each building was completed during the 2019-20 school year as part of the \$50 million bond referendum that was approved by the community in May 2015.

Plan Submission

The SSBA requires that school districts develop and receive approval of a SSIP from the Smart Schools Review Board, which is comprised of the Chancellor of the State University of New York, the Director of the Budget and the Commissioner of the State Education Department. Districts must submit their plans through an application on the New York State Education Department's Business Portal. The New York State Education Department will review the SSIP for completeness and adherence to the guidance. Once accepted, the application is submitted for consideration by the Smart Schools Review Board. There are no specific deadlines for submission of a SSIP, as these funds do not expire. Districts that plan to use their Smart Schools Bond Act funds for school capital projects or facilities must first undergo a preliminary review for their projects through the Office of Facilities Planning before submitting their Smart Schools Investment Plan for approval. West Islip School District submitted the Phase 2 preliminary plan to the Office of Facilities Planning on November 3, 2021.

Expenditure and Reimbursement of Funds

All funds will be distributed on a reimbursement basis. Districts will expend funds in a manner consistent with their approved Smart Schools Investment Plans. Once a request for reimbursement has been reviewed and approved, the New York State Education Department will release the funds. Reimbursement claims will be prepared and submitted through the New York State Education Department Business Portal.

Plan Requirements

Before the SSIP can be approved, the district must demonstrate that it has met the following requirements:

- District developed and the Board approved a Preliminary Smart Schools Investment Plan.
 - The Preliminary Smart Schools Investment Plan for Phase 2 was approved by the Board of Education at the November 23, 2021 Planning Session.
- A Preliminary Plan has been posted on the district website for at least 30 days.
 - The plan has been posted on the district website since November 24, 2021.
- The district must include an address to which any written comments on the Plan should be sent.
 - The email and mailing address for comments are listed on page 2 of this plan.
- Board has conducted a hearing that will enable stakeholders to respond to the Preliminary Plan. This hearing may occur as part of a normal Board meeting, but adequate notice of the event must be provided through local media and the district website for at least two weeks prior to the meeting. The district must seek public input, which includes consulting with parents, teachers, students, community members, and other stakeholders.
 - The Smart Schools Bond Act hearing and presentation took place on January 6, 2022 during the Board of Education meeting. The meeting is posted on the district website.
- District has prepared a final plan for Board approval.
 - The document serves as the final plan that will be presented to the Board of Education for approval on January 18, 2022.
- Final plan has been posted on district website.
 - The anticipated date for the final plan to be posted on the district website is January 19, 2022.
- District will submit Smart Schools Investment Plans through the Business Portal for review.
 - Once the final Smart Schools Investment Plan for Phase 2 is complete it will be submitted on the Business Portal by the Assistant Superintendent for Business. The anticipated date for the final Smart Schools Investment Plan for Phase 2 to be submitted through the Business Portal is January 19, 2022.